

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
REBECCA BAHAR-COOK
ANDY SCHOR
DIANNE HOLMAN
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, MAY 5, 2010 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 [April 21, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Distribute \$1,000.00 of [Drug Forfeiture Funds](#) Held by the Ingham County Sheriff's Office to Contract with the Mid Michigan Crime Stoppers Program
2. Health Department
 - a. Resolution to Authorize [Amendment #3](#) to the 2009-2010 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize an Agreement with the [Tri-County Office on Aging](#)
 - c. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
3. Facilities Department
 - a. Resolution Authorizing Entering into a Contract with [Myers Plumbing and Heating, Inc.](#) for Boiler and Components Replacement at the Jail and the Human Services Building (Including Tri-County Office on Aging)
 - b. Resolution Awarding a Contract to [Boynton Fire Service](#) to Provide Fire Prevention Services at Several County Facilities
4. Financial Services Department - Resolution Adopting the Deficit Elimination Plan for the Ingham County [Fair Fund](#)
5. Controller/Administrator's Office
 - a. Resolution Providing Additional Funding for the Revolving [Drain Fund](#) (Fund 802) County of Ingham, State of Michigan
 - b. Resolution Approving [Sparrow Occupational Health](#) as the County's Provider of Occupational Health Services

- c. Resolution Authorizing a Contact with [Maximus](#) for the Preparation of the County-wide and Child Care Cost Allocation Plans
- d. Resolution Authorizing an Acceptance of a Charitable Donation from the [Marjorie Hahn Trust](#) Bequest for the Potter Park Zoo
- e. Discussion: Resolution Updating [Various Fees](#) for County Services

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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
April 21, 2010
Minutes

Members Present: Mark Grebner, Todd Tennis, Rebecca Bahar-Cook, Andy Schor, Dianne Holman, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Teri Morton, Maureen Winslow, Tony Lindsey, Mike Bryanton, John Neilsen, Jim Hudgins, Tom Shewchuk, Renee Canady, Doug Stover, Sara Deprez, Brian Philson, Randy Bell and John Schlinker

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 7, 2010 Minutes

The April 7, 2010 Minutes were approved as amended.

Page 2, Resolution 1a Amendment: “Elimination” was changed to “Reassignment”

Additions to the Agenda

10. Substitute – Resolution Authorizing the Acceptance of a Grant from Michigan State University’s 4-H Youth Development Program to Fund Enhanced Programming at the Ingham County Family Center
12. Substitute – Resolution to Authorize a Contract with Patriot Services Corporation to Conduct an After Action Review of the H1N1 Immunization Campaign
13. Substitute – Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst
- 14a. Substitute – Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process
- 14b. Substitute – 2010 1st Quarter Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the 2010 Ingham County Budget
- 14d. Late – Resolution Honoring Blake Parmer
- 14e. Late – Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

Limited Public Comment

None

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

1. Clerk's Office
 - a. Resolution to Increase the Fees for Certified Copies of Vital Records Issued by the County Clerk's Office
 - b. Resolution to Purchase an IDentipho 550CCW Card System for Creating CCW Permits
2. Prosecuting Attorney's Office - Resolution to Authorize a Juvenile Accountability Block Grant Program Award from the Michigan Department of Human Services and Subcontract with the Dispute Resolution Center of Central Michigan
3. Register of Deeds - Resolution to Authorize the Transfer of Funds from the Treasurer's Office to the Register of Deeds and to Authorize a Temporary Employee
4. Sheriff's Office - Ingham County Office of Homeland Security and Emergency Management
 - c. Resolution to Accept a Grant from the State of Michigan, Region One Homeland Security Planning Board for an Indoor Security Camera System for the Sheriff's Office
5. Sheriff's Office
 - a. Resolution to Extend the Current Delhi Township Police Services Agreement
 - c. Resolution Authorizing the Acceptance of \$600.00 from the Holt Lions Club for the Purchase of "Faces" Software Program from I. Q. Biometrix
6. Ingham County Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits
7. Equalization/Tax Mapping
 - a. Resolution to Adopt the 2010 County Equalization Report as Submitted with the Accompanying Statements (*Report to be distributed at meeting*)
 - b. Resolution Designating County Representatives at State Tax Commission Hearings
8. Animal Control Department
 - a. Resolution of Continuous Effect Authorizing an Agreement with the United States Department of Agriculture Office of Inspector General for the Purpose of Receiving Reimbursable Costs for Providing Resources for a Joint Dog Fighting Operation
 - b. Resolution to Authorize a Contract with Joseph Leppanen, D.V.M. for Animal Control Shelter Veterinary Services
9. Community Corrections Advisory Board - Resolution Authorizing Entering into a Subcontract with the National Council on Alcoholism to Provide Cognitive Change Groups with PA511 Community Corrections Funding for FY 2009-2010

10. Ingham County MSU Extension - Resolution Authorizing the Acceptance of a Grant from Michigan State University's 4-H Youth Development Program to Fund Enhanced Programming at the Ingham County Family Center
11. Circuit Court/Family Division - Resolution to Authorize Funds for a Replacement Vehicle for the Ingham County Family Center
12. Health Department
 - a. Resolution to Authorize a Contract with Health Management Associates to Assist with Medicaid Reconciliation
 - b. Resolution to Accept a Grant Award from the Michigan Department of Community Health to Build Capacity to Address the Root Causes of Health Disparity
 - c. Resolution Authorizing Extension of Training Agreement with Michigan State University Extension Services
 - d. Resolution to Amend Resolution #09-085 to Extend an Agreement with Ingham Intermediate School District/Ingham Birth to Five Great Start Collaborative
 - e. Resolution to Authorize a Contract with Patriot Services Corporation to Conduct an After Action Review of the H1N1 Immunization Campaign
14. Controller/Administrator's Office
 - b. 2010 1st Quarter Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2010 Ingham County Budget
 - c. Resolution to Establish the Law and Order Fund (LOFT) for Technology and Dissolve the IJIGS Committee and Pit Crew
 - d. Resolution Honoring Blake Parmer

(Board Chairperson De Leon arrived at 6:08 p.m.)

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

4. Sheriff's Office - Ingham County Office of Homeland Security and Emergency Management
 - a. Resolution to Participate in the Michigan Emergency Management Assistance Compact (MEMAC)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION TO PARTICIPATE IN THE MICHIGAN EMERGENCY MANAGEMENT ASSISTANCE COMPACT (MEMAC).

Comm. Schor asked staff for additional information on who else has approved the compact, and if services will be shared with other communities in the compact.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2008 State Homeland Security Grant Regional Planner Grant

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ACCEPT THE MICHIGAN DEPARTMENT OF STATE POLICE, EMERGENCY MANAGEMENT DIVISION 2008 STATE HOMELAND SECURITY GRANT REGIONAL PLANNER GRANT.

Mr. Neilsen informed the Committee that the person would be an employee of the Homeland Security Board but would be housed at the Ingham County Sheriff's Office.

MOTION CARRIED UNANIMOUSLY.

- 5. Sheriff's Office
 - b. Resolution to Authorize a Re-organization within the Sheriff's Office to Reclassify a Lieutenant Position to a Sergeant Position

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A RE-ORGANIZATION WITHIN THE SHERIFF'S OFFICE TO RECLASSIFY A LIEUTENANT POSITION TO A SERGEANT POSITION.

The Committee discussed the reclassification of the Lieutenant's position to a Sergeant position.

MOTION CARRIED UNANIMOUSLY.

- 13. Management Information Services Department - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE CONVERSION OF THE VACANT MIS DEPUTY DIRECTOR POSITION TO THAT OF APPLICATION DEVELOPER/BUSINESS ANALYST.

Comm. Dougan asked if there are long-term plans at MIS that will save a significant amount of money as a result of hiring the new employee. Mr. Shewchuk, MIS, stated that he continues to redefine MIS and make changes. He indicated that there are some ideas he has for the future that will bring more savings.

MOTION CARRIED UNANIMOUSLY.

- 14. Controller/Administrator's Office
 - a. Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS GUIDING 2011 ACTIVITIES AND BUDGET PROCESS.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION BY REINSTATING THE PROVIDING RECREATIONAL OPPORTUNITIES SECTION TO READ: PROVIDE APPROPRIATE RECREATIONAL OPPORTUNITIES THROUGHOUT INGHAM COUNTY TO THE GREATEST EXTENT POSSIBLE GUIDED BY THE COUNTY PARKS MASTER PLAN AND AVAILABLE RESOURCES (INTERNAL AND EXTERNAL) AS THEY ARE AVAILABLE. SPECIFIC ENHANCEMENT: IN LIGHT OF THE CURRENT BUDGET SITUATION, THE COUNTY WILL STRIVE TO MAINTAIN THE CURRENT ASSETS AND SERVICES PROVIDED AT THE MAJOR PARKS, WHILE ALSO MOVING BALDWIN PARK TO ONONDAGA TOWNSHIP AND LOOKING AT POSSIBLE EFFICIENCIES. THE RESOLUTION WAS ALSO AMENDED TO STRIKE THE 2ND BE IT FURTHER RESOLVED. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

CHAIRPERSON GREBNER MOVED TO AMEND THE AMENDMENT BY CHANGING THE WORD MOVING TO TRANSFERRING. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

COMM. BAHAR-COOK MOVED TO AMEND THE AMENDMENT BY STRIKING THE WORDS APPROPRIATE AND GREATEST. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE 4TH BE IT FURTHER RESOLVED BY ADDING THE LANGUAGE "TO HAVE CLINTON AND EATON COUNTIES CONTRIBUTING FINANCIALLY TO THE AIRPORT, STARTING WITH CONTRIBUTIONS TO THE AIRPORT AUTHORITY BY THOSE COUNTIES IN EXCHANGE FOR NON-VOTING SEATS AT THE TABLE BY DECEMBER, 31, 2010" AT THE END.

MOTION FAILED (3-3 vote) with Chairperson Grebner, Comm. Dougan and Comm. Holman voting No.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHOR, TO AMEND THE RESOLUTION BY STRIKING THE 4TH BE IT FURTHER RESOLVED.

MOTION CARRIED with Comm. Bahar-Cook voting No.

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. SCHOR, TO AMEND THE THEREFORE BE IT RESOLVED BY STRIKING THE LANGUAGE "ANY REDUCTION OR ELIMINATION OF THE COUNTY'S SERVICE LEVELS SHOULD BE FOCUSED PRIMARILY IN AREAS OF DISCRETIONARY SERVICES, RECOGNIZING THAT ALL MANDATED SERVICES WILL ALSO BE CONSIDERED FOR BUDGET REDUCTIONS TO THE EXTENT POSSIBLE AND NECESSARY" AT THE END OF #1. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE SUPPORTING PUBLIC SAFETY SECTION BY ADDING THE FOLLOWING LANGUAGE AT THE BEGINNING OF THE SECTION:

BECAUSE OF CONTINUAL DECLINING REVENUE, IT HAS BECOME NECESSARY TO SIGNIFICANTLY REDUCE AND/OR ELIMINATE DISCRETIONARY SERVICES. ROAD PATROL, AS WE KNOW IT, IS A DISCRETIONARY SERVICE THAT HAS BEEN SIGNIFICANTLY REDUCED TO DATE AND IS EXPECTED TO FACE FURTHER CUTS UNTIL TOTALLY ELIMINATED. THEREFORE, IT IS THE INTENT OF THE BOARD OF COMMISSIONERS TO ELIMINATE ROAD PATROL SERVICES EFFECTIVE JANUARY 1, 2011.

IT IS ALSO THE INTENT OF THE BOARD TO ENCOURAGE TOWNSHIPS TO WORK COOPERATIVELY TO UNITE AND CONSIDER CONTRACTING FOR PRIMARY LAW ENFORCEMENT SERVICES WITH THE INGHAM COUNTY SHERIFF'S OFFICE TO MEET THE LEVEL OF SERVICE THEY DEEM NECESSARY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHOR, TO AMEND THE AMENDMENT BY CHANGING THE 2ND PARAGRAPH TO READ: IT IS ALSO THE INTENT OF THE BOARD OF COMMISSIONERS TO OFFER FINANCIAL ASSISTANCE TO FACILITATE THE CREATION OF A MULTI-JURISDICTIONAL AUTHORITY TO CONTRACT WITH THE INGHAM COUNTY SHERIFF'S DEPARTMENT FOR THE PROVISION OF THE NECESSARY PRIMARY LAW ENFORCEMENT SERVICES. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED with Comm. Holman and Comm. Dougan voting No.

MOTION CARRIED with Comm. Holman and Comm. Dougan voting No.

- e. Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY.

The Committee discussed the Special Millage Question.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Neilsen clarified that the thirteen townships and one village that are requesting startup funds will be doing a special assessment by individual municipalities rather than passing one vote.

Public Comment

Mr. Bryanton, County Clerk, thanked the Committee for their approval of the resolutions related to the Clerk's Office. He indicated that although increasing the fees seems drastic, the County Clerks Office still offers much lower prices than other local offices. He also stated that he has the authority to waive fees for indigent people, and is working with homeless shelters and other organizations. He informed the Committee that the purchase of the IDentipphoto will help offset the reduction of the Deputy Clerk II position. Comm. Dougan asked if there are other uses for the IDentipphoto machine. Mr. Bryanton indicated that they are working with a vendor to make IDs for children, similar to what the Sheriff does at the Fair.

Board Chairperson De Leon thanked Mr. Bryanton for his efforts to initiate change and reduce staff.

Mr. Bryanton indicated that two Deputy Clerk II positions will be vacated. He stated that one will need to be filled, but he will leave the other vacant. He commended Mr. Shewchuk and the MIS Department for their recent cooperation. He indicated that they have responded quickly and cordially to any calls. He also commended their efforts in quickly handling the process of purchasing the IDentipphoto.

The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Karsha Sathianathan

Agenda Item 1

RESOLUTION STAFF REVIEW

DATE: April 8, 2010

Agenda Item Title: Resolution to Distribute \$1,000.00 of Drug Forfeiture Funds Held by the Ingham County Sheriff's Office to Contract with the Mid Michigan Crime Stoppers Program

Submitted by: Sheriff's Office

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

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to distribute \$1,000.00 in forfeiture funds; the Sheriff's Office presently holds a contract with the Mid Michigan Crime Stoppers Program.

Financial Implications: \$1,000.00 from forfeiture funds will be used for this purpose.

Other Implications: None.

Staff Recommendation: JLN X TL TM JC
Staff recommends approval of the resolution.

Agenda Item 1

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO DISTRIBUTE \$1,000.00 OF DRUG FORFEITURE FUNDS
TO CONTRACT WITH THE MID MICHIGAN CRIME STOPPERS PROGRAM**

WHEREAS, since 1989, the Mid Michigan Crime Stoppers program has worked with local law enforcement in fielding over 4,600 anonymous tips which have resulted in solving many local felony crimes, assisted in obtaining over 455 felony warrants for those crimes solved, and assisted in the arrest of over 735 fugitive felons; and

WHEREAS, the Ingham County Sheriff's Office along with other mid Michigan police agencies supports and participates in the Mid Michigan Crime Stoppers Program, which takes anonymous tips on unsolved crimes or tips on wanted felons, and then passes those tips to local police agencies to assist in solving crimes or arresting fugitives; and

WHEREAS, the Ingham County Sheriff's Office has benefited from Mid Michigan Crime Stoppers Program many times over the years in solving crimes and apprehending known felons, including receiving information that led to the arrest and conviction of the subject responsible for a brutal armed robbery and homicide in Delhi Township in 1998; and

WHEREAS, the Ingham County Sheriff's Office wants to distribute \$1,000.00 from forfeiture funds presently held by this Office; and

WHEREAS, this distribution is allowable under the Michigan Public Health Code, Act 368 of 1978 under section 7524 (b) (ii) which allows police agencies that seize funds under Michigan Drug Forfeiture Laws to use those funds or a portion of those funds to be distributed to nonprofit organizations whose primary activity is to assist law enforcement agencies with drug related criminal investigations and obtaining information for solving drug crimes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the distribution of \$1,000.00 from the Ingham County Sheriff's Office forfeiture fund to Mid Michigan Crime Stoppers Program in order to contract for these services for Ingham County residents.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2010 Forfeiture Budget.

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

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution to Authorize Amendment #3 to the 2009-2010 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes Amendment #3 of the 2009-2010 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2009-2010 Agreement in Resolution No. #09-308.

Financial Implications:

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. The current agreement was amended by Resolutions #09-339 and #09-424. Amendment #3 will increase the budget for Comprehensive Local Health Services from \$5,555,379 to \$5,775,977 for a net increase of \$220,598. The Amendment makes the following specific changes in the budget:

1. It funds the new Supplementary Nutrition Assistance Program and Education (SNAP-ED): an increase of \$75,532.
2. It funds new BCCCP Peer-to-Peer Outreach and Recruitment efforts: an increase of \$14,000.
3. It funds new Highly Targeted Community Based HIV Prevention: an increase of \$70,642.
4. It increases support for Local Public Health Operations by \$35,624.
5. It increases support for the Safe Routes to School project by \$2,900.
6. It raises WIC funding by \$21,900.

Other Implications:

The Amendment also revises a section of the Agreement. It clarifies the requirement in the previously funded Expanded HIV Testing in High Prevalence Health Care Settings Program indicating that the Ingham County Health Department shall test a minimum of 2,200 individuals during the fiscal year and shall submit quarterly reports by July 16 and October 15, 2010. Disease Control staff are confident they can meet these goals.

Staff Recommendation: JN __ TL __ TM __ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: April 21, 2010

Subject: CPBC Agreement Amendment #3 for 2009-2010

This is a recommendation to authorize Amendment #3 of the 2009-2010 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2009-2010 Agreement in Resolution No. #09-308.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. The current agreement was amended by resolutions #09-339 and #09-424. Amendment #3 will increase the budget for Comprehensive Local Health Services from \$5,555,379 to \$5,775,977 for a net increase of \$220,598. The Amendment makes the following specific changes in the budget:

1. It funds the new Supplementary Nutrition Assistance Program and Education (SNAP-ED): an increase of \$75,532.
2. It funds new BCCCP Peer-to-Peer Outreach and Recruitment efforts: an increase of \$14,000.
3. It funds new Highly Targeted Community Based HIV Prevention: an increase of \$70,642.
4. It increases support for Local Public Health Operations by \$35,624.
5. It increases support for the Safe Routes to School project by \$2,900.
6. It raises WIC funding by \$21,900.

The Amendment also revises a section of the Agreement. It clarifies the requirement in the previously funded Expanded HIV Testing in High Prevalence Health Care Settings program indicating that the Ingham County Health Department shall test a minimum of 2,200 individuals during the fiscal year and shall submit quarterly reports by July 16 and October 15, 2010. Disease Control staff are confident they can meet these goals.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #3
TO THE 2009-2010 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2009-2010 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #09-308 and amended by Resolutions #09-339 and #09-424; and

WHEREAS, the MDCH has proposed a third amendment to the 2009-2010 CPBC to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2009-2010 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the Amendment shall: 1) Revise information in Attachment I – Annual Budget Instructions; 2) Add/revise information in Attachment III – Program Specific Assurances and Requirements; and 3) Incorporate Attachment IV – Funding/Reimbursement Matrix.

BE IT FURTHER RESOLVED, that the net adjustment in the total amount of CPBC funding shall be an increase of \$220,598 from \$5,555,379 to \$5,775,977 which includes: 1) the Supplementary Nutrition Assistance Program and Education (SNAP-ED), an increase of \$75,532; 2) the BCCCP Peer-to-Peer Outreach and Recruitment efforts, an increase of \$14,000; 3) the Highly Targeted Community Based HIV Prevention, an increase of \$70,642; 4) an increase in support for Local Public Health Operations by \$35,624; 5) additional support for the Safe Routes to School Project of \$2,900; 6) an increase in WIC funding of \$21,900.

BE IT FURTHER RESOLVED, that the Amendment clarifies a requirement in the previously funded Expanded HIV Testing in High Prevalence Health Care Settings Program indicating that the Ingham County Health Department shall test a minimum of 2,200 individuals during the fiscal year and shall submit quarterly reports by July 16 and October 15, 2010.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2010 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution to Authorize an Agreement with the Tri-County Office on Aging

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with the Tri-County Office on Aging to implement an evidence-based chronic disease self-management program known as PATH (Personal Access Toward Health).

Tri-County Office on Aging (TCOA) has received a grant to support the development of a tri-county coalition to assure that PATH classes are available for older adults. Several Health Department staff have been trained in the PATH model. TCOA has requested that the Health Department assume responsibility as Lead Agency in developing a PATH coalition. As Lead Agency, ICHD will be responsible for recruiting at least 10 individuals to be trained as workshop presenters. TCOA will pay for the training. ICHD will also be responsible for developing a schedule for PATH workshops in collaboration with other members of the coalition. The ICHD will verify enrollment of eligible participants in PATH classes and invoice TCOA which will pay the workshop presenters and provide an incentive for eligible participants who have completed at least four of the six classes. ICHD will also recruit at least one bilingual individual to be trained in the *Tomando Control De su Salud*, the Spanish Chronic Disease Self-Management Program over the next year.

Financial Implications:

TCOA proposes providing \$21,549 to the Health Department to perform these activities. The contract period is March 1, 2010 through February 28, 2012.

Other Implications:

None.

Staff Recommendation: 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: April 29, 2010

Subject: Seeking Authorization for an agreement with Tri-County Office on Aging

Chronic diseases such as heart disease, cancer, and diabetes are the leading causes of death and disability in the United States, accounting for 70% of all deaths. Stanford University has developed an evidence-based chronic disease self-management program. In Michigan, the program is known as PATH (Personal Access Toward Health). PATH participants have demonstrated significant improvements in exercise, symptom management, communication with physicians, and self-reported general health. They also spent fewer days in the hospital and trended toward fewer outpatient visits and hospitalizations. Chronic disease self-management programs are a promising strategy to deal with chronic diseases.

Tri-County Office on Aging (TCOA) has received a grant to support the development of a tri-county coalition to assure that PATH classes are available for older adults. Several Health Department staff have been trained in the PATH model. TCOA has requested that the Health Department assume responsibility as Lead Agency in developing a PATH coalition. As Lead Agency, ICHD will be responsible for recruiting at least 10 individuals to be trained as workshop presenters. TCOA will pay for the training. ICHD will also be responsible for developing a schedule for PATH workshops in collaboration with other members of the coalition. We will verify enrollment of eligible participants in PATH classes and invoice TCOA which will pay the workshop presenters and provide an incentive for eligible participants who have completed at least four of the six classes. ICHD will also recruit at least one bilingual individual to be trained in the *Tomando Control De su Salud*, the Spanish Chronic Disease Self-Management Program over the next year. TCOA proposes providing \$21,549.00 to the Health Department to perform these activities. The contract period is March 1, 2010 through February 28, 2012.

The proposed activities are consistent with the Health Department's efforts to address chronic disease, expand the populations we serve, and diversify funding sources for our work.

I recommend that the agreement with TCOA be authorized.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE TRI-COUNTY OFFICE ON AGING

WHEREAS, chronic diseases are the leading causes of death and disability in the United States; and

WHEREAS, chronic disease self-management programs have been shown to be an effective way to assist people with chronic illnesses; and

WHEREAS, Tri-County Office on Aging (TCOA) has received a grant to develop a coalition and host chronic disease self-management classes for older adults in the community; and

WHEREAS, TCOA has requested that Ingham County Health Department serve as Lead Agency in developing a local coalition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tri-County Office on Aging to enable Ingham County Health Department to serve as Lead Agency in developing a coalition to assure that chronic disease self-management classes for older adults are offered in the community.

BE IT FURTHER RESOLVED, that the amount of the contract will be up to \$21,549.

BE IT FURTHER RESOLVED, that the period of the agreement will begin on March 1, 2010 and end on February 28, 2012.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2010 Budget in order to implement this resolution.

RESOLUTION STAFF REVIEW

DATE April 27, 2010

Agenda Item Title: Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS_ X_, Finance_ X_

Summary of Proposed Action:

This resolution would authorize the re-structuring of the Health Department Division from three (3) to two (2) divisions/units while maintaining efficiencies and saving money.

Financial Implications:

The Health Department Management intent was to remain budget neutral. However, the Budget Office reports a total cost reduction of approximately \$88,000 (includes salary and benefits).

Please see Attachment A for further financial detail on changes to the affected positions.

Other Implications:

Greater organizational efficiency and effectiveness. The four (4) affected collective bargaining units have been informed of the proposed changes and their support has been requested.

Attributable to independent variables and various circumstances; this is the 5th Health Department related re-assignment (reorganization) effort in the last four (4) years. Changing circumstances requires flexibility.

- Res #07-039 Feb. 27, 2007 - Agenda Item No. 11
- Res #07-079 Apr. 10, 2007 - Agenda Item No. 13
- Res #09-061 Mar. 10, 2009 – Agenda Item No. 20
- Res #09-269 Aug. 25, 2009 – Agenda Item No. 27
- Res #10-__ May __, 2010 – Agenda Item No. __

The pending request is prompted by the retirement of one (1) of three (3) Deputy Health Officers and a desire to save money while maintaining efficiency and services. Rather than fill the vacated Deputy Health Officer Position, Health Department Management elected to re-assign elements of the division to the two (2) remaining divisions.

Given the Deputy Health Officer vacancy, time constraints and in an effort to meet the Health Department’s need; procedurally this project did not receive the closest level of Human Resources scrutiny.

Staff Recommendation: JN ____ TL_ X TM____ JC ____

ATTACHMENT A

Emp #	Pos #	Name	Current Salary Designation	Current Job Title	Current Salary & Benefits	Proposed Job Title	Proposed Salary Designation	Proposed Salary & Benefits	Cost/ (Savings)
1381	601336	Carmina Merz	UAW C	Health Program Asst	\$57,787	Env Health CHR II	UAW D	\$60,522	2,735
2270	601293	Jan Kimble	PRO 8	Program Coordinator	\$94,516	Child & Adolescent Health Coord	PRO 09	\$101,770	7,254
2505	601076	Laura Peterson	MCF 16	DHO	\$153,913	eliminated	MCF16	0	(153,913)
3056	601129	Cori Feldpaush	UAW C	Health Program Asst	\$57,787	OYC CHR II	UAW D	\$60,522	2,735
na		na	na	na	0	Accountant .5 FTE	PRO 7	\$42,110	42,110
na	601096	Kim Hebert	UAW D	CHR II	\$60,522	Imms CHR IV	UAW F	\$66,099	5,577
	601119	Vacant	PRO 5	Early Child Consultant	\$78,430	eliminate		0	(78,430)
	601396	Vacant	UAW C	PT Health Program Assistant	\$29,107	eliminate	UAWC	0	(29,107)
1789	601135	Deb Edokpolo	UAW G	Public Health Spec	\$70,059	Public Health Spec	PRO 5	\$76,959	6,900
4980	601395	Kyla Moore	PRO 5	Customer Service Specialist	\$76,958	Customer Service Coordinator	PRO 6	\$81,944	4,986
6203	601003	Deb Brinson	MCF 16	DHO	\$153,912	DHO Community Health Services	MCF 17	\$163,951	10,039
1664	601079	Jayson Welter	MCF 11	HPMS Manager	\$111,924	Dir Policy, Programs & Compliance	MCF 13	\$126,002	14,078
1735	601373	Lynn Kiter	PRO 9	Billing & Reporting Coord	\$101,770	Billing & Reporting Manager	MCF 10	\$106,622	4,851
2356	601067	Holly Wilson	PRO 8	Operations Coordinator	\$94,516	HPM Services Manager	MCF 11	\$113,798	19,281
1564	601138	Julie Dingerson	PHN 4	PHN Nurse Supervisor	\$98,892	PHN & Special Prog. Supr.	MCF 11	\$113,772	14,880
4279	601381	Renee Canady	MCF 15	DHO for Nursing Services & Special Program	\$143,938	DHO, Public Health Svcs	MCF 17	\$163,951	20,013
	601414	Vacant	MNA 3	Nurse Case Manager	\$95,208	Grants Coordinator	PRO 8	\$94,518	(690)
1995	601069	Carol Dembinsky	MNA 3	Health Plan Utilization	\$95,208	Quality & Safety Coordinator	MNA 4	\$98,867	3,659
1885	601007	John Jacobs	MCF 12	Chief Financial Officer	\$118,901	Chief Financial Officer	MCF 13	\$126,002	7,100
2041	601121	Barb Monroe	PRO 8	OYC Training Coord	\$94,516	OYC Coordinator	PRO 9	\$101,770	7,254
				Totals	\$1,787,864			\$1,699,178	(88,686)

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Dean G. Sienko, M.D., M.S., Health Officer

DATE: April 23, 2010

RE: Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past four months, the ICHD administrative team has experienced unprecedented personnel shifts. Laura Peterson, Deputy Health Officer for Health Plan Management, retired. Dr. Jaeson Fournier, Deputy Health Officer for Community Health Services, resigned in December. This position was filled by Debbie Brinson. These changes at the Deputy Health Officer level have allowed me to reevaluate the functionality of the administrative structure implemented upon my appointment as Health Officer in 2007. Additionally, the expansion of our health centers, due to Federally Qualified Health Center status and new funding from the Health Resource Services Administration, is increasing our personnel needs and the demands on existing staff. Moreover, given anticipated county GF and state funding shortfalls, these personnel adjustments save administrative operational costs.

I believe that this proposal realigns and right-sizes the administrative work at the Deputy Health Officer level while maintaining a robust and effective leadership team across the department. The reorganization is informed by the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best service possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution recommends establishing a two-Deputy Health Officer structure by eliminating the Deputy Health Officer position vacated by Laura Peterson's retirement. The resolution reassigns those areas formerly under Laura Peterson's supervision to the oversight of the Deputy Health Officer for Public Health Services (Dr. Canady) and the Deputy Health Officer for Community Health Services (Ms. Brinson). Additionally, the proposal realigns programs currently under Dr. Canady's and Ms. Brinson's supervision for shared mission, design and function. In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes. Asterisks denote program reassignments.

	Deputy Health Officer Community Health Services	Deputy Health Officer Public Health Services
Pay Grade	17 Recommended Pay Grade	17 Recommended Pay Grade
Number of Staff/Programs	~190 / 14	~135 / 20
Programs and Services	<ul style="list-style-type: none"> • Billing and Reporting • Adult Health • Child Health • Adult Dental • Women’s Health • Healthy Smiles • Otto • Willow • St. Lawrence • Sparrow • Well Child • Jail Medical • *Health Plan Management (Moved from HPM) • *Registration and Enrollment (Moved from HPM) 	<ul style="list-style-type: none"> • Public Health Nursing • Family Outreach • CSHCS • Vision and Hearing • Health Assessment • Health Promotion • Tobacco Control • Food Bank • Power of We • Disease Control • Lead • Social Justice • Immunizations • Communicable Disease • HIV/STI Prevention • *WIC (Moved from Community Health Services Bureau) • *Environmental Health (Moved from HPM) • *Emergency Preparedness (Moved from HPM) • *Office for Young Children (Moved from HPM) • *BCCCP (Moved from HPM)

Rational for Realignment	<ul style="list-style-type: none"> •Health Plan Management is functionally similar to the health centers in its financing mechanism and coverage for patients •Registration and Enrollment’s patient coverage and financing matters are similar to the Health Centers •Consolidates the department’s business-focused entities •Causes the least amount of staff disruption •Aligns areas with shared or complementary policy issues and concerns • Integrates Health Plan Management’s IT unit to support the clinical implementation of EMR and other health center IT functions 	<ul style="list-style-type: none"> •Aligns statutory and/or categorical public health functions •Distributes appropriate and equitable numbers of staff for DHO supervision; facilitates the establishment of peer cohorts among DHOs and Administrators to enhance support and effectiveness. •Realigns WIC from community health care services to the more functionally related public health services
Benefits of Two Deputy Structure	<ul style="list-style-type: none"> • Reduces wages under the managerial contract by not filling a Deputy Health Officer position • Aligns scope of work to address current and future growth and needs • Creates a peer structure among DHOs and leadership team • Enhances opportunities for cooperative work • Facilitates sharing of similar vision and resources • Supports union work groups 	

We have vetted this plan by all affected unions and the County’s Human Resources Department; both are supportive. The affected employees are also supportive including those who will accept new and additional responsibilities. Positions proposed for elimination involve vacancies; this avoids negative effects to any incumbent employees. I recommend the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

- c: Renée Canady, Deputy Health Officer, Public Health Services
- Deb Brinson, Deputy Health Officer, Community Health Care Services
- T. A. Lindsey, Human Resources Director
- Janet Bowen, President, ICEA Public Health Nurses Unit
- Justin Spenski, President, ICEA Professional Employees Unit
- Kathy Fitton, President, Michigan Nurses Association
- Sally Auer, President, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Health Officer Dean G. Sienko, M.D., reorganized the administrative structure of the Health Department as approved in Resolution #07-079; and

WHEREAS, since that time, significant administrative personnel changes have occurred in the Department; and

WHEREAS, the Health Officer recommends reducing administrative structure through the elimination of a vacant Deputy Health Officer position; and

WHEREAS, the proposed changes will realign programs and administrative services and will result in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions and retirements at a significant budgetary savings; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications and establishment of positions; and

WHEREAS, the Health Officer has advised that no additional funds are required and that implementation of the proposed changes result in cost savings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601129	UAW C	UAW D	OYC CHR II
601096	UAW D	UAW F	Immunizations CHR IV
601336	UAW C	UAW D	Environ. Health CHR II
601373	PRO 9	MCF 10	Billing & Reporting Manager

601135	UAW G	PRO 5	Public Health Specialist
601395	PRO 5	PRO 6	Customer Ser. Coordinator
601003	MCF 16	MCF 17	DHO, Comm. Health Serv.
601079	MCF 11	MCF 13	Dir Policy, Programs & Compliance
601381	MCF 15	MCF 17	DHO, Public Health Serv.
601067	PRO 8	MCF 11	HPM Services Manager
601069	MNA 3	MNA 4	Quality & Safety Coordinator
601007	MCF 12	MCF 13	Chief Financial Officer
601121	PRO 8	PRO 9	OYC Coordinator
601138	PHN 4	MCF 11	PHN & Special Prog. Supr.
601293	PRO 8	PRO 9	Child & Adolescent Health Center Coordinator
601414	MNA 3	PRO 8	Grants Coordinator

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles:

<u>Position / Title</u>	<u>Proposed Title</u>
601402 / CHR II	Health Secretary
601297 / Grant Supervisor	Community Health Center Supervisor
601376 / Jail Medical Supervisor	Community Health Center Supervisor
601245 / Clinical Services Supervisor	Community Health Center Supervisor
601228 / Professional Services Supervisor	Community Health Center Supervisor
601197 / Front Office Supervisor	Community Health Center Supervisor
601416 / Physician	Physician/CHC Medical Director
601377 / Program Specialist	Project Specialist
601064 / Medical and Customer Service Cord.	Medical Services Coordinator
601025 / Primary Care Physician	Primary Care Physician /Deputy Med. Dir.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following part-time position be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Accountant-PT	ICEA PRO7

BE IT FURTHER RESOLVED, that the following vacant positions be eliminated:

<u>Position/Title</u>	<u>Grade</u>
601076 / Deputy Health Officer for Health Plan Management	MCF 16
601119 / Early Childhood Consultant	ICEA PRO5
601396 / Health Program Assistant - PT	UAW C

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Authorizing Entering into a Contract with Myers Plumbing and Heating, Inc. for Boiler and Components Replacement at the Jail and the Human Services Building (Including Tri-County Office on Aging)

Submitted by: Facilities Department

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

Summary of Proposed Action:

This resolution authorizes awarding a contract to Myers Plumbing and Heating, Inc., for a boiler replacement at the Human Services Building and an air make-up unit at the Tri-County Office on Aging (TCOA). Additionally, two boilers as well as a receiving tank and pumps are in need of replacement at the Jail.

Financial Implications:

The total cost of the contract has a not to exceed amount of \$259,418.00, which includes contingency funds in the amount of \$8,700.00 for unforeseen circumstances that may arise.

- \$71,503 for the Human Services Building repairs with a contingency amount of \$2,500 are budgeted and available in CIP line item 631-23304-976000-0FC01 and CIP line item 631-23304-931000-0FC04.

Total HSB Repair Cost = \$74,003.

- \$162,200 for the Jail repairs are available in CIP line item 245-31199-976000-0FC02 and the remaining funds for the repairs would be transferred from the CIP line items as follows:
 245-42199-976000-9FC07 (\$15,000 - Animal Control RTU Replacement);
 245-30199-931000-8FC25 (\$3,570- Jail Boiler Repair);
 245-31199-931000-7FC20 (\$4,646- Jail Compressor).

There are known problems with the under floor drain system in the Jail boiler room, the scope of which cannot be fully known until demolition begins on existing boilers. A contingency amount of \$6,200 for the Jail repairs is being asked for by the Facilities Department to cover costs associated with the repair of the under floor drain lines.

Total Jail Repair Cost = \$185,416.

Other Implications:

The Purchasing Department solicited proposals from qualified and experienced vendors; Myers Plumbing and Heating, Inc. is a local vendor and submitted the lowest responsive bid.

Staff Recommendation: JLN X TL __ TM __ JC __

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

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: April 22, 2010
 SUBJECT: Bid Summary – Boiler Replacements

Project Description:

This project involves replacing two boiler systems, one at the Ingham County Jail and the other one at the Human Services Building, and also replacing a kitchen hood air make-up handling unit located at the Human Services Building.

Bid Summary:

Vendors contacted: 37 Local: 16
 Vendors responding: 6 Local: 5

Company Name	Total	Total w/Alternate	Local
Myers Plumbing & Heating	\$250,718.00	\$295,515.00	N – Lansing (Clinton County)
T H Eifert	\$268,110.00	\$323,610.00	Y – Lansing
Shaw Winkler	\$276,800.00	\$331,400.00	Y – East Lansing
Gunthrope Plumbing & Heat	\$332,000.00	\$402,000.00	Y – East Lansing
John E Green	\$336,000.00	\$415,000.00	Y – Mason
William E Walter	\$348,000.00	\$412,000.00	N – Flint

Some of the local firms contacted who did not respond to this solicitation cited the following reasons:

- 1) Can only provide one of the types of boilers specified and would have to get from another supplier which would raise costs.
- 2) Can not provide the type of commercial boilers specified.

Recommendation:

Award a contract to Myers Plumbing and Heating, Inc. in an amount not to exceed \$259,418.00 (includes \$8,700.00 for contingency.) Contingency amount (3.5%) is based on previous known problems with the in-floor drains and is for unforeseen emergencies or design shortfalls.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central, various construction news services, 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 ENTERING INTO A CONTRACT WITH MYERS PLUMBING AND HEATING, INC. FOR BOILER AND COMPONENTS REPLACEMENT AT THE JAIL AND THE HUMAN SERVICES BUILDING (INCLUDING TRI-COUNTY OFFICE ON AGING)

WHEREAS, due to deterioration over time, the boiler at the Human Services Building and an air make-up unit at the Tri-County Office on Aging (TCOA) are in need of replacement; and

WHEREAS, the two boilers, as well as a receiving tank and the pumps at the Jail are in need of replacement; and

WHEREAS, the cost to provide these services at the Human Services Building (including TCOA) would be \$71,503; and

WHEREAS, the cost to provide these services at the Jail would be \$179,215; and

WHEREAS, funds for the Human Services Building repairs are budgeted and available in CIP line item 631-23304-976000-0FC01 and CIP line item 631-23304-931000-0FC04; and

WHEREAS, part of the funds for the Jail repairs are budgeted and available in CIP line item 245-31199-976000-0FC02; and

WHEREAS, the remaining funds for the Jail would be transferred from the CIP line items as follows: 245-42199-976000-9FC07 (\$15,000- Animal Control RTU Replacement), 245-30199-931000-8FC25 (\$3,570- Jail Boiler Repair) and 245-31199-931000-7FC20 (\$4,646- Jail Compressor); and

WHEREAS, a contingency of \$2,500 for the Human Services repairs and \$6,200 for the Jail repairs is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of repair; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both concur that a contract be awarded to Myers Plumbing and Heating, who submitted the lowest responsive and responsible bid in the amount of not to exceed \$250,718.00, which also reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing and Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, for boiler replacement services at the Human Services Building and the Jail for a total cost not to exceed \$259,418.00, which includes contingency funds in the amount of \$8,700.00 for unforeseen circumstances that may arise.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this Resolution.

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.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Awarding a Contract to Boynton Fire Service to Provide Fire Prevention Services at Several County Facilities

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS_X_, Finance_X_

Summary of Proposed Action:

This resolution will authorize entering into a three (3) year contract with Boynton Fire Service to provide fire prevention services at several county facilities: Hilliard Building, Mason Courthouse, Jail and Sheriff’s Office, 55th District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center and the Youth Center.

Financial Implications:

The term of the contract is for three years (May 1, 2010 through April 30, 2013), with the option of renewal for two (2) years, for an annul cost not to exceed \$19,096.00.

Funds for these services are within the appropriate operating building budgets - 931100 Maintenance Contractual Fund.

Other Implications:

The Purchasing Department solicited proposals from qualified and experienced vendors who are familiar with providing fire services. Boynton Fire Services is a local vendor and their proposal includes the required payment of living wage.

Staff Recommendation: JLN_X TL__ TM__ JC__

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: April 22, 2010
SUBJECT: Bid Summary – Fire Services

Project Description:

This project involves soliciting bids from experienced and qualified firms for the purpose of establishing a 3-year contract for fire extinguisher, fire suppression, and fire alarm services.

Bid Summary:

Vendors contacted: 15 Local: 7
Vendors responding: 6 Local: 4

Table with 3 columns: Company Name, Annual Cost, Local. Rows include Boynton Fire (\$19,096.00), Safety Systems (\$23,646.00), DeLau Fire Services (\$24,970.00), Wolverine Fire Protection (\$30,911.05), Vanguard Fire & Safety (\$31,753.50), and Simplex Grinnell (\$38,384.42).

Recommendation:

Award a contract to Boynton Fire Safety Service, LLC in an amount not to exceed \$19,096.00 annually for 3 years with an option to renew for 2 additional years.

Advertisement:

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

Living Wage:

Contractor is required to comply with the county’s Living Wage Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO BOYNTON FIRE SERVICE TO PROVIDE FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our county facilities; and

WHEREAS, the following facilities will be provided with fire extinguisher and fire suppression services which includes fire extinguishers, sprinkler systems and kitchen hood suppression: Hilliard Building, Mason Courthouse, Annex, Jail and Sheriff's Office, 55th District Court, Animal Control, Drain Office, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Potter Park Zoo and the Willow Clinic; and

WHEREAS, the following facilities will be provided with annual fire alarm testing: Hilliard Building, Mason Courthouse, Jail and Sheriff's Office, 55th District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center and the Youth Center; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors who are familiar with providing fire services; and

WHEREAS, the contract term would be for three (3) years starting May 1, 2010 through April 30, 2013, for an annual cost not to exceed \$19,096.00, the contract will include an option to renew for an additional two (2) years with a mutual agreement between the County and the Contractor, which reflects the required payment of living wage; and

WHEREAS, the funds for said services are located within the appropriate operating building budgets, 931100 Maintenance Contractual.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a three (3) year contract, starting May 1, 2010 through April 30, 2013, with the option of renewal for two (2) years to provide fire prevention services at several county facilities to Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, for a cost not to exceed \$19,096.00 annually, which reflects the payment of living wages.

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

RESOLUTION STAFF REVIEW

DATE April 16, 2010

Agenda Item Title: Resolution Adopting the Deficit Elimination Plan for the Ingham County Fair Fund

Submitted by: Financial Services Department

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

Summary of Proposed Action:

This resolution authorizes the adoption of the Ingham County Fair Fund Deficit Elimination Plan. The State of Michigan Department of Treasury requires that a deficit elimination plan approved by the Governing Body be filed with the State at the time of submitting the Annual Financial Statement.

Financial Implications:

The Fair’s Deficit Elimination Plan is proposed as follows:

	2010	2011	2012	2013
Fund Balance Deficit - January	(56,803)	(56,803)	(31,803)	(6,803)
Revenues - Off Season	300,000	310,000	320,000	330,000
Revenues - Fair Week	460,000	460,000	470,000	470,000
Total Revenue	760,000	770,000	790,000	800,000
Expenses - Off Season	400,000	400,000	410,000	415,000
Expenses - Fair Week	360,000	345,000	355,000	365,000
Total Expenses	760,000	745,000	765,000	780,000
Fund Balance Deficit - December	(56,803)	(31,803)	(6,803)	13,197

Other Implications: None.

Staff Recommendation: JLN X TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Agenda Item 4

TO: Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: April 15, 2010
RE: Deficit Elimination Plan for the Ingham County Fair Fund

As of December 31, 2009, the Ingham County Fair Fund was reporting a Fund Balance Deficit of \$56,803. The State of Michigan Department of Treasury requires that a deficit elimination plan approved by the Governing Body be filed with the State at the time of submitting the Annual Financial Statement.

Attached is a resolution adopting a deficit elimination plan which has the deficit eliminated at the end of the fourth year. This will be accomplished by reducing expenses and increasing revenues.

The Fair Director and I will be available to answer any questions which may arise.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADOPTING THE DEFICIT ELIMINATION PLAN FOR THE
INGHAM COUNTY FAIR FUND**

WHEREAS, Ingham County Fair Fund has a \$56,803 deficit fund balance as of December 31, 2009; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury:

THEREFORE BE IT RESOLVED, that Ingham County's Board of Commissioners adopts the following as the Ingham County Fair Fund Deficit Elimination Plan:

	2010	2011	2012	2013
Fund Balance Deficit - January	(56,803)	(56,803)	(31,803)	(6,803)
Revenues - Off Season	300,000	310,000	320,000	330,000
Revenues - Fair Week	460,000	460,000	470,000	470,000
Total Revenue	760,000	770,000	790,000	800,000
Expenses - Off Season	400,000	400,000	410,000	415,000
Expenses - Fair Week	360,000	345,000	355,000	365,000
Total Expenses	760,000	745,000	765,000	780,000
Fund Balance Deficit - December	(56,803)	(31,803)	(6,803)	13,197

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

RESOLUTION STAFF REVIEW

DATE April 16, 2010

Agenda Item Title: Resolution Providing Additional Funding for the Revolving Drain Fund (Fund 802) County of Ingham, State of Michigan

Submitted by: Financial Services Department

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

Summary of Proposed Action:

This resolution would revise how the Drain Revolving Fund is used and increase the amount within the Fund. This would authorize an increase of up to \$1 million in the amount that could be advanced from the General Fund to the Drain Revolving Fund. It would also simplify the process by allowing the Drain Commissioner to request a transfer of funds by notifying the Financial Services Department. Interest would be paid by the Drain Commissioner to the General Fund on any funds which are withdrawn from the Revolving Drain Fund until repaid to the Revolving Drain Fund as outlined in the Resolution sections 1 through 7.

Financial Implications:

The resolution would reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money. The increase is from \$292,500 to \$1,000,000 (an increase of \$707,500).

Other Implications:

The Financial Services Director, County Treasurer and the Drain Commissioner are all supportive of this change. It will reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money. Both the County Treasurer and the Drain Commissioner are supportive of this change

Staff Recommendation: JLN X TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Agenda Item 5a

TO: Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: April 15, 2010
RE: Drain Revolving Fund

Attached is a resolution to increase the amount advanced from the General Fund to the Drain Revolving Fund from \$292,500 to \$1,000,000 (an increase of \$707,500.)

Both the County Treasurer and the Drain Commissioner are supportive of this change. As proposed, it will reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money.

The Treasurer, Drain Commissioner and I will all be available to answer any questions which may arise.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROVIDING ADDITIONAL FUNDING FOR THE REVOLVING DRAIN FUND
(FUND 802) COUNTY OF INGHAM, STATE OF MICHIGAN**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund is \$292,500 currently; and

WHEREAS, this amount has not been increased since 1989, and has not been revised to reflect the rate of inflation; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners appropriate an additional amount not to exceed \$707,500 to the Revolving Drain Fund, making the total balance \$1,000,000; and

WHEREAS, the Drain Commissioner has agreed to pay interest to the General Fund on any funds which are withdrawn from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following revisions to the Revolving Drain Fund:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall increase the cash advance from the General Fund of the County to the Revolving Drain Fund in the amount of \$707,500., making the entire advance \$1,000,000.
2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.
3. The County Treasurer shall account for these funds in a separate account or sub-account in the Revolving Drain Fund (the "Account").
4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.
5. The interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the \$1,000,000 in cash will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

BE IT FURTHER RESOLVED, that the revisions to the Revolving Drain Fund will become effective the date of the passage of this resolution.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Approving Sparrow Occupation Health as the County's Provider of Occupational Health Services

Submitted by: Controller/Administrator's Office

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

Summary of Proposed Action:

This resolution would authorize an Agreement with Sparrow Occupational Health as the provider of occupational health services for the period April 15, 2010 to September 30, 2010.

Financial Implications:

See the attached Financial Services Director communication. The Agreement's cost will be capped out for a cost not to exceed \$30,000, with the expenditures being paid through the Worker's Compensation Fund.

Other Implications:

A new RFP will be conducted for these services effective October 1, 2010.

Staff Recommendation: JLN X TL ____ TM____ JC ____

Staff recommends approval of the resolution.

INGHAM COUNTY

Financial Services Department

Jill Rhode, Director

P.O. Box 319 • Mason, MI 48854 • Phone: (517) 676-7528 • Fax: (517) 676-7337

April 13, 2010

Board of Commissioners
Ingham County

Currently, the County has a contract with Concentra Medical Center for occupational health services. Under the contract all employees with non-emergency injuries are treated by Concentra (who reports the information to the County's benefit office and/or the Accident Fund - the County's worker's comp third party administrator). The Concentra contract is effective until September 30, 2010.

During the past few months both the County and, more importantly, our employees have been questioning the service they are receiving from Concentra. If this were any other contract, we would begin to look for a replacement once the contract expires. This is not a regular contract. The services provided concern the health and welfare of our employees and we believe it is in their best interest to make a change immediately rather than waiting six months.

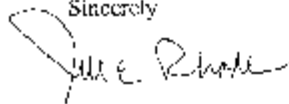
The State of Michigan, the City of Lansing and the City of East Lansing are all using Sparrow Occupational Health. The Benefit office has spoken to both Cities and they are very pleased with the service they are receiving.

We are recommending that effective immediately, we begin directing all employees with non-emergency injuries to Sparrow Occupational Health. (Emergency injuries have and will continue to be directed to the closest hospital.) We will also begin the request for a proposal process to select a new vendor and award a contract for the two years beginning October 1, 2010.

We understand this is an unusual request but when the health and safety of our employees is involved it is imperative we provide the best service available.

Please contact me if you have any questions or wish to discuss.

Sincerely



Jill E. Rhode
Director of Financial Services

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SPARROW OCCUPATIONAL HEALTH AS THE COUNTY'S PROVIDER OF OCCUPATIONAL HEALTH SERVICES

WHEREAS, Ingham County has an occupational medical provider to provide medical care for employee's non-emergency work related injuries; and

WHEREAS, the Controller/Administrator is recommending the County offer employees a second choice in obtaining this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Sparrow Occupational Health as a provider of occupational health services for the period April 15, 2010 to September 30, 2010, at a cost not to exceed \$30,000 with the expenditures being paid through the Worker's Compensation Fund.

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

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Authorizing a Contact with Maximus for the Preparation of the County-wide and Child Care Cost Allocation Plans

Submitted by: Controller/Administrator's Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will approve a contact for the preparation of the County-wide and Child Care cost allocation plans for the year ended December 31, 2009.

Financial Implications:

Maximus will be paid in the amount of \$18,000; the expenditure will be paid from the Financial Services Department's Budget. Maximus provided a quote to prepare the County-wide plan at a price of \$10,500 and the County's Child Care plan at a cost of \$7,500.

Other Implications: None.

Staff Recommendation: JLN__X__ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**RESOLUTION AUTHORIZING A CONTACT WITH
MAXIMUS FOR THE PREPARATION OF THE COUNTY-WIDE AND CHILD CARE COST
ALLOCATION PLANS**

WHEREAS, Ingham County is required by many of our grantors to have an annual cost allocation plan; and

WHEREAS, for many years the County has contracted with Maximus, Inc. to provide this service; and

WHEREAS, Maximus has provided a quote to prepare the County-wide plan at a price of \$10,500 and the County's Child Care plan at a cost of \$7,500; and

WHEREAS, this cost is consistent with the price paid for at least the past four years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contact with Maximus in the amount of \$18,000, for the preparation of the County-wide and Child Care cost allocation plans for the year ended December 31, 2009, and that the expenditure will be paid from the Financial Services Department's Budget.

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

RESOLUTION STAFF REVIEW

DATE April 23, 2010

Agenda Item Title: Resolution Authorizing an Acceptance of a Charitable Donation from the Marjorie Hahn Trust Bequest for the Potter Park Zoo

Submitted by: Controller/Administrator's Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will authorize the acceptance of a charitable trust donation from the Marjorie Hahn Trust to be used solely and exclusively for the Potter Park Zoo.

Financial Implications:

The donation will be between \$1,500 and \$2,000.

Other Implication None.

Staff Recommendation: JLN X 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 AUTHORIZING AN ACCEPTANCE OF A CHARITABLE DONATION FROM THE
MARJORIE HAHN TRUST BEQUEST FOR THE POTTER PARK ZOO**

WHEREAS, the Marjorie Hahn Trust provides for a distribution of approximately \$1,500 - \$2,000 to a beneficiary named the Potter Park Zoo; and

WHEREAS, the intent of this charitable gift is to be used solely and exclusively for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bequest on behalf of the Marjorie Hahn Trust in the amount of \$1,500 - \$2,000 and authorizes Joe Sanger, the Trustee of said Trust, to distribute the share of the Trust designated for the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the charitable donation will be used solely and exclusively for the Potter Park Zoo.

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

MEMORANDUM

TO: Finance and Liaison Committees

FROM: John L. Neilsen, Interim Controller/Administrator

DATE: April 22, 2010

SUBJECT: 2011 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller/Administrator's Office was directed to annually review the fees and to recommend adjustments. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item. A resolution recommending any fee increases will be presented at the next round of meetings. A draft version for discussion is included in this packet.

Attached are spreadsheets detailing the recommended adjustments to fees to be effective for the Health Department and the Friend of the Court on October 1, 2010, and for all other departments on January 1, 2011.

The first set of spreadsheets is an analysis of the 2011 update of county fees. The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2010 cost as calculated in last year's fee update process.
4. The cost increase factor. This is based on the 3-year average increase for each department's adopted General Fund Budget from 2007 to 2008, 2008 to 2009 and 2009 to 2010.
5. The 2011 cost, which is calculated by multiplying the 2010 cost by the cost increase factor.
6. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it is assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

7. The 2010 fees were passed by Resolution #09-173. In August 2009, the Parks Department amended the vehicle entrance fees through Resolution #09-263. In March 2010, under Resolution #10-085, the Clerk's Office amended the Marriage Ceremony fee and added a fee for Expedited Service for Vital Records. In a Resolution scheduled to be considered by the Board at its April 27, 2010 meeting, the Clerk's Office is proposing to amend the Certified Copy fees. (Since passage of these resolutions, some fees have been amended or added, as noted on the spreadsheets.)
8. The 2011 calculated fee is based on the 2011 cost multiplied by the target percent.
9. Although many fees were proposed to remain unchanged in 2011, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount, and in some of the larger fees, rounded to the lower \$5 or \$10 increment. In some cases, the cost multiplied by the target percent is much more than the current fee, so only an incremental increase is proposed, with the full cost times target percent planned to be reached after several years. Fees that are proposed to increase are presented in bold.
10. Units. This information is used to calculate revenue to be generated by the proposed fees. This information was initially provided in the Maximus study, and in some cases, has been updated by the departments.
11. Department Recommendation. In most cases, the department agreed with the initial proposed fees. In cases where there is disagreement, information such as a memo of explanation from the department has been included.
12. Controller/Administrator Recommendation. In all cases, the Controller/Administrator agreed with the department recommendations.
13. Additional revenue is projected from the Controller/Administrator's Recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2011. The spreadsheet simply lists the 2010 fee, the department recommendations, the Controller/Administrator recommendation, and projected additional revenue, for each of the fees where an increase is proposed.

As shown in the attached correspondence, some of the departments disagreed with the initially proposed fees. The Controller/Administrator took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) The Drain Commissioner's Office agreed with all the proposed fees except the Preliminary Commercial Site Plan Review, Preliminary Plat Review, 9 month Residential Soil Erosion Permit, and the deposits for the escrow accounts are all recommended to stay the same as set for 2010. The Preliminary Commercial Site Plan Review and the Plat Review need to be set the same as the "first acre" Drainage Review fee which has a lower calculated fee. The escrow accounts are not actually

fees, rather they are deposited funds which are utilized for additional costs only if necessary.

- (b) The Parks Department increased all of their fees, except for the Non-Resident Annual Pass. Research has shown that parking fees at our parks are lower than those of other county operated parks in Michigan. Even with these recommended increases, the fees will still be some of the lowest in the State. Also, the fee structure has not been increased in over 15 years.
- (c) The District Court expects that there will be fewer Pre-sentence Reports conducted in 2011. Therefore, they feel there is not justification for an increase in the fee. The District Court also reiterated that they do not charge for Preliminary Breath Tests. The Probation Oversight fee was recommended at \$45 in 2010; however, it was actually charged at \$35 and the department recommends it remain the same in 2011.
- (d) The Circuit Court, Family Division, and the Friend of the Court agreed with the initial proposed fees except for the Felony Case Costs and the Show Cause-Probation fees, which they are recommending to remain at the 2010 rate.
- (e) The Animal Control Department has recommended some fees above the initial proposed fees, including the fees for Un-sterilized Dog Licenses, Boarding, Euthanasia, Dog Kennel Inspections, Owner Surrender, Owner Pick-up, Rabies Decapitation, and Tranquilization for At-large Animals. The un-sterilized animals cause the greatest burden on the Department's resources and are the majority of complaints. Therefore, the target percentages have been increased in order to recover more of the cost. The target percentages for boarding fees have also been increased to recover the increase in costs to care for these animals, especially the dangerous animals which require specialized equipment and repairs and sometimes injure staff and other animals. The recommended Euthanasia fee is still well below the average cost of a veterinary clinic and the procedure is time consuming and often requires two staff members and includes the cost of the disposal of the animal. The Dog Kennel Inspection requirements became more in-depth in 2006 with an extensive check list and sometimes requiring multiple visits or two officers. The Owner Surrender and Owner Pick-up fees are also recommended to increase due to the increased cost to house and provide care to the animals. The Rabies Decapitation Procedure is extremely difficult, tedious, time consuming, and dangerous. Therefore, additional precautions with additional supplies and equipment have been added which requires more staff time to perform and document information for the lab, as well as communicate with the bite victim and Health Department regarding results. For the Tranquilization for At-large Animals, the cost of the officer's time as well as the dart supplies and the administrative costs warrant a higher fee for this service. When an officer discharges a tranquilizer gun they must also file a complete report for each time they discharged the weapon. The Department also added fees for Rabies vaccination and Bordetella vaccination for redeemed dogs. In 2009, Animal Control began to provide vaccination for redeemed dogs to increase the sale of licenses. The cost to administer is approximately \$17.60 and the Department proposes charging \$10 for this vaccination which averages \$20-\$40 at a veterinarian office. State Law requires a Veterinarian to provide Rabies Vaccine and a staff member to retrieve and hold the dog for the vet. A clerk processes the paperwork and issues a rabies tag. In 2005, Animal Control began to vaccinate all dogs entering the shelter with a vaccine

- to protect the animals from Bordetella (kennel cough) which is often rampant in kennels and shelters and can often result in pneumonia if a dog is not vaccinated. The cost to administer this vaccine is approximately \$16.50. ICAC proposes charging the owners of dogs being redeemed a fee of \$5 for what is a life saving and necessary vaccination. Local veterinarians charge approximately \$25-\$40 for the same.
- (f) The Sheriff's Office agreed with all the proposed fees except for the Day Rate and the Costs for Command. On each of these rates, they are recommending an increase to equal the full calculated cost.
 - (g) The Health Department recommended three of the fees below the proposed fee, which includes the Fixed Food Service-Nonprofit Fee, Temp Food Service Establishment-Nonprofit (FSE), Temp FSE and Nonprofit-Operations began before licensing (double). The Controller/Administrator is recommending these fees at the Department recommended rates as there is no significant impact on revenue. As noted on the schedule, there are a few other fees that are different from the proposed fees as these are set by the State. The Health Department agreed with all other proposed fees except for the Office for Young Children (OYC) fees. The Department recommended maintaining these fees at the 2010 rates to keep the training fees affordable to child care providers. Ingham County is one of the many counties in Michigan that are losing quality, licensed child care providers due to the loss of children to care for. Parents are losing jobs, therefore not taking their children to child care. In turn, child care providers may seek lower cost training options which are of lower quality and less comprehensive to meet licensing requirements. The success of the training programs have allowed for higher projections of training units, and therefore, higher revenue generation from fees overall.

If all fee increases were enacted as recommended by the Controller/Administrator's Office, it is projected that an additional \$498,775 would be generated in 2011. The current total revenue generated by the listed fees is approximately \$4.8 million, so the fee adjustments would increase the base by about 11.6%.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller/Administrator’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, this process begins with the calculation of a cost increase factor, which is equal to the previous three year average increase in the General Fund Adopted Budget for the appropriate departments; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller/Administrator, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller/Administrator makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller/Administrator’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees, and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller/Administrator's recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2011, with the exception of the Health Department and the Friend of the Court, where new rates will be effective October 1, 2010.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

ATTACHMENT A

SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

County Services Committee

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Clerk	Certified Copy - 1st Copy (1) (10)	\$17.00	\$20.00	\$20.00	\$49,500
Clerk	Certified Copy - Add'l Copies (1)	\$8.00	\$10.00	\$10.00	\$40,800
Clerk	Marriage Solemnize (2)	\$26.00	\$50.00	\$50.00	\$4,800
Drain Comm.	Plat Drain Administration Fee	\$1,950.00	\$2,000.00	\$2,000.00	\$150
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$290.00	\$295.00	\$295.00	\$90
Equalization	Digitally Produced Paper Maps- Parcel Layer				\$0
Equalization	8.5" x 11" (6)	\$5.00	\$5.00	\$5.00	\$0
Equalization	11" x 17" (6)	\$11.00	\$11.00	\$11.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel Layer-17" x 22" (6)	\$16.00	\$17.00	\$17.00	\$5
Equalization	22" x 34" (6)	\$22.00	\$22.00	\$22.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel Layer-28" x 40" (6)	\$27.00	\$28.00	\$28.00	\$5
Equalization	Digitally Produced Paper Maps- Parcel Layer-34" x 44" (6)	\$33.00	\$34.00	\$34.00	\$5
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer				\$0
Equalization	8.5" x 11" (6)	\$11.00	\$11.00	\$11.00	\$0
Equalization	11" x 17" (6)	\$22.00	\$22.00	\$22.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-17" x 22" (6)	\$33.00	\$34.00	\$34.00	\$20
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-22" x 34" (6)	\$44.00	\$45.00	\$45.00	\$5
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-28" x 40" (6)	\$55.00	\$57.00	\$57.00	\$10
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-34" x 44" (6)	\$65.00	\$68.00	\$68.00	\$15
Equalization	Custom Maps (11)	\$60.00	\$64.00	\$64.00	\$200
Parks	Resident Daily (13)	\$2.00	\$3.00	\$3.00	\$65,500
Parks	Resident Annual (13)	\$20.00	\$30.00	\$30.00	\$18,100
Parks	Non-Resident Daily (13)	\$4.00	\$5.00	\$5.00	\$12,500

Judiciary Committee

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Family Division	Delinquency Costs	\$150.00	\$175.00	\$175.00	\$43,125
Family Division	Tether	\$15.00	\$20.00	\$20.00	\$13,125
FOC	FOC Bench Warrants	\$225.00	\$250.00	\$250.00	\$30,000

Law Enforcement Committee

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Animal Control	Enforcement/Dog License Fees- Sterilized - Delinquent	\$35.00	\$40.00	\$40.00	\$12,500
Animal Control	Enforcement/Dog License Fees-Un-Sterilized (5)	\$46.00	\$50.00	\$50.00	\$16,000
Animal Control	Enforcement/Dog License Fees-Un-Sterilized Delinquent (5)	\$92.00	\$120.00	\$120.00	\$14,000
Animal Control	Enforcement/Dog License Fees-Un-Sterilized 3 year License (5)	\$110.00	\$135.00	\$135.00	\$6,250
Animal Control	Boarding Fee for Dangerous Animals (8)	\$22.00	\$25.00	\$25.00	\$600
Animal Control	Boarding Fee per day-others (4)	\$11.00	\$15.00	\$15.00	\$14,667
Animal Control	Euthanasia Fee (10)	\$55.00	\$75.00	\$75.00	\$2,000
Animal Control	Ten Dog Kennel Inspection Fee (11)	\$125.00	\$150.00	\$150.00	\$250
Animal Control	Over Ten Dog Kennel Inspection Fee(11)	\$135.00	\$175.00	\$175.00	\$400
Animal Control	Owner Surrender (4)	\$25.00	\$40.00	\$40.00	\$16,500
Animal Control	Owner Pick-up Fee (4)	\$20.00	\$30.00	\$30.00	\$400
Animal Control	RABIES DECAP (4)	\$30.00	\$40.00	\$40.00	\$200
Animal Control	TRANQ. AT-LARGE FEE (4)	\$15.00	\$30.00	\$30.00	\$600
Pros Atty	Diversion - Service Fee-Misdemeanor Offender	\$420.00	\$440.00	\$440.00	\$9,760
Pros Atty	Diversion - Service Fee-Felony Offender	\$730.00	\$750.00	\$750.00	\$2,240
Pros Atty	Costs-eligible convictions - Guilty Plea	\$100.00	\$105.00	\$105.00	\$3,000
Jail	Day Rate (3)	\$50.00	\$52.44	\$52.44	\$54,772
Sheriff	Costs for Command (2)	55.00	\$62.35	\$62.35	\$0

Human Services Committee

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Coop. Ext.	Soil Box Analysis (6)	\$12.00	\$15.00	\$15.00	\$900
Comm. Health	Conting Ed. Fee Diseased Control/Imm. (4)	\$12.00	\$13.00	\$13.00	\$150
Comm. Health	INS Vaccination Verif Form I-693 (8)	\$31.00	\$33.00	\$33.00	\$600
Comm. Health	Immuniz Record Copying Fee (4)	\$3.00	\$4.00	\$4.00	\$750
Comm. Health	MIHP Tran. Bus/Van (5)	\$29.72	\$31.29	\$31.29	\$628
		(max)	(max)	(max)	
Comm. Health	MIHP - Trans Taxi (5)	\$27.18	\$28.62	\$28.62	\$101
		(max)	(max)	(max)	
Comm. Health	MIHP Trans. Volunteer (5)	\$0.29	\$0.31	\$0.31	\$1
		per mile	per mile	per mile	
Comm. Health	Compreh Envir Investigation (5)	\$255.00	\$265.00	\$265.00	\$110
Comm. Health	Assessment of Home (5)	\$105.00	\$110.00	\$110.00	\$25
Comm. Health	Immigration Physical Exams (8)	\$165.00	\$170.00	\$170.00	\$50
Imm. Clinic	Internat'l Travel Consult	\$52.00	\$55.00	\$55.00	\$1,050
Imm. Clinic	Influenza - Mass Vacc. Clinic (9)	\$34.00	market price	market price	\$0
Med Examiner	Cremation Permits	\$22.00	\$23.00	\$23.00	\$950
Med Examiner	Autopsy Report Copies (family)	\$14.00	\$15.00	\$15.00	\$50
Med Examiner	Autopsy Report Copies (others)	\$37.00	\$39.00	\$39.00	\$50
Env. Health	Fixed Food Svc Estab-Nonprofit	\$250.00	\$275.00	\$275.00	\$1,750
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,150.00	\$1,200.00	\$1,200.00	\$1,500
Env. Health	FSE Initial Restricted License	\$590.00	\$620.00	\$620.00	\$30
Env. Health	FSE Initial License (Mobile)	\$415.00	\$430.00	\$430.00	\$0
Env. Health	FSE-Multiple facility renewal license	\$180.00	\$190.00	\$190.00	\$0
Env. Health	FSE Renewal Lic -At least \$750,000 (1)	\$950.00	\$1,000.00	\$1,000.00	\$10,300
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000 (1)	\$800.00	\$840.00	\$840.00	\$2,680
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000 (1)	\$620.00	\$650.00	\$650.00	\$3,450
Env. Health	FSE Renewal Lic-Less than \$250,000 (1)	\$425.00	\$450.00	\$450.00	\$5,025
Env. Health	Seasonal Renewal License, FSE				
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$590.00	\$600.00	\$600.00	\$0
Env. Health	FSE Seasnl renewal- at least \$500,000,less \$750,000	\$480.00	\$500.00	\$500.00	\$0
Env. Health	FSE Seasnl Renewal -at least \$250,000,less \$500,000	\$370.00	\$390.00	\$390.00	\$100
Env. Health	FSE Seasonal renewal -less than \$250,000	\$265.00	\$275.00	\$275.00	\$20
Env. Health	Fixed Food Svc Estab-Nonprofit	\$250.00	\$275.00	\$275.00	
Env. Health	FSE Renewal -Non-profit	\$92.00	\$96.00	\$96.00	\$0
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$450.00	\$490.00	\$490.00	\$3,560
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$300.00	\$310.00	\$310.00	\$500
Env. Health	Change of Ownership of FSE	\$350.00	\$360.00	\$360.00	\$320
Env. Health	Fixed FSE - Initial License, Nonprofit	\$250.00	\$300.00	\$300.00	\$100
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$200.00	\$210.00	\$210.00	\$10
Env. Health	FSE - Indigent-late renewal - additional	\$120.00	\$125.00	\$125.00	\$320
Env. Health	Public Pool Inspection	\$200.00	\$210.00	\$210.00	\$1,300
Env. Health	Each add'l pool at same location	\$100.00	\$105.00	\$105.00	\$255

Env. Health	Pool Reinspection (after violation)	\$100.00	\$105.00	\$105.00	\$35
Env. Health	Child&Adult Care Fac Ins-Full	\$190.00	\$200.00	\$200.00	\$580
Env. Health	Child&Adult Care Fac Ins.-W&S	\$125.00	\$130.00	\$130.00	\$230
Env. Health	Child & Adult Care Fac non-compl W&S (10)	\$100.00	\$105.00	\$105.00	\$0
Env. Health	Child & Adult Care Plan Review	\$350.00	\$380.00	\$380.00	\$0
Env. Health	Initial STFU license Incl. Plan Review	\$320.00	\$330.00	\$330.00	\$80
Env. Health	STFU late inspection request (10)	\$200.00	\$210.00	\$210.00	\$60
Env. Health	* Special food svc estab surchrg 2nd step of formal hearing (10)	\$220.00	\$230.00	\$231.00	\$11
Env. Health	* Special food svc estab surchrg 3rd step of formal hearing (10)	\$450.00	\$460.00	\$473.00	\$0
Env. Health	Tattooing Business Initial License	\$750.00	\$800.00	\$800.00	\$0
Env. Health	Tattooing Business License Renewal (1)	N/A	\$400.00	\$400.00	\$0
Env. Health	Tattooing Lic-late renewal-additional	\$120.00	\$125.00	\$125.00	\$0
Env. Health	Tattooing w/o initial license/reinstatement of revoked (10)	\$500.00	\$525.00	\$525.00	\$0
Env. Health	Tattooing non-compliant with inspection (10)	\$100.00	\$105.00	\$105.00	\$0
		per hour	per hour	per hour	
Env. Health	Temp FSE - Non-Profit (2)	\$120.00	\$125.00	\$125.00	\$220
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$190.00	\$200.00	\$200.00	\$0
Env. Health	Temp FSE- Preparation Type (2)	\$200.00	\$215.00	\$215.00	\$750
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$400.00	\$430.00	\$430.00	\$0
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$66.00	\$69.00	\$69.00	\$36
Env. Health	Temp Event Inspection Request - Late Fee	N/A	\$430.00	\$430.00	\$0
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$74.00	\$78.00	\$78.00	\$256
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$95.00	\$100.00	\$100.00	\$45
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$130.00	\$135.00	\$135.00	\$0
Env. Health	Sewage Only (new)	\$500.00	\$540.00	\$540.00	\$1,000
Env. Health	Well Only (new)	\$500.00	\$540.00	\$540.00	\$1,000
Env. Health	Vacant Land Evaluation	\$500.00	\$520.00	\$520.00	\$500
Env. Health	On-Site Sewage repair/replace	\$480.00	\$520.00	\$520.00	\$3,000
Env. Health	Repair - Well	\$180.00	\$190.00	\$190.00	\$1,000
Env. Health	Altern On-site Sewage Syst Plan Reww (4)	\$380.00	\$400.00	\$400.00	\$1,000
Env. Health	Hourly Rate Over Standard Service	\$102.00	\$105.00	\$105.00	\$45
Env. Health	Subdivision Evaluation of Preliminary Plat	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Bathing Area Operational Permit	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Reinstmt of bathing area permit	\$102.00	\$105.00	\$105.00	\$0
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$400.00	\$420.00	\$420.00	\$0
Env. Health	Munic Requ Eval. of Well/Septic	\$102.00	\$105.00	\$105.00	\$30
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer (10)	\$170.00	\$175.00	\$175.00	\$25
Env. Health	Septic tank repair or replacement inspection fee (10)	\$260.00	\$265.00	\$265.00	\$50
Env. Health	Campground Inspection 0-99 Sites	\$135.00	\$140.00	\$140.00	\$15
Env. Health	Campground Inspection 100-199 Sites	\$205.00	\$215.00	\$215.00	\$30
Env. Health	Campground Inspection 200+ Sites	\$270.00	\$280.00	\$280.00	\$30
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150% (14)	N/A	\$210.00	\$210.00	\$0

Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150% (14)	N/A	\$322.00	\$322.00	\$0
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150% (14)	N/A	\$420.00	\$420.00	\$0
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200% (14)	N/A	\$280.00	\$280.00	\$0
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200% (14)	N/A	\$430.00	\$430.00	\$0
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200% (14)	N/A	\$560.00	\$560.00	\$0
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr (10)	\$102.00	\$105.00	\$105.00	\$0
Env. Health	Type II Non Community - Sanitary Survey	\$400.00	\$420.00	\$420.00	\$400
		flat rate	flat rate	flat rate	
Env. Health	Board of Health appeal fee (10)	\$115.00	\$119.00	\$119.00	\$0
Env. Health	Reinstatemt of Susp FSE	\$500.00	\$560.00	\$560.00	\$120
Env. Health	Surchrge-Fail submit plans/chg own	\$500.00	\$540.00	\$540.00	\$40
Env. Health	Surcharge-Fail of applic - vending	\$170.00	\$180.00	\$180.00	\$0
Env. Health	Critical Follow-up Inspection fee	\$120.00	\$130.00	\$130.00	\$250
Env. Health	Reinstmt of Susp Tattooing License	\$190.00	\$195.00	\$195.00	\$0
Env. Health	Point of Sale- appl processing fee (7)	\$175.00	\$180.00	\$180.00	\$2,000
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD(7)	\$350.00	\$360.00	\$360.00	\$150
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals) (7)	\$145.00	\$150.00	\$150.00	\$0
Env. Health	Point of Sale- follow up/hr. -Extension Evaluations (7)	\$95.00	\$105.00	\$105.00	\$250
Env. Health	Point of Sale- Annl Inspector renwl fee (7)	\$115.00	\$120.00	\$120.00	\$70
Health Ed.	License- Tobacco Sales- 1yr.- Retailer (11)	\$280.00	\$290.00	\$290.00	\$2,500
Health Ed.	License- Tobacco Sales- 1yr.- Vend. Mach. (11)	\$280.00	\$290.00	\$290.00	\$90
Health Ed.	Tobacco -Temporary Sampling Permit Fee (11)	\$110.00	\$115.00	\$115.00	\$10
Vet. Affairs	County User Fee (13)	\$20.52	\$22.06	\$22.06	\$878

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ATTACHMENT B												
2	2011 County Fees Analysis												
3	County Services Committee												
4	Location	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
5	of Service												
6													
7													
8	Clerk	Certified Copy - 1st Copy (1) (10)	\$20.72	-3.48%	\$20.00	100.0%	\$17.00	\$20.00	\$17.00	16,500	\$20.00	\$20.00	\$49,500
9	Clerk	Certified Copy - Add'l Copies (1)	\$10.36	-3.48%	\$10.00	100.0%	\$8.00	\$10.00	\$8.00	20,400	\$10.00	\$10.00	\$40,800
10	Clerk	Expedited Svc - copies of Vital Records (15)	\$20.72	-3.48%	\$20.00	100.0%	N/A	\$20.00	N/A	N/A	\$20.00	\$20.00	\$0
11	Clerk	Marriage Solemnize (2)	\$51.80	-3.48%	\$50.00	100.0%	\$26.00	\$50.00	\$26.00	200	\$50.00	\$50.00	\$4,800
12	BOC	FOIA Request Copies	\$0.16	2.36%	\$0.16	100.0%	\$0.16	\$0.16	\$0.16		\$0.16	\$0.16	\$0
13	BOC	FOIA Request Envelopes	n/a	2.36%	n/a	100.0%	n/a	n/a	n/a		n/a	n/a	
14	Drain Comm.	Photography (3)	\$268.05	-1.20%	\$264.83	100.0%	\$265.00	\$264.83	\$265.00	3	\$265.00	\$265.00	\$0
15	Drain Comm.	Topography (3)	\$536.09	-1.20%	\$529.66	100.0%	\$530.00	\$529.66	\$530.00	3	\$530.00	\$530.00	\$0
16	Drain Comm.	Floodplain/wetland (3)	\$107.22	-1.20%	\$105.93	100.0%	\$105.00	\$105.93	\$105.00	0	\$105.00	\$105.00	\$0
17	Drain Comm.	Preliminary Comm. Site Plan Review(14)	\$1,237.90	-1.20%	\$1,223.06	75.0%	\$650.00	\$917.29	\$675.00	20	\$650.00	\$650.00	\$0
18	Drain Comm.	Preliminary Plat Review(14)	\$1,590.51	-1.20%	\$1,571.44	75.0%	\$650.00	\$1,178.58	\$675.00	3	\$650.00	\$650.00	\$0
19	Drain Comm.	Plat and Commercial Drainage Review											\$0
20		First acre	\$641.91	-1.20%	\$634.22	100.0%	\$650.00	\$634.22	\$650.00	20	\$650.00	\$650.00	\$0
21		Additional acre	\$75.05	-1.20%	\$74.15	100.0%	\$75.00	\$74.15	\$75.00	16	\$75.00	\$75.00	\$0
22		Re-submission Admin fee (7)	\$214.44	-1.20%	\$211.87	100.0%	\$210.00	\$211.87	\$210.00	0	\$210.00	\$210.00	\$0
23	Drain Comm.	Plat Drain Administration Fee	\$6,671.32	-1.20%	\$6,591.31	75.0%	\$1,950.00	\$4,943.49	\$2,000.00	3	\$2,000.00	\$2,000.00	\$150
24	Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$469.96	-1.20%	\$464.32	100.0%	\$460.00	\$464.32	\$460.00	45	\$460.00	\$460.00	\$0
25	Drain Comm.	Drain Crossing Permit- (Residential) (5)	\$123.88	-1.20%	\$122.39	100.0%	\$120.00	\$122.39	\$120.00	1	\$120.00	\$120.00	\$0
26	Drain Comm.	Tap in Permit - Residential	\$132.23	-1.20%	\$130.65	75.0%	\$95.00	\$97.98	\$95.00	1	\$95.00	\$95.00	\$0
27	Drain Comm.	Tap-in Permit - Commercial	\$516.19	-1.20%	\$510.00	75.0%	\$385.00	\$382.50	\$385.00	18	\$385.00	\$385.00	\$0
28	Drain Comm.	Soil Erosion Permit - Commercial - 12 mo. Duration (12)	\$570.00	-1.20%	\$563.16	100.0%	\$570 +57/addl	\$563.16	\$570 +57/addl		\$570 +57/addl	\$570 +57/addl	
29	Drain Comm.	Soil Erosion Permit - Commercial - 9 mo. Duration (12)	\$500.00	-1.20%	\$494.00	100.0%	\$500 +50/addl	\$494.00	\$500 +50/addl		\$500 +50/addl	\$500 +50/addl	
30	Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration (12)	\$430.00	-1.20%	\$424.84	100.0%	\$430 +43/addl	\$424.84	\$430 +43/addl		\$430 +43/addl	\$430 +43/addl	
31		Transfer (4)	\$91.14	-1.20%	\$90.04	100.0%	\$90.00	\$90.04	\$90.00		\$90.00	\$90.00	\$0
32		Renewal (4)		-1.20%		100.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	0	1/2 of orig fee	1/2 of orig fee	
33		Escrow account-1/2 acre or less (4)	\$536.09	-1.20%	\$529.66	100.0%	\$500.00	\$529.66	\$520.00	38	\$500.00	\$500.00	\$0
34		Escrow account - 1/2 to 1 acre (4)	\$1,608.28	-1.20%	\$1,588.99	100.0%	\$1,500.00	\$1,588.99	\$1,550.00	18	\$1,500.00	\$1,500.00	\$0
35		Escrow account - 1 to 5 acres (4)	\$3,216.56	-1.20%	\$3,177.98	100.0%	\$3,000.00	\$3,177.98	\$3,100.00	27	\$3,000.00	\$3,000.00	\$0
36		Escrow account - 5 to 10 acres (4)	\$5,360.93	-1.20%	\$5,296.64	100.0%	\$5,000.00	\$5,296.64	\$5,200.00	6	\$5,000.00	\$5,000.00	\$0
37		Escrow account - each add'l 10 acres (4)	\$2,680.46	-1.20%	\$2,648.32	100.0%	\$2,500.00	\$2,648.32	\$2,600.00	6	\$2,500.00	\$2,500.00	\$0
38	Drain Comm.	Soil Erosion Permit-Residential-12 mo	\$330.34	-1.20%	\$326.38	75.0%	\$240.00	\$244.79	\$240.00	2	\$240.00	\$240.00	\$0

	A	B	C	D	E	F	G	H	I	J	K	L	M
39	Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
40													
41													
42													
43	Drain Comm.	9 month duration (5)	\$318.31	-1.20%	\$314.49	75.0%	\$220.00	\$235.87	\$230.00	6	\$220.00	\$220.00	\$0
44	Drain Comm.	6 month duration (5)	\$258.09	-1.20%	\$254.99	75.0%	\$190.00	\$191.24	\$190.00	106	\$190.00	\$190.00	\$0
45	Drain Comm.	Renewal					1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	47	1/2 of orig fee	1/2 of orig fee	
46	Drain Comm.	Renewal		-1.20%		75.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	1	1/2 of orig fee	1/2 of orig fee	
47	Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$400.49	-1.20%	\$395.69	75.0%	\$290.00	\$296.77	\$295.00	18	\$295.00	\$295.00	\$90
48	Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$60.22	-1.20%	\$59.50	75.0%	\$45.00	\$44.62	\$45.00	29	\$45.00	\$45.00	\$0
49	Drain Comm.	Violation and Cease&Desist Order	\$281.54	-1.20%	\$278.16	100.0%	\$280.00	\$278.16	\$280.00	6	\$280.00	\$280.00	\$0
50	Drain Comm.	Title Search - Drain Assessments	\$5.11	-1.20%	\$5.05	100.0%	\$5.00	\$5.05	\$5.00	1,694	\$5.00	\$5.00	\$0
51	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.22	2.84%	\$11.54	100.0%	\$11.00	\$11.54	\$11.00	100	\$11.00	\$11.00	\$0
52	Equalization	Digitally Produced Paper Maps- Parcel Layer											\$0
53	Equalization	8.5" x 11" (6)	\$5.55	2.84%	\$5.71	100.0%	\$5.00	\$5.71	\$5.00	5	\$5.00	\$5.00	\$0
54	Equalization	11" x 17" (6)	\$11.09	2.84%	\$11.41	100.0%	\$11.00	\$11.41	\$11.00	5	\$11.00	\$11.00	\$0
55	Equalization	17" x 22" (6)	\$16.64	2.84%	\$17.12	100.0%	\$16.00	\$17.12	\$17.00	5	\$17.00	\$17.00	\$5
56	Equalization	22" x 34" (6)	\$22.19	2.84%	\$22.82	100.0%	\$22.00	\$22.82	\$22.00	5	\$22.00	\$22.00	\$0
57	Equalization	28" x 40" (6)	\$27.74	2.84%	\$28.53	100.0%	\$27.00	\$28.53	\$28.00	5	\$28.00	\$28.00	\$5
58	Equalization	34" x 44" (6)	\$33.28	2.84%	\$34.23	100.0%	\$33.00	\$34.23	\$34.00	5	\$34.00	\$34.00	\$5
59	Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer											\$0
60	Equalization	8.5" x 11" (6)	\$11.09	2.84%	\$11.41	100.0%	\$11.00	\$11.41	\$11.00	1,250	\$11.00	\$11.00	\$0
61	Equalization	11" x 17" (6)	\$22.19	2.84%	\$22.82	100.0%	\$22.00	\$22.82	\$22.00	25	\$22.00	\$22.00	\$0
62	Equalization	17" x 22" (6)	\$33.28	2.84%	\$34.23	100.0%	\$33.00	\$34.23	\$34.00	20	\$34.00	\$34.00	\$20
63	Equalization	22" x 34" (6)	\$44.38	2.84%	\$45.64	100.0%	\$44.00	\$45.64	\$45.00	5	\$45.00	\$45.00	\$5
64	Equalization	28" x 40" (6)	\$55.47	2.84%	\$57.05	100.0%	\$55.00	\$57.05	\$57.00	5	\$57.00	\$57.00	\$10
65	Equalization	34" x 44" (6)	\$66.57	2.84%	\$68.46	100.0%	\$65.00	\$68.46	\$68.00	5	\$68.00	\$68.00	\$15
66	Equalization	Custom Maps (11)	\$62.58	2.84%	\$64.36	100.0%	\$60.00	\$64.36	\$64.00	50	\$64.00	\$64.00	\$200
67	Parks	Resident Daily (13)	\$6.21	-7.03%	\$5.77	75.0%	\$2.00	\$4.33	\$2.00	65,500	\$3.00	\$3.00	\$65,500

	A	B	C	D	E	F	G	H	I	J	K	L	M
68	Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
69													
70													
71													
72	Parks	Resident Annual (13)	\$62.10	-7.03%	\$57.74	75.0%	\$20.00	\$43.30	\$20.00	1,810	\$30.00	\$30.00	\$18,100
73	Parks	Non-Resident Daily (13)	\$6.21	-7.03%	\$5.77	100.0%	\$4.00	\$5.77	\$4.00	12,500	\$5.00	\$5.00	\$12,500
74	Parks	Non-Resident Annual (13)	\$62.10	-7.03%	\$57.74	100.0%	\$40.00	\$57.74	\$40.00	30	\$40.00	\$40.00	\$0
75	Plat Board	Plat Administration Fee	\$99.19	-12.70%	\$86.60	100.0%	\$100.00	\$86.60	\$100.00	10	\$100.00	\$100.00	\$0
76	Treasurer	NSF Checks (8)	\$30.70	-1.56%	\$30.22	100.0%	\$30.00	\$30.22	\$30.00	75	\$30.00	\$30.00	\$0
77	Treasurer	Tax service fee (9)	\$3.07	-1.56%	\$3.02	100.0%	\$3.00	\$3.02	\$3.00	100	\$3.00	\$3.00	\$0
78	TOTALS												\$191,705

- 80 (1) Per MCL 333.2891, local clerks cannot charge more than the State fees of \$26 for the first copy and \$12 for the second.
- 81 (2) This fee was established per Resolution 06-276 and increased by Resolution 07-020 and 10-085.
- 82 (3) These fees were established by Resolution 06-277.
- 83 (4) These fees were established per Resolution 06-316.
- 84 (5) 2006 fee set by Resolution 05-336.
- 85 (6) 2006 fee established per Resolution 05-241
- 86 (7) This fee was established in 2007 through the annual fee review process.
- 87 (8) The Clerk's Office charges \$30 because of a check recovery service and the Treasurer would like to have uniformity and recommends the 2009 increase to \$30.
- 88 (9) The Treasurer's office charges this fee for tax information emailed, mailed, or faxed as customers can do searches on-line or come into the office for no charge up to a certain amount.
- 89 (10) Fee changed per Resolution 09-028. The Certified copies of Vital records fee is currently going to Committees under a separate Resolution.
- 90 (11) This fee was established by Resolution 05-241.
- 91 (12) In 2009, the Drain Office changed the one fee for Commercial Soil Erosion permits to separate
- 92 fees based on duration.
- 93 (13) These fees was established per Resolution 09-263.
- 94 (14) These fees must be the same as first acre.
- 95 (15) This fee was established per Resolution 10-085.

MEMO

Date: April 9, 2010
To: Elizabeth McLaughlin
From: Willis Bennett
Re: Parking revenue projections

Per your request, I submit the following information regarding the Parks request to increase the parking fees at the various parks.

For 2010, we made a change in the collection of fees at Hawk Island and Lake Lansing Park-South, moving to charging year-round and Tuesday through Sunday. (In past years, we charged on weekends and holidays only, Memorial Day through Labor Day) There was no change at Burchfield Park, which has historically collected fees year-round. With these recent changes, we do not have records to give an exact number of passes sold, but we are able to use past trends to make a good estimate to determine the potential revenue increase in 2011.

Following is a breakdown of the four types of passes offered at our parks and the projections associated with each.

We will still provide the hardship pass program for those that cannot afford to pay the entry fee along with providing free passes through Capital Area Community Services, for low income citizens.

Type of pass		2009 Actual	2010 Projections	2011 Projections
Resident – Daily	# of passes sold	32,324 @ \$2	74,550 @ \$2	65,500 @ \$3
Resident – Daily	Revenue generated	\$66,648	\$149,100	\$196,500
Non-Resident – Daily	# of passes sold	5,418 @ \$4	12,500 @ \$4	12,500 @ \$5
Non-Resident – Daily	Revenue generated	\$21,664	\$50,000	\$62,500
Resident – Annual	# of passes sold	545 @ \$20	1,635 @ \$20	1,810 @ \$30
Resident – Annual	Revenue generated	\$10,900	\$32,700	\$54,300
Non-Resident – Annual	# of passes sold	13 @ \$40	30 @ \$40	30 @ \$40
Non-Resident – Annual	Revenue generated	\$520	\$1,200	\$1,200
Totals		\$99,732	\$233,000	\$314,500

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		ATTACHMENT B												
2		2011 County Fees Analysis											FEES PROPOSED TO INCREASE ARE IN BOLD	
3		Law Enforcement Committee												
4														
5														
6		Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
8		Animal Control	Enforcement/Dog License Fees											
9			Sterilized	\$56.41	-1.13%	\$55.77	25.0%	\$14.00	\$13.94	\$14.00	15,000	\$14.00	\$14.00	\$0
10			Sterilized - Delinquent	\$188.02	-1.13%	\$185.90	25.0%	\$35.00	\$46.47	\$40.00	2,500	\$40.00	\$40.00	\$12,500
11			Sterilized - 3 year License (5)	\$132.95	-1.13%	\$131.45	25.0%	\$33.00	\$32.86	\$33.00	3,000	\$33.00	\$33.00	\$0
12			Un-Sterilized (5)	\$184.08	-1.13%	\$182.00	75.0%	\$46.00	\$136.50	\$46.00	4,000	\$50.00	\$50.00	\$16,000
13			Un-Sterilized - Delinquent (5)	\$368.16	-1.13%	\$364.00	75.0%	\$92.00	\$273.00	\$92.00	500	\$120.00	\$120.00	\$14,000
14			Un-Sterilized - 3 year License (5)	\$443.18	-1.13%	\$438.17	75.0%	\$110.00	\$328.62	\$110.00	250	\$135.00	\$135.00	\$6,250
15		Animal Control	Boarding Fee for Dangerous Animals (8)	\$90.00	-1.13%	\$88.98	75.0%	\$22.00	\$66.73	\$22.00	200	\$25.00	\$25.00	\$600
16		Animal Control	Boarding Fee per day-others (4)	\$44.32	-1.13%	\$43.82	75.0%	\$11.00	\$32.86	\$11.00	3,667	\$15.00	\$15.00	\$14,667
17		Animal Control	Adoption Fee		-1.13%						1,500			\$0
18			Dogs(under six years of age) (1)	\$94.97	-1.13%	\$93.90	75.0%	\$71.00	\$70.42	\$71.00	550	\$71.00	\$71.00	\$0
19			Dogs(six years or older) (1)	\$24.54	-1.13%	\$24.27	75.0%	\$18.00	\$18.20	\$18.00	100	\$18.00	\$18.00	\$0
20			Puppies(age-four months or less) (1)	\$142.46	-1.13%	\$140.85	75.0%	\$106.00	\$105.63	\$106.00	190	\$106.00	\$106.00	\$0
21			Cats(under six years of age) (1)	\$81.81	-1.13%	\$80.89	75.0%	\$61.00	\$60.67	\$61.00	450	\$61.00	\$61.00	\$0
22			Cats(six years or older) (1)	\$32.73	-1.13%	\$32.36	75.0%	\$24.00	\$24.27	\$24.00	50	\$24.00	\$24.00	\$0
23			Kittens(age-four months or less) (1)	\$65.45	-1.13%	\$64.71	75.0%	\$49.00	\$48.53	\$49.00	190	\$49.00	\$49.00	\$0
24		Animal Control	Animal Redemption - 1st offense	\$40.91	-1.13%	\$40.44	75.0%	\$30.00	\$30.33	\$30.00	450	\$30.00	\$30.00	\$0
25			2nd offense	\$49.09	-1.13%	\$48.53	100.0%	\$49.00	\$48.53	\$49.00	70	\$49.00	\$49.00	\$0
26			3rd offense	\$94.01	-1.13%	\$92.95	100.0%	\$94.00	\$92.95	\$94.00	20	\$94.00	\$94.00	\$0
27			after 3rd offense	\$147.27	-1.13%	\$145.60	100.0%	\$147.00	\$145.60	\$147.00	3	\$147.00	\$147.00	\$0
28		Animal Control	Euthanasia Fee (10)	\$175.00	-1.13%	\$173.02	100.0%	\$55.00	\$173.02	\$55.00	100	\$75.00	\$75.00	\$2,000
29		Animal Control	Ten Dog Kennel Inspection Fee (11)	\$151.72	-1.13%	\$150.00	100.0%	\$125.00	\$150.00	\$125.00	10	\$150.00	\$150.00	\$250
30		Animal Control	Over Ten Dog Kennel Inspection Fee(11)	\$177.00	-1.13%	\$175.00	100.0%	\$135.00	\$175.00	\$137.00	10	\$175.00	\$175.00	\$400
31		Animal Control	Owner Surrender (4)	\$44.32	-1.13%	\$43.82	100.0%	\$25.00	\$43.82	\$25.00	1,100	\$40.00	\$40.00	\$16,500
32		Animal Control	Owner Pick-up Fee (4)	\$44.32	-1.13%	\$43.82	100.0%	\$20.00	\$43.82	\$20.00	40	\$30.00	\$30.00	\$400
33		Animal Control	RABIES DECAP (4)	\$44.32	-1.13%	\$43.82	100.0%	\$30.00	\$43.82	\$30.00	20	\$40.00	\$40.00	\$200
34		Animal Control	TRANQ. AT-LARGE FEE (4)	\$44.32	-1.13%	\$43.82	100.0%	\$15.00	\$43.82	\$15.00	40	\$30.00	\$30.00	\$600
35		Animal Control	Rabies vaccination on redeemed dogs	\$20.00	-1.13%	\$19.77	100.0%	\$0.00	\$19.77	NEW	350	10.00	10.00	\$3,500
36		Animal Control	Bordatella Vaccination on redeemed dogs (12)	\$16.50	-1.13%	\$16.31	100.0%	\$0.00	\$16.31	NEW	490	5.00	5.00	\$2,450
37		Pros Atty	Diversion - Initial Interview	\$67.20	0.97%	\$67.85	50.0%	\$33.00	\$33.93	\$33.00	450	\$33.00	\$33.00	\$0
38		Pros Atty	Diversion - Service Fee											\$0
39			Misdemeanor Offender	\$878.02	0.97%	\$886.52	50.0%	\$420.00	\$443.26	\$440.00	488	\$440.00	\$440.00	\$9,760
40			Felony Offender	\$1,580.44	0.97%	\$1,595.73	50.0%	\$730.00	\$797.86	\$750.00	112	\$750.00	\$750.00	\$2,240
41		Pros Atty	Costs-eligible convictions - Guilty Plea	\$138.91	0.97%	\$140.25	75.0%	\$100.00	\$105.19	\$105.00	600	\$105.00	\$105.00	\$3,000
42		Pros Atty	Costs for eligible convictions - Trial	\$2,222.85	0.97%	\$2,244.35	10.0%	\$150.00	\$224.44	\$175.00	11	\$150.00	\$150.00	\$0
43		Jail	Day Rate (3)	\$54.11	-3.09%	\$52.44	100.0%	\$50.00	\$52.44	\$50.00	22,448	\$52.44	\$52.44	\$54,772
44		Sheriff	Accident/Incident Report *	\$5.07	-3.09%	\$4.91	100.0%	5.00	\$4.91	5.00	2,384	\$5.00	\$5.00	\$0
45		Sheriff	OWI arrest resulting in conviction **	\$250.23	-3.09%	\$242.50	230.00	**	varies	**	329	Varies by arrest	Varies by arrest	\$0
46		Sheriff	Fingerprinting	\$15.87	-3.09%	\$15.38	100.0%	\$16.00	\$15.38	\$16.00	621	\$16.00	\$16.00	\$0
47		Sheriff	Public Notary Fee for gun permits (6)	\$9.96	-3.09%	\$9.65	100.0%	\$10.00	\$9.65	\$10.00	1,354	\$10.00	\$10.00	\$0

	B	C	D	E	F	G	H	I	J	K	L	M	N
48	Location	Fee	2010	2011 Cost	2011	Target	2010	2011	2011		Department	Controller	Additional
49	of	Description	Cost	Increase	Cost	Percent	Fee	Calc.	Initial	Units	Recommend.	Recommend.	Revenue
50	Service			Factor				Fee	Prop. Fee				
51	Sheriff	Costs for Command (2)	\$64.33	-3.09%	\$62.35	100.0%	55.00	\$62.35	\$60.00		\$62.35	\$62.35	\$0
52							per hour	per hour	per hour		per hour	per hour	
53	Sheriff	Costs for Deputy (2)	\$55.87	-3.09%	\$54.14	100.0%	55.00	\$54.14	\$55.00		\$55.00	\$55.00	\$0
54							per hour	per hour	per hour		per hour	per hour	
55	Sheriff	Pistol Entry database verification (7)	\$1.00	-3.09%	\$0.97	100.0%	\$1.00	\$0.97	\$1.00		\$1.00	\$1.00	\$0
56	TOTALS												\$160,089
58													
59													
60	* - \$5.00 per page for first two pages, \$1.00 per additional page after the first two pages.												
61	** A set fee for all OWI convictions based on two year avg. of \$292.92 & 281.41												
62													
63	(1) These fees were set by Resolution 05-033												
64	(2) These fees were set by Resolution 03-161.												
65	(3) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83. The reimbursement rate for the contracted beds with the Michigan Department of Corrections is currently set at \$36.00. Per Resolution 10-063, this contract expires on September 30, 2012.												
66	(4) The cost to care and house animals has increased, including a 20% increase in disease control cleaning supplies and 10-40% increase in medical supplies . The Boarding fee target % is proposed to increased from 25% to 75% in order to recover some of these costs. The cost of Owner Surrender, Owner pickup, Rabies Decapitation, and Tranquilization increased accordingly.												
67	(5) These fees were established per Resolution 06-336. The target % on unsterilized animals is proposed to increased from 25% to 75% due to the burden on the department's resources and associated costs.												
68	(6) As stated in MCL 55.285, the fee charged for performing a notarial act shall not be more than \$10.00 for an individual trasaction or notarial act.												
69	(7) As stated in MCL 28.422a, a local police or sheriff may charge up to \$1.00 for the cost of providing,												
70	to the owner, a copy of information that was entered in the pistol entry database.												
71	(8) The target % is proposed to increased from 25% to 75% due to the severity of aggression of these animals and the amount of resources they require.												
72	(10) The 2010 cost adjusted based on Director's revised calculation of costs and comparison of vet clinic charges.												
73	(11) The 2010 cost adjusted based on the calculation of cost due to new more in-depth requirements for inspections.												
74	(12) New service started in 2009 to increase the sale of licenses.												
75	(13) A service started in 2005 to protect other animals and now recovering about a third of the cost.												

Memorandum

To: Dr. Matthew Myers, Controller
CC: Beth McLaughlin, Administrative Analyst
From: Jamie McAloon Lampman, Director Animal Control
Date: 03/31/2010
Re: Fee Increases

I have proposed fee increases for the 2011 budget above the Controller's recommendation. I agree with the Controller's office for maintaining fees associated with the dog licenses for spayed and neutered animals; adoption and redemption of owner animals to remain the same. Any increase in those areas would negatively impact animals being licensed, adopted or redeemed by their owners.

However, the fees associated with the license **fees for delinquent and un-sterilized animals** should be increased. These classifications are the greatest burden on the department's resources. These animals are at the heart of the majority of complaints received. Their license fees should bare a larger burden of the cost as they require the largest proportion of ICAC resources. There were 4504 animals brought in to the shelter in 2009, of which 3700 were not spayed or neutered. The cost of an unaltered animal impacts the department from dangerous dogs; dogs running loose, dogs harassing citizens, dog bites; property damage and nuisance calls. The higher fee for a license for an un-sterilized or delinquent animal is also an incentive for pet owners to spay or neuter their pets and license them on time, all of which lead to a reduction in complaints and homeless animals in the future.

Boarding fee increase for dangerous animals from \$22 to \$25. due to the severity of their aggression and the amount of resources they require. These are the most aggressive animals the shelter handles. They are volatile animals that cause serious injuries to staff; other animals and damage property while in legal custody. They require specialized equipment and repairs. These additional expenses (property damage, medical, veterinary etc...) warrant a higher fee for expenses related to the care of these animals. They also require staff-only to care for. Trustees and volunteers are not allowed to assist in their care as it requires specialized staff only due to the potential risks.

Boarding fee increase for boarding of non-dangerous animals from \$11 to \$15 per day. The boarding fees in area boarding facilities have risen to an average \$20 per day for a family dog. The cost to care for these animals which includes daily cleaning, feeding, vaccinating, medical care and administrative costs associated with their care and housing.

Euthanasia service fee increase from \$55 to \$75. ICAC performs animal euthanasia services for pets at the request of their owners. The procedure is time consuming and often requires two staff members and includes the cost of disposal of the animal. \$75 is well below the average cost of what a veterinary clinic will charge for the same service, which ranges from \$100-\$250 depending on the size of the animal and doesn't include the disposal fee (cremation or burial).

Kennel Licensing Inspection Fees (10 Dog kennel) increase from \$125 to \$150 and for a (Over 10 dogs) \$137. to \$175. The kennel inspections requirements became more in-depth in 2006 with the addition of requirements for photographs, a more extensive physical inspection both indoors, outdoors and all enclosures with an extensive check list and multiple repeated visits to the locations. In some cases the inspection may require two officers.

Owner Surrender Fees are charged to owners turning in their own pets. ICAC recommends an increase in this fee as the costs to house and provide care to the animals has seen substantial increases to the janitorial, veterinary, and medical supplies. The disease control cleaning products required per the (MDA) Michigan Department of Agriculture has risen over 20% and medical supplies have risen anywhere from 10-40% depending on the type of medicine. A waiver system is in place to assist any pet owners who cannot afford the fees to prevent any from being turned away.

Owner Pick up fee is collected from pet owners at the time an officer arrives at their home to pick up their personal pet to be turned over to the shelter. ICAC recommends an increase of \$10 from \$20 to \$30. This fee is in addition to the Owner Surrender fee. ICAC has limited ability to pick up citizens personal pets. They are often categorized as low priority unless they are injured or vicious. Due to a high call volume and fewer staff to respond to these requests the pet owners often wait for days (exceptions are made for sick or aggressive animals). Another benefit to owners bringing in their own pets is better information. Owners provide the clerks who admit the animals a better opportunity to gather valuable information that officers in the field are unable to obtain because of the limited time they have. A higher fee would be an incentive to encourage pet owners to take responsibility for bringing in their pets themselves rather than further exhausting an already limited resource-the animal control officer.

Rabies Decapitation fee increase from \$30 to \$40. This procedure is extremely difficult both physically and emotionally on the staff member performing the procedure. It is tedious, time consuming (20-40 minutes) and dangerous (blood pathogens) as they are dealing with a potentially deadly disease in a potentially rabid animal. Additional precautions that involve additional supplies and equipment have been added to the procedure which requires more of the staff member's time to perform the procedure, document information for the lab and enter data into the ICAC computer. A clerk must document and notify the bite victim and communicate with the health department regarding the results of the rabies examination.

Tranquilization for at-large animals from \$15 to \$30. When an officer discharges a tranquilizer gun they must also file a complete report and forms for each time they discharged the weapon. The cost of the officer's time as well as the dart supplies and the administrative costs warrant a higher fee for this service.

Rabies Vaccination for redeemed dogs In 2009 ICAC began to provide rabies vaccination for dogs who were being redeemed by their owners to increase the sale of licenses. The rabies is provided by a veterinarian along with ICAC animal care staff. ICAC proposes charging the dog owner for the Rabies vaccination a fee of \$10 for the vaccination which averages \$20-\$40 at a veterinarian office. The cost for ICAC to administer the vaccine is approximately \$17.60. State Law requires a veterinarian to provide Rabies vaccine and a staff member to retrieve and hold the dog for the vet. A clerk processes the paperwork and issues a rabies tag.

Bordetella Vaccination Charge In 2005 ICAC began to vaccinate all dogs entering the shelter with a vaccine to protect the animals from Bordetella (kennel cough) which is often rampant in kennels and shelters and can often result in pneumonia if a dog is not vaccinated. The cost to administer this vaccine is approximately \$16.50. ICAC proposes charging the owners of dogs being redeemed a fee of \$5 for what is a life saving and necessary vaccination. Local veterinarians charge approximately \$25-\$40 for this same vaccination.

ATTACHMENT B
 2011 County Fees Analysis
 Judiciary Committee

FEES PROPOSED TO INCREASE ARE IN BOLD

Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
All Courts	Work Release (1)	\$51.59	-3.09%	\$50.00	100.0%	\$24.00	\$50.00	\$25.00	5,250	\$25.00	\$25.00	\$5,250
District Court	Civil	\$101.45	2.71%	\$104.20	50.0%	Varies	\$52.10	Varies	5,210	Varies	Varies	\$0
District Court	Felonies	\$163.59	2.71%	\$168.02	0.0%	\$0.00	\$0.00	\$0.00	684	\$0.00	\$0.00	\$0
District Court	Pre-Sentence Reports ***	\$196.71	2.71%	\$202.04	100.0%	\$100.00	\$202.04	\$125.00	75	\$100.00	\$100.00	\$0
District Court	Preliminary Breath Test (PBT)****	\$5.80	2.71%	\$5.96	100.0%	\$0.00	\$5.96	\$5.00	1,750	\$0.00	\$0.00	\$0
District Court	Probation Oversight	\$103.59	2.71%	\$106.39	100.0%	\$45.00	\$106.39	\$55.00	5,220	\$35.00	\$35.00	\$0
District Court	Traffic/Criminal	Varies	2.71%	Varies	100.0%	Varies	Varies	Varies	25,615	Varies	Varies	
District Court	Traffic	\$230.38	2.71%	\$236.62	50.0%	Varies	\$118.31	Varies	1,775	Varies	Varies	
Circuit Court	Copies	\$4.23	3.52%	\$4.38	25.0%	\$1.00	\$1.09	\$1.00	25,000	\$1.00	\$1.00	\$0
Circuit Court	Criminal Histories	\$9.61	3.52%	\$9.95	100.0%	\$9.00	\$9.95	\$9.00	1,000	\$9.00	\$9.00	\$0
Circuit Court	Felony Case Costs	\$644.05	3.52%	\$666.75	100.0%	\$575.00	\$666.75	\$600.00	600	\$575.00	\$575.00	\$0
Circuit Court	Show Cause - Probation	\$406.10	3.52%	\$420.41	100.0%	\$75.00	\$420.41	\$100.00	0	\$75.00	\$75.00	\$0
Family Division	Delinquency Costs	\$368.57	1.50%	\$374.11	100.0%	\$150.00	\$374.11	\$175.00	1,725	\$175.00	\$175.00	\$43,125
Family Division	In-Home Detention	\$36.03	1.50%	\$36.57	0.0%	\$0.00	\$0.00	\$0.00	7,000	\$0.00	\$0.00	\$0
Family Division	Intensive Probation	\$852.18	1.50%	\$864.98	0.0%	\$0.00	\$0.00	\$0.00	970	\$0.00	\$0.00	\$0
Family Division	Regular Probation	\$141.18	1.50%	\$143.30	0.0%	\$0.00	\$0.00	\$0.00	5,292	\$0.00	\$0.00	\$0
Family Division	Tether	\$124.00	1.50%	\$125.87	25.0%	\$15.00	\$31.47	\$20.00	2,625	\$20.00	\$20.00	\$13,125
Family Division	Traffic (2)	\$201.93	1.50%	\$204.96	50.0%	ticket fee schedule	\$102.48	ticket fee schedule	1,775	ticket fee schedule	ticket fee schedule	
Family Division	Traffic - Fail to Appear	\$94.97	1.50%	\$96.39	25.0%	\$24.00	\$24.10	\$24.00	355	\$24.00	\$24.00	\$0
FOC	FOC Bench Warrants	\$508.96	11.11%	\$565.48	100.0%	\$225.00	\$565.48	\$250.00	1,200	\$250.00	\$250.00	\$30,000
TOTALS												\$91,500

(1) Courts ordering work release are encouraged to recognize that the cost of administering work release at the jail has been calculated at \$50.00 per day, but is charged at 50% of that amount, \$25/day, if paid in certain time. Sometimes, the Judge will order a different amount.

(2) Although this was set at a flat rate in previous years, Family Court has always used this fee schedule.

*** The court expects that there will be less presentence reports conducted in 2011; there is no justification for an increase in costs

**** The court does not charge for administering PBT's

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ATTACHMENT B												
2	2011 County Fee Analysis												
3	Human Services Committee												
4	FEES PROPOSED TO INCREASE ARE IN BOLD												
5	Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
8	Coop. Ext.	Soil Box Analysis (6)	\$16.76	-3.07%	\$16.24	100.0%	\$12.00	\$16.24	\$15.00	300	\$15.00	\$15.00	\$900
9	Comm. Health	GC Prob Tech (3)	\$17.66	5.29%	\$18.60	100.0%	COST	COST	COST	1,000	COST	COST	
10	Comm. Health	Conting Ed. Fee Diseased Control/Imm. (4)	\$12.76	5.29%	\$13.43	100.0%	\$12.00	\$13.43	\$13.00	150	\$13.00	\$13.00	\$150
11	Comm. Health	INS Vaccination Verif Form I-693 (8)	\$31.89	5.29%	\$33.58	100.0%	\$31.00	\$33.58	\$33.00	300	\$33.00	\$33.00	\$600
12	Comm. Health	Immuniz Record Copying Fee (4)	\$3.83	5.29%	\$4.03	100.0%	\$3.00	\$4.03	\$4.00	750	\$4.00	\$4.00	\$750
13	Comm. Health	MIHP Tran. Bus/Van (5)	\$29.72	5.29%	\$31.29	100.0%	\$29.72	\$31.29	\$31.29	400	\$31.29	\$31.29	\$628
14		(max)	(max)	(max)	(max)	(max)	(max)	(max)	(max)		(max)	(max)	
15	Comm. Health	MIHP - Trans Taxi (5)	\$27.18	5.29%	\$28.62	100.0%	\$27.18	\$28.62	\$28.62	70	\$28.62	\$28.62	\$101
16		(max)	(max)	(max)	(max)	(max)	(max)	(max)	(max)		(max)	(max)	
17	Comm. Health	MIHP Trans. Volunteer (5)	\$0.29	5.29%	\$0.31	100.0%	\$0.29	\$0.31	\$0.31	50	\$0.31	\$0.31	\$1
18		per mile	per mile	per mile	per mile	per mile	per mile	per mile	per mile		per mile	per mile	
19	Comm. Health	Compreh Envir Investigation (5)	\$255.12	5.29%	\$268.61	100.0%	\$255.00	\$268.61	\$265.00	11	\$265.00	\$265.00	\$110
20	Comm. Health	Assessment of Home (5)	\$108.42	5.29%	\$114.16	100.0%	\$105.00	\$114.16	\$110.00	5	\$110.00	\$110.00	\$25
21	Comm. Health	Immigration Physical Exams (8)	\$168.65	5.29%	\$177.57	100.0%	\$165.00	\$177.57	\$170.00	10	\$170.00	\$170.00	\$50
22	Imm. Clinic	Internat'l Travel Consult	\$52.53	5.29%	\$55.31	100.0%	\$52.00	\$55.31	\$55.00	350	\$55.00	\$55.00	\$1,050
23	Imm. Clinic	Influenza - Mass Vacc. Clinic (9)	\$45.56	5.29%	\$47.97	75.0%	\$34.00	\$35.98	\$35.00	4,000	market price	market price	\$0
24	Med Examiner	Cremation Permits	\$22.25	7.06%	\$23.82	100.0%	\$22.00	\$23.82	\$23.00	950	\$23.00	\$23.00	\$950
25	Med Examiner	Autopsy Report Copies (family)	\$14.83	7.06%	\$15.88	100.0%	\$14.00	\$15.88	\$15.00	50	\$15.00	\$15.00	\$50
26	Med Examiner	Autopsy Report Copies (others)	\$37.09	7.06%	\$39.70	100.0%	\$37.00	\$39.70	\$39.00	25	\$39.00	\$39.00	\$50
27	Env. Health	Fixed Food Svc Estab-Nonprofit	\$1,309.19	5.29%	\$1,378.43	25.0%	\$250.00	\$344.61	\$300.00	70	\$275.00	\$275.00	\$1,750
28	Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$2,378.46	5.29%	\$2,504.24	50.0%	\$1,150.00	\$1,252.12	\$1,200.00	30	\$1,200.00	\$1,200.00	\$1,500
29	Env. Health	FSE Initial Restricted License	\$1,181.84	5.29%	\$1,244.34	50.0%	\$590.00	\$622.17	\$620.00	1	\$620.00	\$620.00	\$30
30	Env. Health	FSE Initial License (Mobile)	\$837.14	5.29%	\$881.41	50.0%	\$415.00	\$440.70	\$430.00	0	\$430.00	\$430.00	\$0
31	Env. Health	FSE-Multiple facility renewal license	\$369.33	5.29%	\$388.86	50.0%	\$180.00	\$194.43	\$190.00	0	\$190.00	\$190.00	\$0
32	Env. Health	FSE Renewal Lic -At least \$750,000 (1)	\$1,969.74	5.29%	\$2,073.90	50.0%	\$950.00	\$1,036.95	\$1,000.00	206	\$1,000.00	\$1,000.00	\$10,300
33	Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000 (1)	\$1,612.72	5.29%	\$1,698.01	50.0%	\$800.00	\$849.00	\$840.00	67	\$840.00	\$840.00	\$2,680
34	Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000 (1)	\$1,243.40	5.29%	\$1,309.15	50.0%	\$620.00	\$654.58	\$650.00	115	\$650.00	\$650.00	\$3,450
35	Env. Health	FSE Renewal Lic-Less than \$250,000 (1)	\$886.38	5.29%	\$933.26	50.0%	\$425.00	\$466.63	\$450.00	201	\$450.00	\$450.00	\$5,025
36	Env. Health	Seasonal Renewal License, FSE											
37	Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$1,181.84	5.29%	\$1,244.34	50.0%	\$590.00	\$622.17	\$600.00	0	\$600.00	\$600.00	\$0
38	Env. Health	FSE Seasnl renewal- at least \$500,000,less \$750,000	\$967.63	5.29%	\$1,018.81	50.0%	\$480.00	\$509.40	\$500.00	0	\$500.00	\$500.00	\$0
39	Env. Health	FSE Seasnl Renewal -at least \$250,000,less \$500,000	\$746.04	5.29%	\$785.49	50.0%	\$370.00	\$392.75	\$390.00	5	\$390.00	\$390.00	\$100
40	Env. Health	FSE Seasonal renewal -less than \$250,000	\$531.83	5.29%	\$559.95	50.0%	\$265.00	\$279.98	\$275.00	2	\$275.00	\$275.00	\$20
41	Env. Health	Fixed Food Svc Estab-Nonprofit	\$1,291.81	5.29%	\$1,360.12	25.0%	\$250.00	\$340.03	\$300.00	70	\$275.00	\$275.00	
42	Env. Health	FSE Renewal -Non-profit	\$184.66	5.29%	\$194.43	50.0%	\$92.00	\$97.21	\$96.00	0	\$96.00	\$96.00	\$0
43	Env. Health	FSE - DOE Schools Program - Production Kitchen	\$951.27	5.29%	\$1,001.58	50.0%	\$450.00	\$500.79	\$490.00	89	\$490.00	\$490.00	\$3,560
44	Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$600.32	5.29%	\$632.06	50.0%	\$300.00	\$316.03	\$310.00	50	\$310.00	\$310.00	\$500
45	Env. Health	Change of Ownership of FSE	\$704.18	5.29%	\$741.42	50.0%	\$350.00	\$370.71	\$360.00	32	\$360.00	\$360.00	\$320
46	Env. Health	Fixed FSE - Initial License, Nonprofit	\$1,291.81	5.29%	\$1,360.12	50.0%	\$250.00	\$680.06	\$300.00	2	\$300.00	\$300.00	\$100

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
47		Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
50	Env. Health		Initl Lic Fee Exmpt(plan revw only) Govt	\$408.72	5.29%	\$430.34	50.0%	\$200.00	\$215.17	\$210.00	1	\$210.00	\$210.00	\$10
51	Env. Health		FSE - Indigent								21			\$0
52	Env. Health		late renewal - additional	\$246.22	5.29%	\$259.24	50.0%	\$120.00	\$129.62	\$125.00	64	\$125.00	\$125.00	\$320
53	Env. Health		Public Pool Inspection	\$204.36	5.29%	\$215.17	100.0%	\$200.00	\$215.17	\$210.00	130	\$210.00	\$210.00	\$1,300
54	Env. Health		Each add'l pool at same location	\$102.18	5.29%	\$107.58	100.0%	\$100.00	\$107.58	\$105.00	51	\$105.00	\$105.00	\$255
55	Env. Health		Pool Reinspection (after violation)	\$102.18	5.29%	\$107.58	100.0%	\$100.00	\$107.58	\$105.00	7	\$105.00	\$105.00	\$35
56	Env. Health		Child&Adult Care Fac Ins-Full	\$199.44	5.29%	\$209.98	100.0%	\$190.00	\$209.98	\$200.00	58	\$200.00	\$200.00	\$580
57	Env. Health		Child&Adult Care Fac Ins.-W&S	\$125.57	5.29%	\$132.21	100.0%	\$125.00	\$132.21	\$130.00	46	\$130.00	\$130.00	\$230
58	Env. Health		Child & Adult Care Fac non-compl W&S (10)	\$101.38	5.29%	\$106.74	100.0%	\$100.00	\$106.74	\$105.00	0	\$105.00	\$105.00	\$0
59	Env. Health		Child & Adult Care Plan Review	\$369.33	5.29%	\$388.86	100.0%	\$350.00	\$388.86	\$380.00	0	\$380.00	\$380.00	\$0
60	Env. Health		Initial STFU license Incl. Plan Review	\$640.17	5.29%	\$674.02	50.0%	\$320.00	\$337.01	\$330.00	8	\$330.00	\$330.00	\$80
61	Env. Health		STFU late inspection request (10)	\$410.08	5.29%	\$431.77	50.0%	\$200.00	\$215.89	\$210.00	6	\$210.00	\$210.00	\$60
62	Env. Health		* Special food svc estab surchrg 2nd step of formal hearing (10)	\$455.65	5.29%	\$479.75	50.0%	\$220.00	\$239.87	\$230.00	1	\$230.00	\$231.00	\$11
63	Env. Health		* Special food svc estab surchrg 3rd step of formal hearing (10)	\$911.30	5.29%	\$959.49	50.0%	\$450.00	\$479.75	\$460.00	0	\$460.00	\$473.00	\$0
64	Env. Health		* STFU in season inspection (12)	\$221.60	5.29%	\$233.31	50.0%	\$90.00	\$116.66	\$115.00	97	\$90.00	\$90.00	\$0
65	Env. Health		* STFU Renewal	\$231.44	5.29%	\$243.68	50.0%	\$110.00	\$121.84	\$120.00	65	\$110.00	\$110.00	\$0
66	Env. Health		Tattooing Business Initial License (10)	\$1,530.50	5.29%	\$1,611.44	50.0%	\$750.00	\$805.72	\$800.00	0	\$800.00	\$800.00	\$0
67	Env. Health		Tattooing Business License Renewal (1)	\$817.44	5.29%	\$860.67	50.0%		\$430.34	\$400.00	5	\$400.00		
68	Env. Health		Tattooing Lic-late renewal-additional	\$246.22	5.29%	\$259.24	50.0%	\$120.00	\$129.62	\$125.00	0	\$125.00	\$125.00	\$0
69	Env. Health		Tattooing w/o initial license/reinstatement of revoked (10)	\$1,025.21	5.29%	\$1,079.43	50.0%	\$500.00	\$539.71	\$525.00	0	\$525.00	\$525.00	\$0
70	Env. Health		Tattooing non-compliant with inspection (10)	\$202.76	5.29%	\$213.49	50.0%	\$100.00	\$106.74	\$105.00	0	\$105.00	\$105.00	\$0
71			per hour			per hour		per hour	per hour	per hour		per hour	per hour	
72	Env. Health		Temp. Food Svc Establmt- Fee-Exempt	\$0.00	5.29%	\$0.00	50.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0
73	Env. Health		Temp FSE - Non-Profit (2)	\$258.81	5.29%	\$272.50	50.0%	\$120.00	\$136.25	\$135.00	44	\$125.00	\$125.00	\$220
74	Env. Health		Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$393.95	5.29%	\$414.78	50.0%	\$190.00	\$207.39	\$205.00	0	\$200.00	\$200.00	\$0
75	Env. Health		Temp FSE- Preparation Type (2)	\$411.92	5.29%	\$433.71	50.0%	\$200.00	\$216.85	\$215.00	50	\$215.00	\$215.00	\$750
76	Env. Health		Temp FSE-Ops Began Before Licg (double)	\$820.03	5.29%	\$863.40	50.0%	\$400.00	\$431.70	\$430.00	0	\$430.00	\$430.00	\$0
77	Env. Health		Temp FSE-each add'l lic.after 2 at 1 loc	\$132.96	5.29%	\$139.99	50.0%	\$66.00	\$69.99	\$69.00	12	\$69.00	\$69.00	\$36
78	Env. Health		Temp Event Inspection Request - Late Fee	\$408.40	5.29%	\$430.00	100.0%	N/A	\$430.00	\$430.00	0	\$430.00	\$430.00	\$0
79	Env. Health		Vending:1-3 Licensable Mach. in Same Loc.	\$148.67	5.29%	\$156.53	50.0%	\$74.00	\$78.27	\$78.00	64	\$78.00	\$78.00	\$256
80	Env. Health		Vending: 4-6 Licensable Mach. in Same Loc.	\$197.91	5.29%	\$208.38	50.0%	\$95.00	\$104.19	\$100.00	9	\$100.00	\$100.00	\$45
81	Env. Health		Vending: 7-10 Licensable Mach. in Same Loc.	\$260.97	5.29%	\$274.77	50.0%	\$130.00	\$137.38	\$135.00	0	\$135.00	\$135.00	\$0
82	Env. Health		Vending: Larger Loc (Add'l Machine > 10)	\$13.08	5.29%	\$13.77	50.0%	\$6.00	\$6.89	\$6.00	0	\$6.00	\$6.00	\$0
83	Env. Health		Surcharge-Failure to apply for vending license- Fee (14)	\$172.36	5.29%	\$181.47	100.0%	N/A	\$181.47	\$180.00	0	\$180.00	\$180.00	\$0
84	Env. Health		Sewage Only (new)	\$523.21	5.29%	\$550.88	100.0%	\$500.00	\$550.88	\$540.00	25	\$540.00	\$540.00	\$1,000
85	Env. Health		Well Only (new)	\$523.21	5.29%	\$550.88	100.0%	\$500.00	\$550.88	\$540.00	25	\$540.00	\$540.00	\$1,000
86	Env. Health		Vacant Land Evaluation	\$503.86	5.29%	\$530.50	100.0%	\$500.00	\$530.50	\$520.00	25	\$520.00	\$520.00	\$500
87	Env. Health		On-Site Sewage repair/replace	\$498.59	5.29%	\$524.96	100.0%	\$480.00	\$524.96	\$520.00	75	\$520.00	\$520.00	\$3,000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
122														
123														
124														
125		Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals) (7)	\$149.80	5.29%	\$157.73	100.0%	\$145.00	\$157.73	\$150.00	0	\$150.00	\$150.00	\$0
126		Env. Health	Point of Sale- follow up/hr. -Extension Evaluations (7)	\$102.18	5.29%	\$107.58	100.0%	\$95.00	\$107.58	\$105.00	25	\$105.00	\$105.00	\$250
127		Env. Health	Point of Sale- Annl Inspector renwl fee (7)	\$119.84	5.29%	\$126.18	100.0%	\$115.00	\$126.18	\$120.00	14	\$120.00	\$120.00	\$70
128		Health Ed.	License- Tobacco Sales- 1yr.- Retailer (11)	\$284.78	5.29%	\$299.84	100.0%	\$280.00	\$299.84	\$290.00	250	\$290.00	\$290.00	\$2,500
129		Health Ed.	License- Tobacco Sales- 1yr.- Vend. Mach. (11)	\$284.78	5.29%	\$299.84	100.0%	\$280.00	\$299.84	\$290.00	9	\$290.00	\$290.00	\$90
130		Health Ed.	Tobacco -Temporary Sampling Permit Fee (11)	\$113.91	5.29%	\$119.94	100.0%	\$110.00	\$119.94	\$115.00	2	\$115.00	\$115.00	\$10
131		OYC	Consultation Request (per hr.)	\$61.55	5.29%	\$64.81	100.0%	\$61.00	\$64.81	\$63.00	7	\$61.00	\$61.00	\$0
132		OYC	Agency Training Request- Base, 1.5 hr.	\$184.67	5.29%	\$194.43	100.0%	\$180.00	\$194.43	\$185.00	8	\$180.00	\$180.00	\$0
133		OYC	Agency Training Request- Base, 2.5 hr.	\$307.77	5.29%	\$324.04	100.0%	\$300.00	\$324.04	\$310.00	7	\$300.00	\$300.00	\$0
134		OYC	Agency Training Request- Base, 3.0 hr.	\$374.30	5.29%	\$394.10	100.0%	\$370.00	\$394.10	\$380.00	10	\$370.00	\$370.00	\$0
135		OYC	Agency Training Request- Base, 5.0 hr.	\$623.82	5.29%	\$656.81	100.0%	\$620.00	\$656.81	\$640.00	7	\$620.00	\$620.00	\$0
136		OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.18	5.29%	\$13.88	100.0%	\$13.00	\$13.88	\$13.00	0	\$13.00	\$13.00	\$0
137		OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$18.47	5.29%	\$19.44	100.0%	\$18.00	\$19.44	\$18.00	0	\$18.00	\$18.00	\$0
138		OYC	OYC-Advertised Train.- 1.5 hr./per person (min. 15 attending)	\$24.62	5.29%	\$25.92	100.0%	\$24.00	\$25.92	\$25.00	82	\$24.00	\$24.00	\$0
139		OYC	OYC-Advertised Train.- 2.5 hr./per person (min. 15 attending)	\$30.78	5.29%	\$32.40	100.0%	\$30.00	\$32.40	\$31.00	322	\$30.00	\$30.00	\$0
140		OYC	OYC-Advertised Train.- 5.0 hrs./per person (min. 15 attending).	\$61.55	5.29%	\$64.81	100.0%	\$61.00	\$64.81	\$63.00	98	\$61.00	\$61.00	\$0
141		OYC	OYC - Advanced Training - 10 hrs./per person	\$93.51	5.29%	\$98.46	100.0%	\$93.00	\$98.46	\$95.00	40	\$93.00	\$93.00	\$0
142		OYC	OYC - Administrator Training - 16 hrs./per person	\$170.86	5.29%	\$179.89	100.0%	\$170.00	\$179.89	\$175.00	29	\$170.00	\$170.00	\$0
143		Vet. Affairs	County User Fee (13)	\$20.52	7.51%	\$22.06	100.0%	\$20.52	\$22.06	\$22.06	570	\$22.06	\$22.06	\$878
144														53,421
148														
149														
150														
151														
152														
153														
154														
155														
156														
157														
158														
159														

* Fee set by the State of Michigan

(1) 2004 Fee set by R03-190.

(2) 2004 Fee set by R03-209.

(3) This fee is only to reimburse the Health Department for the cost of the test (the Health Department pays the State of Michigan).

Current Charge is \$13.50.

(4) 2004 Fee set by R03-190.

(5) 2004 Fee set by R03-114. MIHP trans fees limited by Medicaid reimbursement rates.

(6) Target Percentage was reduced by R04-149, but now target is proposed to increased to 100% and department recovering full cost.

(7) These fees were effective June 2006 per R06-110

(8) 2005 Fee set by R05-242.

(9) Charged at the market price due to a limited amount allowed to return.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
160	(10) 2008 Fee set by R07-177												
161	(11) 2008 Fee set by R07-176. Anticipated drop in units due to May 1 State of MI smoke free regulation.												
162	(12) State Regulated Fee												
163	(13) The number of units decreased significantly due to the loss of the Eaton County contract.												
164	(14) This fee was established in 2011 through the annual review process.												
165													
166	NOTE: For the Health Department, in many cases, a fee increase is proposed with no additional revenue projected. In these cases,												
167	fees are charged to Health Department clients on a sliding schedule based on income. An increase in fees will not necessarily result												
168	in an increased cost to clients. The fees are proposed to increase in order to collect increased revenue from third party payers.												
169													

From: John Jacobs
To: Elizabeth McLaughlin
CC: Dean Sienko; Teri Morton
Date: 4/6/2010 11:38 AM
Subject: 2011 Fees
Attachments: 2011 Health Dept Fees.XLS

Hi Beth,

Please find attached the Health Department's recommended fees and updated unit projections for 2011.

The Health Department is recommending that Office for Young Children (OYC) fees not be increased for 2011 and be held at 2010 levels. The fees are generated by child care providers who utilize OYC developed training via correspondence (through mail or email), DVD (through mail), online (through Moodle), in a classroom setting (onsite), and hybrid (combination of classroom and independent study). The Health Department recommends that the training fees be kept as affordable as possible to the child care providers that we serve. Ingham County is one of many counties in Michigan that are losing quality, licensed child care providers due to the loss of children to care for. Parents are losing jobs, therefore not taking their children to child care. In turn, child care providers may seek lower cost training options which are of lower quality and less comprehensive to meet licensing requirements. The success of the training programs have allowed for higher projections of training units, and therefore, higher revenue generation from fees overall.

The Department is reviewing Environmental Health fees to see if the target percentage or the fee itself can be adjusted. There are two primary factors that contributed to the setting of fees at less than 100% of cost: 1) services are supported, in part, by a Local Public Health Operations grant from MDCH (formerly known as Cost Sharing). 2) the County's responsibility for the cost of basic services to meet its public health obligations, and whether these costs should be covered by service users and/or providers. The basis of the fees are also being reviewed, due to changes in economic activity and personnel adjustments (including the elimination of EH positions in recent budgets) which could result in the adjustment of fees - keeping in mind that fees cannot exceed the cost of services. Our initial projection is that the upper target percentage should be no greater than 75%

Aside from the units that changed, I've highlighted the items in red that should be deleted, or added, in yellow. Should you have any questions, please call me at 4430.

John