

CHAIRPERSON  
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VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

LAW ENFORCEMENT COMMITTEE  
VICTOR CELENTINO, CHAIR  
DIANNE HOLMAN  
DEBBIE DE LEON  
DALE COPEDEGE  
RANDY SCHAFFER  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, MAY 12, 2011 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 28, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Corrections Advisory Board - Resolution to Authorize Entering Into a Memorandum of Understanding with the Michigan Association of Community Correction Advisory Boards ([MACCAB](#)) for Implementation of the Pretrial Risk Assessment Project to be Provided by Luminosity, Inc.
2. Prosecuting Attorney / Friend of the Court - Resolution Authorizing Approvals for Reimbursement Requests and Contract Submissions Within the Electronic Grant Administration Management System ([EGrAMS](#)) by the Friend of the Court and Prosecuting Attorney
3. Sheriff's Office
  - a. Resolution Honoring [Larry Ramirez](#) of the Ingham County Sheriff's Office
  - b. Resolution to Honor Lieutenant [Roy Holliday](#) of the Ingham County Sheriff's Office
4. Controller/Administrator's Office - Resolution Updating Various [Fees](#) for County Services

Announcements

Public Comment

Adjournment

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

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

LAW ENFORCEMENT COMMITTEE

April 28, 2011

Minutes

Members Present: Victor Celentino, Dianne Holman, Debbie De Leon, Randy Schafer, Vince Dragonetti and Board Chairperson Grebner

Members Absent: Dale Copedge

Others Present: John Neilsen, Lynne Beauchamp, Sally Auer and Bryian Bobo.

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 14, 2011 Minutes

The April 14, 2011 Minutes were approved as amended.

Change the "Announcement" to read as follows:

Earlier in the meeting Comm. Schafer congratulated Comm. Copedge on his award from the Boy Scouts.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Copedge

Additions to the Agenda

None.

Limited Public Comment

None.

1. Ingham County Office of Homeland Security & Emergency Management - Resolution Authorizing the Acceptance of FY 2008 and 2009 Homeland Security Grant Program Pass Through Funds for Nine In-Car Video Camera Systems for Other County Police Departments

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING THE ACCEPTANCE OF FY 2008 AND 2009 HOMELAND SECURITY GRANT PROGRAM PASS THROUGH FUNDS FOR NINE IN-CAR VIDEO CAMERA SYSTEMS FOR OTHER COUNTY POLICE DEPARTMENTS.

Comm. Schafer asked why the various police departments are involved. Mr. Neilsen provided the background of the Homeland Security Grant Program and the pass through of excess funds. He explained that the City of Lansing is the fiduciary for the grant funds, and that Lieutenant Ken Plaga of the Meridian Township Police Department was identified early on as the supervisor of the planning team for all of Ingham County expenditures relating to the police.

(Comm. Holman arrived at 6:05 p.m.)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Copedge

2. Controller/Administrator's Office - Resolution Updating Various Fees for County Services

Mr. Neilsen informed the Committee that this was a draft for discussion purposes, and the resolution will be presented at the next round of Liaison Meetings. He explained that the recommended adjustments were derived from the process used to complete the 2002 Maximus study. He further explained that the Board of Commissioners after establishing the fees has annually reviewed and made adjustments to the fees. He noted that fees charged by the County may not exceed the cost of providing the service.

The Committee discussed the resolution regarding various fees and costs. Mr. Neilsen pointed out the Animal Control and Prosecuting Attorney Fee increases that will be effective January 1, 2012. Mr. Neilsen will provide Comm. Dragonetti the date of the last Animal Control fee increase.

Comm. Schafer after briefly reviewing all of the increases expressed his concern over the charitable event and sewage inspection fees. He suggested that it may be time for a new study. Comm. De Leon stated that it may not be the right time for a new study given economic conditions.

Announcements

None.

Public Comment

Ms. Auer, UAW wanted the Committee to know that James Morgan, the Security Guard had passed away today, and expressed her condolences.

Comm. Celentino asked for a moment of silence for James Morgan in appreciation of a job well done and his wonderful personality.

The meeting adjourned at approximately 6:25 p.m.

Respectfully submitted,

Julie Buckmaster

## MAY 12, 2011 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

**The Deputy Controller is recommending approval of the following resolutions:**

1. Community Correction Advisory Board (CCAB) - Resolution to Authorize Entering Into a Memorandum of Understanding with the Michigan Association of Community Correction Advisory Boards (MACCAB) for Implementation of the Pretrial Risk Assessment Project to be Provided by Luminosity, Inc.

This resolution would authorize several things including the acceptance of an additional appropriation from the State of Michigan – Office of Community Alternatives for the Ingham County Community Corrections FY 2010 – 2011 Budget. These funds would pay the total cost (\$6,599) for Ingham County’s share of the Pretrial Risk Assessment Project through the vendor, Luminosity, Inc.

The Michigan Association of Community Correction Advisory Boards (MACCAB) which is the state wide association of CCABs negotiated a favorable cost proposal to provide assistance to member Michigan counties through this Pretrial Risk Assessment Project with the goal of improving local risk assessment policies and procedures. To accomplish this MACCAB has agreed to act as fiduciary for the project for all participating counties and will contract with Luminosity, Inc. for this project. In turn, Ingham County and other participating member Counties in MACCAB will authorize a Memorandum of Understanding (MOU) to participate in the program. (See attached memo from Ms. Sabaj on the benefits to Ingham County.)

2. Prosecuting Attorney / Friend of the Court - Resolution Authorizing Approvals for Reimbursement Requests and Contract Submissions Within the Electronic Grant Administration Management System (EGrAMS) by the Friend of the Court and Prosecuting Attorney

This resolution would authorize Ingham County to take the necessary steps to have our Prosecuting Attorney/ Friend of the Court Cooperative Reimbursement Programs (CRP) in compliance with state requirements. The State of Michigan is now requiring IV-D (child support) agencies to submit their monthly reimbursement requests, and their annual (CRP) contract requests, within the Electronic Grant Administration Management System (EGrAMS). Therefore, this resolution will authorize the Prosecuting Attorney/Friend of the Court to be “Project Managers” for their respective Departments, the Financial Services Director to be the “Financial Officer”, and the Board of Commissioners Chairperson will be the “Authorized Official” for the purposes of EGrAMS.

There is no direct financial impact to this Resolution; however, indirectly we must comply to continue to receive our CRP funding. (See the attached memo for details.)

3. Sheriff’s Office

- a. Resolution Honoring Larry Ramirez of the Ingham County Sheriff’s Office
- b. Resolution to Honor Lieutenant Roy Holliday of the Ingham County Sheriff’s Office

These two honorary resolutions are for long time Sheriff’s Office employees that are retiring.

4. Controller/Administrator's Office - *Resolution Updating Various Fees for County Services*

The Controller's Office annually prepares for the Board of Commissioners review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at the last round of committee meetings as a discussion item for input from the Board of Commissioners. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. (See attached memo for details.)

TO: Law Enforcement, Judiciary and Finance Committees

FROM: Mary Sabaj  
Community Corrections Manager

DATE: May 4, 2011

RE: Pretrial Risk Assessment Project

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This Resolution approves entering into a Memorandum of Understanding with the Michigan Association of Community Corrections Advisory Boards (MACCCB) to implement a Pretrial Risk Assessment Project. With the participation of at least eight Michigan counties, MACCCB, acting as fiduciary, will contract with Luminosity, Inc. for Dr. Marie VanNostrand and her associates to provide Project services.

The Project will build on the services provided to Ingham County by Luminosity, Inc. in 2010 and would be the next step in enhancing the ability of Pretrial Services to provide bond report recommendations based on an objective risk assessment instrument and will assist with the identification of pretrial defendants appropriate for some level of community supervision.

Luminosity, Inc. provided similar services to Oakland County at a cost of \$80,000. By including multiple counties (a minimum of 8) in the overall Project, the cost to all individual participating counties is significantly reduced (\$6,599.) The cost of the Project will be covered by Community Corrections State grant funds approved for this Project.

Luminosity will provide the following services to Ingham County with a Project completion deadline of September 30, 2011:

Phase I: Provide a detailed review of pretrial services agencies procedures to ensure that current practices include collection and verification of all necessary information to complete an accurate assessment, identify the most appropriate and beneficial point to complete the risk assessment; and ensure the proper infrastructure is in place for the collection of risk assessment, program performance and outcome measures, and other needed data for future local validation of the assessment. Recommendations will be made regarding necessary modifications to pretrial services agency practices to ensure that an accurate risk assessment can be successfully implemented and to prepare for future local validation.

Phase II: A one day regional onsite training will be provided to all pretrial services staff on the proper risk factor collection, interpretation, and assessment completion. In addition, the training will include critical foundation related information including the concepts of pretrial justice and legal and evidence-based practices, and the research behind the Virginia Model pretrial risk assessment as adopted for Oakland County, Michigan.

Phase III: Onsite technical assistance to provide subject matter expertise and assistance with proper instrument completion and integration of the assessment into agency and system practices.

Introduced by the Law Enforcement, Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH THE MICHIGAN ASSOCIATION OF COMMUNITY CORRECTION ADVISORY BOARDS (MACCAB) FOR IMPLEMENTATION OF THE PRETRIAL RISK ASSESSMENT PROJECT TO BE PROVIDED BY LUMINOSITY, INC.**

WHEREAS, the Jail Utilization Coordinating Committee (JUCC) and the Community Corrections Advisory Board (CCAB) have consistently recommended Pretrial Services enhancements as an important strategy to address the complex problems associated with managing the jail population, including implementation of an objective risk assessment process to be conducted by Pretrial Services to assist in assessing risk to help target appropriate defendants for pretrial supervision and treatment resources; and

WHEREAS, MACCAB entered into discussions with Luminosity, Inc. regarding assisting Michigan counties with the improvement of local risk assessment policies and procedures; and

WHEREAS, Luminosity, Inc., submitted a proposal to MACCAB for the Pretrial Risk Assessment Project as set forth in the proposed contract between MACCAB and Luminosity, Inc. for a cost of \$6,599 per county based on participation of at least eight counties; and

WHEREAS, MACCAB has agreed to act as fiduciary for the project for all participating counties in order to expedite the process and assist with reducing the cost per county by eliminating the need for Luminosity to contract with each individual county; and

WHEREAS, the CCAB and the State of Michigan – Office of Community Alternatives have approved using \$6,599 of the Ingham County Community Corrections FY2010 – 2011 budget for this project; and

WHEREAS, the Circuit Court has advised that it will fully participate in the Project as set forth in the Luminosity contract; and

WHEREAS, upon receiving a signed Memorandum of Understanding (MOU), County Resolution or other authorizing documentation to enter the MOU from each participating county, including Ingham County, MACCAB will enter the main contract with Luminosity, Inc. and the MOU with each participating county and the Project will proceed pursuant to the terms and conditions of the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter into the MOU with MACCAB in agreement with all terms and conditions of the MOU and the contract with Luminosity with the cost of services not to exceed \$6,599 to be covered by Community Corrections State grant funding.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator's Office is authorized to amend the Community Corrections 2010/2011 budget to increase revenues and expenses by an additional \$6,599.

BE IT FURTHER RESOLVED, that execution of the MOU is contingent upon the County receiving a fully executed copy of the contract between Luminosity, Inc. and MACCAB as authorized by this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**TO: LAW ENFORCEMENT, JUDICIARY AND FINANCE COMMITTEES**

**FROM: HARRY MOXLEY, ASS'T FOC OPERATIONS**

**RE: RESOLUTION AUTHORIZING APPROVALS WITHIN THE ELECTRONIC GRANT ADMINISTRATION MANAGEMENT (EGrAMS) SYSTEM BY THE FOC AND PA**

**DATE: MAY 3, 2011**

**CC: SHAUNA DUNNINGS, DAVID EASTERDAY, LISA MCCORMICK, JILL RHODE**

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Attached you will find a resolution authorizing approvals within the Electronic Grant Administration Management System, now required by the State of Michigan for the Friend of the Court and Prosecuting Attorney for their IV-D (child support enforcement) reimbursement and contract requests. There is no cost to the county of implementing this resolution; however, approval within EGrAMS will be necessary for continued annual reimbursement of approximately \$4 million for the PA and FOC offices.

The State of Michigan is requiring that reimbursement requests be submitted electronically retroactive to the start of the Oct. 1 fiscal year, and will require that the next IV-D contract be submitted within EGrAMS, probably in late June or early July.

Parties approving these items remain unchanged. The procedure of having the BOC Chair continue to sign a hard copy contract as submitted in EGrAMS, then having the Financial Services Director approve the contract within EGrAMS as an "Authorized Official", was proposed by Donna Smigiel at MGT as a solution which is being implemented in other counties.

A representative of the FOC and/or PA offices will be present at their respective liaison committee meetings on Thursday May 12, and at the Finance Committee meeting on Wednesday May 18, to answer any questions.

Introduced by the Law Enforcement, Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING APPROVALS FOR REIMBURSEMENT REQUESTS AND CONTRACT SUBMISSIONS WITHIN THE ELECTRONIC GRANT ADMINISTRATION MANAGEMENT SYSTEM (EGrAMS) BY THE FRIEND OF THE COURT AND PROSECUTING ATTORNEY**

WHEREAS, the State of Michigan has recently begun requiring IV-D (child support) agencies to submit their monthly reimbursement requests, and their annual Cooperative Reimbursement Program (CRP) contract requests, within the Electronic Grant Administration Management System (EGrAMS); and

WHEREAS, submission of these items will be necessary for Ingham County to continue to receive 66% reimbursement for all IV-D activities within the Friend of the Court and Prosecuting Attorney's offices; and

WHEREAS, monthly reimbursement requests are currently signed in hard copy (paper) format by the Friend of the Court Director, the Prosecuting Attorney, and the Financial Services Director; and

WHEREAS, annual CRP contract requests are currently signed in hard copy (paper) format, upon approval as to form by the County Attorney, by the Friend of the Court Director, the Prosecuting Attorney, the Financial Services Director, and the Chair of the Board of Commissioners; and

WHEREAS, EGRaMS will require monthly approvals for reimbursement requests by users of the system in the roles of "Project Manager" and "Financial Officer"; and

WHEREAS, EGRaMS will require annual approvals of CRP contract requests by users of the system in the roles of "Project Manager", "Financial Officer" and "Authorized Official".

THEREFORE BE IT RESOLVED, that the Friend of the Court Director and the Prosecuting Attorney are hereby authorized to act in the capacity of separate "Project Managers" within EGRaMS for purposes of approving their respective monthly IV-D reimbursement requests that are consistent with approved Ingham County budgets.

BE IT FURTHER RESOLVED, that the Financial Services Director is hereby authorized to act in the capacity of "Financial Officer" within EGRaMS for purposes of approving monthly IV-D reimbursement requests that are consistent with approved Ingham County budgets.

BE IT FURTHER RESOLVED, that the Friend of the Court Director and the Prosecuting Attorney are hereby authorized to act in the capacity of separate "Project Managers" within EGRaMS for purposes of approving their respective annual CRP contract requests, that are consistent with approved Ingham County budgets, upon approval as to form by the County Attorney of the final contract documents.

BE IT FURTHER RESOLVED, that the Financial Services Director is hereby authorized to act in the capacity of "Financial Officer" within EGRaMS for purposes of approving annual CRP contract requests that are consistent with approved Ingham County budgets, upon approval as to form by the County Attorney of the final contract documents.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners will continue to sign a hard copy (paper) form of the annual CRP contract requests that are consistent with approved Ingham County budgets, as submitted in EGRaMS, upon approval as to form by the County Attorney of the final contract documents.

BE IT FURTHER RESOLVED, that the Financial Services Director, upon receipt of a hard copy form of the CRP contract requests signed by the Chairperson of the Board of Commissioners, is hereby authorized to act in the capacity of "Authorized Official" within EGRaMS for purposes of approving the annual CRP contract requests that are consistent with approved Ingham County budgets.

Introduced by the Law Enforcement Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DEPUTY LARRY RAMIREZ OF THE  
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Deputy Larry Ramirez started his career with the Ingham County Sheriff's Office on March 6, 1989; and

WHEREAS, Deputy Ramirez's first assignment at the Sheriff's Office was in Corrections where he worked in the Housing Units; and

WHEREAS, throughout Deputy Ramirez's career assigned to the Corrections Division, he worked with distinction in the Medical Unit, Lobby Control, and Receiving Unit; and

WHEREAS, Deputy Ramirez was a proud member of the Ingham County Sheriff's Office Honor Guard Team, working many details with the unit; and

WHEREAS, Deputy Ramirez was well liked and looked at, as a "go to person" within the Corrections Division due to his experience and knowledge; and

WHEREAS, throughout Deputy Ramirez's career he distinguished himself as a true professional corrections officer; and

WHEREAS, Deputy Ramirez received numerous letters of appreciation, honors, recognition and awards for his professionalism and dedication to his job; and

WHEREAS, after 22 years of dedicated service to the citizens of Ingham County, Deputy Ramirez is retiring on March 14, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Larry Ramirez for his 22 years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

Introduced by the Law Enforcement Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR LIEUTENANT ROY HOLLIDAY OF THE  
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Lieutenant Roy Holliday started his career with the Ingham County Sheriff's Office on June 14, 1986; and

WHEREAS, Lieutenant Holliday's first assignment at the Sheriff's Office as a Deputy was in Corrections where he worked in Housing and Receiving Units; and

WHEREAS, Lieutenant Holliday then attended Lansing Community College's EMT School in 1991 and Paramedic School in 1992 graduating with honors; and

WHEREAS, in 1992 Lieutenant Holliday attended the 51<sup>st</sup> Mid Michigan Police Academy where he MCOLES certified; and

WHEREAS, Lieutenant Holliday was transferred from Corrections in May of 1993 to the Road Patrol Paramedic Unit, where he served with distinction for 5 years, saving numerous lives and tending to hundreds of citizens in need of medical assistance; and

WHEREAS, Lieutenant Holliday was transferred to the Tri-County Metro Narcotics Team, where he was quickly assigned to the Conspiracy Team in January 1998. There, he worked dozens of high profile cases resulting in the seizure of thousands of dollars of narcotics and the arrest of numerous drug kingpins in Mid-Michigan; and

WHEREAS, after Lieutenant Holliday's successful assignment to Tri-County Metro Narcotics Unit, the Sheriff's Office promoted him to the rank of Sergeant in February 2000, where he was assigned as the Supervisor of the Paramedic Unit; and

WHEREAS, in 2001, Lieutenant Holliday was transferred to the Detective Bureau where he worked several high profile investigative cases and in July of 2006 he was promoted to the rank of Lieutenant, and assigned to run the Detective Bureau; and

WHEREAS, in November 2007, Lieutenant Holliday was transferred back to the Corrections Division as the Receiving Lieutenant; and

WHEREAS, throughout Lieutenant Holliday's career he distinguished himself as a true professional police officer, working long hours and always being tenacious in his quest to solve crimes and bring suspects to justice, including leading the Ricky Holland homicide investigation to a successful conclusion; and

WHEREAS, Lieutenant Holliday received countless letters of appreciation, honors, recognition and awards from not only the Ingham County Sheriff's Office but from area Law Enforcement agencies, Prosecutors, both state and federal and other Criminal Justice authorities in Michigan; and

WHEREAS, as a result of 25 outstanding years of service to the Ingham County Sheriff's Office, Lieutenant Holliday was selected unanimously as the 2010 Ingham County Sheriff's Office Employee of the Year; and

WHEREAS, after 25 years of dedicated service to the citizens of Ingham County, Lieutenant Roy Holliday is retiring on May 19, 2011 to spend more time with his wonderful wife Debra and their children Douglas and Rochelle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lieutenant Roy Holliday for his 25 years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

**MEMORANDUM**

**TO:** Finance and Liaison Committees  
**FROM:** Mary Lannoye, Controller  
**DATE:** May 5, 2011  
**SUBJECT:** Resolution Updating Various Fees for County Services

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This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2011 and for all other departments on January 1, 2012. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

Since the last round of Committee meetings, a few of the adjusted fees have been changed. Based on the fact that the Environmental Health's P2 Resolution recently passed, the P2 hourly rates are not being adjusted. They will remain at the 2011 rate of \$105 per hour. Therefore, since there is no adjustment, they are no longer included on Attachment A. For the one year Tobacco Sales License fee, there is a different fee set for East Lansing. Since East Lansing charges a \$115 fee for a 3-year license, the annual amount, or \$40, is normally deducted from the County's Non-East Lansing annual license fee. Since the East Lansing fee is set at \$260, the 2012 Non-East Lansing license fee was reduced from \$310 to \$300. Per the Parks Director's request, we have reduced the new fees for Disc Golf. The new daily fee is set at \$4, rather than \$5, and the annual pass is set at \$40, rather than \$50. For additional information, please refer to the attached memo.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$200,973. Any additional revenue will be recognized in the 2012 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

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 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, 2012 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2011.

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: FEES WHICH ARE ADJUSTED**

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Drain Comm.	Plat Drain Administration Fee	\$2,000.00	\$2,100.00	75%
Drain Comm.	Soil Erosion Permit-Residential-9 mo.	\$220.00	\$230.00	75%
Parks	Administrative-Returned Check Fee	\$15.00	\$30.00	100%
Parks	Memorials Service - Bench	\$400.00	\$500.00	100%
Parks	Shelters - 40 Person Capacity			
Parks	Baldwin Riverview	\$45.00	\$50.00	100%
Parks	Shelters - 60 Person Capacity			
Parks	Lake Lansing South Lakeview	\$50.00	\$75.00	100%
Parks	Lake Lansing North Oak Knoll	\$50.00	\$75.00	100%
Parks	Lake Lansing North Sandhill	\$50.00	\$75.00	100%
Parks	Hawk Island Kestrel	\$50.00	\$75.00	100%
Parks	Hawk Island 1/2 of Peregrine	\$50.00	\$75.00	100%
Parks	Burchfield Deer Run	\$50.00	\$60.00	100%
Parks	Burchfield Pine Knoll	\$50.00	\$60.00	100%
Parks	Burchfield Southridge	\$50.00	\$75.00	100%
Parks	Potter Park Penquin Cove	\$50.00	\$75.00	100%
Parks	Shelters - 80 Person Capacity			
Parks	Potter Park Eagle Landing	\$75.00	\$100.00	100%
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	\$80.00	\$100.00	100%
Parks	Hawk Island Peregrine	\$100.00	\$125.00	100%
Parks	Burchfield 1/2 of North Bluff	\$80.00	\$100.00	100%
Parks	Burchfield 1/2 of Woodsong	\$80.00	\$100.00	100%
Parks	Shelters - 150 Person Capacity			
Parks	Lake Lansing - South - 1/2 of Main	\$80.00	\$100.00	100%
Parks	Potter Park 1/2 of Tiger Den	\$80.00	\$100.00	100%
Parks	Shelters - 240 Person Capacity			
Parks	Lake Lansing - North - Main	\$150.00	\$175.00	100%
Parks	Burchfield - North Bluff	\$150.00	\$175.00	100%
Parks	Burchfield - Woodsong	\$150.00	\$175.00	100%
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	\$150.00	\$175.00	100%
Parks	Burchfield - Overlook	\$150.00	\$175.00	100%
Parks	Potter Park - Tiger Den	\$150.00	\$175.00	100%
Parks	Shelters - 375 Person Capacity			
Parks	Hawk Island - Red Tail	\$200.00	\$250.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Parks	<b>Boating Fees</b>			
Parks	In-Park Canoe/Kayak - 1st hr	\$4.00	\$5.00	100%
Parks	In-Park Canoe/Kayak - 2nd hr	\$4.00	\$5.00	100%
Parks	Canoe/Kayak Trips - McNamara	\$10.00	\$12.00	100%
Parks	Canoe/Kayak Trips - Bunker Rd	\$12.00	\$18.00	100%
Parks	Canoe/Kayak Trips - Eaton Rapids	\$15.00	\$25.00	100%
Parks	Pedal Boat - Weekdays - per 1/2 hr	\$4.50	\$5.00	100%
Parks	Pedal Boat - Wkds/Holidays - per 1/2 hr	\$5.50	\$6.00	100%
Parks	Row Boat - 1st hour- fee per hour	\$4.00	\$5.00	100%
Parks	Row Boat - 2nd hour - fee per hour	\$4.00	\$5.00	100%
Parks	<b>Ski Rental (Burchfield only)</b>			
Parks	Moonlight Ski - Adult	\$6.00	\$10.00	100%
PARKS	<b>NEW FEES</b>			
<b>Parks</b>	<b>Boating Fees (1)</b>			
	Abandonment Recovery Fee	N/A	\$40.00	100%
	Late Fee (arriving 1/2 hour or later after boathouse closing)	N/A	\$20.00	100%
<b>Parks</b>	<b>Disc Golf (2)</b>			
Parks	12 & Under	N/A	\$0.00	100%
Parks	Day Pass	N/A	\$4.00	100%
Parks	Season Pass	N/A	\$40.00	100%
Parks	Tournament *	N/A	*	100%
<b>Parks</b>	<b>Dog Park (3)</b>			
Parks	Regular Pass	N/A	\$30.00	100%
Parks	Student (college ID)	N/A	\$15.00	100%
Parks	Senior (+60)	N/A	\$15.00	100%
Parks	Veteran	N/A	\$15.00	100%
Parks	Replacement FOB	N/A	\$5.00	100%
<b>Parks</b>	<b>Special Event Fees (4)</b>			
Parks	Non-Profit Youth Groups	N/A	\$0.00	100%
Parks	1-100 Participants	N/A	\$200.00	100%
Parks	101-200 Participants	N/A	\$300.00	100%
Parks	201-300 Participants	N/A	\$400.00	100%
Parks	301-400 Participants	N/A	\$500.00	100%
	401-500 Participants	N/A	\$600.00	100%
Parks	500+ Participants	N/A	\$700.00	100%
<b>Parks</b>	<b>Parking (5)</b>			
Parks	2nd Vehicle Annual Pass	N/A	\$15.00	100%
<b>Parks</b>	<b>Snow Tube Rental - Burchfield (6)</b>			
Parks	Burchfield - Tube Rental (2 hours)	N/A	\$1.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
<b>Parks</b>	<b>Hawk Island Tubing Hill (7)</b>			
<b>Parks</b>	<i>Operational Rates (Mon-Fri 4-9 pm. Sat-Sun 10am-9pm)</i>			
Parks	Adult Pass (all day)	N/A	\$7.00	100%
Parks	Child Pass (12&under)	N/A	\$5.00	100%
Parks	Family Pass (2adults, 2 children)	N/A	\$20.00	100%
Parks	Group Rate (20-100 people)	N/A	\$5/person	100%
<b>Parks</b>	<i>Non-Operational Rates (Reservation Only)</i>			
Parks	Group Rate (1-50 people) 2 hours	N/A	\$250.00	100%
Parks	Group Rate (50+ people) 2 hours	N/A	\$350.00	100%
Parks	Per additional hours	N/A	\$100.00	100%
Treasurer	Tax service fee	\$3.00	\$4.00	100%
Animal Control	Boarding Fee for Dangerous Animals	\$25.00	\$30.00	75%
Animal Control	Boarding Fee per day-others	\$15.00	\$20.00	75%
Animal Control	Euthanasia Fee	\$75.00	\$100.00	100%
Animal Control	Bordatella Vaccination on redeemed dogs	\$5.00	\$6.00	100%
Pros Atty	Diversion - Service Fee- Felony Offender	\$750.00	\$760.00	50%
Pros Atty	Costs for eligible convictions - Trial	\$150.00	\$200.00	10%
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$13.00	\$14.00	100%
Comm. Health	INS Vaccination Verif Form I-693	\$33.00	\$35.00	100%
Imm. Clinic	Internat'l Travel Consult	\$55.00	\$57.00	100%
Imm. Clinic	Influenza - Mass Vacc. Clinic	market price	market price	75%
Med Examiner	Cremation Permits	\$23.00	\$26.00	100%
Med Examiner	Autopsy Report Copies (family)	\$15.00	\$17.00	100%
Med Examiner	Autopsy Report Copies (others)	\$39.00	\$44.00	100%
OYC	Consultation Request (per hr.)	\$61.00	\$67.00	100%
OYC	Agency Train. Request- Base, 1.5 hr.	\$180.00	\$200.00	100%
OYC	Agency Train. Request- Base, 2.5 hr.	\$300.00	\$330.00	100%
OYC	Agency Train. Request- Base, 3.0 hr.	\$370.00	\$400.00	100%
OYC	Agency Train. Request- Base, 5.0 hr.	\$620.00	\$650.00	100%
OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.00	\$14.00	100%
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$18.00	\$20.00	100%
OYC	OYC-Advertised Train.- 1.0-2.0 hr./per person (min. 15 attending)	\$24.00	\$22.00	100%
OYC	OYC-Advertised Train.- 2.5 - 4.5 hrs./per person (min. 15 attending)	\$30.00	\$28.00	100%
OYC	OYC-Advertised Train.- 5.0 - 7.0 hrs./per person (min. 15 attending).	\$61.00	\$60.00	100%
OYC	person	\$93.00	\$100.00	100%
OYC	OYC - Admin Train. - 16 hrs./per person	\$170.00	\$130.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	FIXED FOOD SERVICE ESTAB			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,200.00	\$1,300.00	50%
Env. Health	FSE Initial Restricted License	\$620.00	\$650.00	50%
Env. Health	FSE Initial License (Mobile)	\$430.00	\$460.00	50%
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,000.00	\$1,050.00	50%
Env. Health	FSE Renewal Lic-\$500,000 to less than \$750,000	\$840.00	\$880.00	50%
Env. Health	FSE Renewal Lic-\$250,000 to less than \$500,000	\$650.00	\$685.00	50%
Env. Health	FSE Renewal Lic-Less than \$250,000	\$450.00	\$480.00	50%
Env. Health	FSE Non-profit License Renewal	\$230.00	\$240.00	25%
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$440.00	\$650.00	25%
Env. Health	Reinstatemt of Susp FSE	\$560.00	\$580.00	100%
Env. Health	Surchrge-Fail submit plans/chg own	\$540.00	\$575.00	100%
Env. Health	Critical Follow-up Inspection fee	\$130.00	\$135.00	100%
Env. Health	* Special food svc estab surchrng 2nd step of formal hearing	\$231.00	\$500.00	100%
Env. Health	* Special food svc estab surchrng 3rd step of formal hearing	\$473.00	\$1,000.00	100%
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$600.00	\$650.00	50%
Env. Health	FSE Seasonal renewal - at least \$500,000,less \$750,000	\$500.00	\$530.00	50%
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$390.00	\$410.00	50%
Env. Health	FSE Seasonal renewal -less than \$250,000	\$275.00	\$290.00	50%
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$490.00	\$520.00	50%
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$310.00	\$330.00	50%
Env. Health	Change of Ownership of FSE	\$360.00	\$385.00	50%
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt hrly rate for 2 hrs.	\$105.00	\$220.00	50%
Env. Health	FSE - late renewal - additional	\$125.00	\$130.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
<b>Env. Health</b>	<b>STFU</b>			
Env. Health	Initial STFU license Incl. Plan Rev	\$330.00	\$321.00	50%
Env. Health	STFU late inspection request (150% of cost is the penalty)	\$210.00	\$150.00	150%
Env. Health	* STFU in season inspection	\$90.00	\$101.00	50%
Env. Health	* STFU Renewal	\$110.00	\$101.00	50%
<b>Env. Health</b>	<b>TEMPORARY LICENSE</b>			
Env. Health	Temp FSE - Non-Profit	\$105.00	\$110.00	25%
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$200.00	\$220.00	25%
Env. Health	Temp FSE- Preparation Type -For Profit	\$215.00	\$225.00	50%
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$420.00	\$450.00	50%
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$69.00	\$73.00	50%
Env. Health	Temp Event Inspection Request-Late Fee profit	\$400.00	\$430.00	100%
<b>Env. Health</b>	<b>VENDING</b>			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$78.00	\$80.00	50%
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$100.00	\$105.00	50%
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$135.00	\$140.00	50%
Env. Health	Larger Loc (Add'l Machine > 10)	\$6.00	\$7.00	50%
Env. Health	Surcharge-Failure to apply-vending lic	\$180.00	\$190.00	100%
<b>Env. Health</b>	<b>POOL</b>			
Env. Health	Public Pool Inspection	\$210.00	\$220.00	100%
Env. Health	Each add'l pool at same location	\$105.00	\$110.00	100%
Env. Health	Pool Reinspection (after violation)	\$105.00	\$110.00	100%
<b>Env. Health</b>	<b>DHS LICENSING</b>			
Env. Health	DHS Licensing Inspection - municipal	\$200.00	\$205.00	100%
Env. Health	DHS Licensing Inspection - well & septic	\$330.00	\$345.00	100%
Env. Health	DHS Licensing - well & septic only	\$130.00	\$135.00	100%
Env. Health	DHS Licensing re-inspection hrly	\$105.00	\$110.00	100%
Env. Health	DHS Initial Licensing Plan Review	\$380.00	\$395.00	100%
<b>Env. Health</b>	<b>BODY ART (TATTOO)</b>			
Env. Health	Body Art Business Initial License	\$780.00	\$550.00	100%
Env. Health	Body Art License Renewal	\$400.00	\$175.00	100%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$525.00	\$550.00	100%
Env. Health	Body Art non-compl w/ inspection-hrly	\$105.00	\$110.00	100%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$195.00	\$210.00	100%
Env. Health	Body Art Initial License after July 1	N/A	\$275.00	100%
Env. Health	Body Art Temp License (1-14 days)	N/A	\$100.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
<b>Env. Health</b>	<b>DEMAND PROGRAM</b>			
Env. Health	Sewage Only	\$540.00	\$770.00	100%
Env. Health	Well Only	\$540.00	\$575.00	100%
Env. Health	Vacant Land Evaluation	\$520.00	\$555.00	100%
Env. Health	On-Site Sewage repair/replace	\$520.00	\$770.00	100%
Env. Health	Repair - Well	\$190.00	\$200.00	100%
Env. Health	Altern On-site Sewage Syst Plan Revw	\$400.00	\$420.00	100%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$210.00	\$340.00	100%
Env. Health	Munic Requ Eval. of Well/Septic	\$105.00	\$110.00	100%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$175.00	\$185.00	100%
Env. Health	Septic tank repair/replacemt inspection	\$265.00	\$285.00	100%
<b>Env. Health</b>	<b>BATHING BEACHES</b>			
Env. Health	Bathing Area Operational Permit	\$210.00	\$225.00	100%
Env. Health	Reinstmt of bathing area permit	\$105.00	\$110.00	100%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$420.00	\$450.00	100%
<b>Env. Health</b>	<b>CAMPGROUNDS</b>			
Env. Health	Campground Inspection 0-99 Sites	\$140.00	\$150.00	100%
Env. Health	Campground Inspection 100-199 Sites	\$215.00	\$225.00	100%
Env. Health	Campground Inspection 200+ Sites	\$280.00	\$300.00	100%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$210.00	\$225.00	100%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$322.00	\$340.00	100%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$420.00	\$450.00	100%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$280.00	\$300.00	100%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$430.00	\$450.00	100%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$560.00	\$600.00	100%
<b>Env. Health</b>	<b>MISC EH PROGRAMS</b>			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$105.00	\$110.00	100%
Env. Health	Type II Non Community - Sanitary Survey	\$420.00	\$440.00	100%
Env. Health	Board of Health appeal fee	\$119.00	\$125.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	<b>POINT OF SALE PROGRAM</b>			
Env. Health	Point of Sale- appl processing fee	\$180.00	\$195.00	100%
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$360.00	\$395.00	100%
Env. Health	Point of Sale - Waste Treatment Inspection by ICHD (excludes pumping fees) (Municipal water system)	\$210.00	\$230.00	100%
Env. Health	Point of Sale - Well Inspection by ICHD (incl water samples for bacteria and partial chemicals)	\$150.00	\$165.00	100%
Env. Health	Point of Sale- Extension Evaluations	\$105.00	\$110.00	100%
Env. Health	Point of Sale- Annl Inspector renwl fee	\$120.00	\$130.00	100%
Env. Health	<b>TOBACCO</b>			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$251.00	\$260.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer-Non-East Lansing	\$290.00	\$300.00	100%
Env. Health	License- Tobacco Sales-1yr-Vend. Mach	\$290.00	\$310.00	100%
Env. Health	Tobacco -Temporary Sampling Permit	\$115.00	\$125.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	N/A	\$185.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing -Late Fee(9)	N/A	\$390.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer-Non-East Lansing -Late Fee	N/A	\$470.00	100%
Env. Health	Tobacco Change of Ownership Fee - Non East Lansing	N/A	\$145.00	100%
Env. Health	Tobacco Change of Ownership Fee-E.Lansing	N/A	\$125.00	100%
Env. Health	Tobacco Failure to change ownership	N/A	\$180.00	100%
Vet. Affairs	County User Fee	\$22.06	\$24.34	100%

\* respective to "Special Event" fees per number of people

**ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED**

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
All Courts	Work Release	\$24.00	\$25.00	100%
Circuit Court	Felony Case Costs	\$575.00	\$600.00	100%
Circuit Court	Show Cause - Probation	\$75.00	\$100.00	100%
Family Division	Delinquency Costs	\$175.00	\$200.00	100%