

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 1, 2012 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 17, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Women's Commission
 - a. Resolution Prohibiting Inappropriate [Language](#) Toward Women in the Political Environment
 - b. Resolution Recognizing the Need for Additional Resources Allocated to Ingham County Families Living in [Extreme Poverty](#)
2. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building [Funding](#)
3. Health Department - Recommendation to Start a [Dentist](#) at Step 5
4. Circuit Court
 - a. Request for Exception to the Hiring Freeze [Clerk/Typist](#) – Pretrial Services Division
 - b. Request to Waive the Hiring Freeze for a [Juvenile Court Officer](#) Position – Juvenile Division
5. Management Information Systems - Hiring Freeze Waiver for a [Computer I Technician](#) Vacancy
6. Facilities
 - a. Resolution Authorizing Entering into a Contract with [Spicer Group](#) to Provide Architectural and Engineering Services for the Repair of the Roof at the Ingham County Sheriff's Office and the Roof of Pavilion 2 at the Potter Park Zoo
 - b. Resolution Authorizing a Three Year Agreement with a Two Year Option to Renew with [Waste Management, Inc.](#) for Waste Removal and Recycling Services

7. Controller's Office
 - a. First Quarter 2012 Budget **Adjustments** and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget
 - b. Resolution Updating **Various Fees** for County Services
 - c. Resolution of the Ingham County Board of Commissioners Concerning Transfer of **MERS** Assets and Liabilities for all Current and Past Employees of the Ingham County Road Commission

8. Board of Commissioners
 - a. Discussion Item: Commissioner Grebner, Regarding Pension for Future Elected Officials
 - b. Discussion Item: Ethics Complaint

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.

COUNTY SERVICES COMMITTEE

April 17, 2012

Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Vince Dragonetti, Todd Tennis, Steve Dougan, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Chuck Gray, Loretta Benjamin, Jim Dravenstatt-Moceri, Willis Bennett, George Strander, Greg Harless, Deb Brinson, Mark Stevens, Eric Schertzing, Mr. Richard McNulty, Jamie McAloon-Lampman, Dennis Parker, Rich Estill, Bryan Wieferich, Brett Kaschinske, Stan Shuck, and others.

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

Chairperson Holman invited Comm. Tennis to the table so that he may participate in the discussions.

Approval of the April 3, 2012 Minutes

The April 3, 2012 Minutes were approved as submitted.

Additions to the Agenda

2. Substitute - Resolution Authorizing a Temporary Position at the Ingham County Fairgrounds
8. Substitute – Resolution Establishing Priorities to Guide the Development of the 2013 Budget and activities of the County Staff
- 9c. Additional Information - Resolution Dissolving the Ingham County Road Commission and Transferring all of its Powers, Duties & Functions to the Ingham County Board of Commissioners, Creating a Department of Transportation, and Adopting a 2012 Budget for the Department (*Materials to be Distributed Under Separate Cover*)
- 9d. Pulled - Resolution Acknowledging the Existing ICRC MERS Divisions as Ingham County Divisions (*Materials to be Distributed Under Separate Cover*)
10. Late - Resolution Authorizing the Ingham County Sheriff's Office to contract with Delhi Township for parks Police Services with Seasonal part-time Deputies.
11. Late - Waiver of the 2012 Hiring Freeze and Delay for an Open detective Position at the Sheriff's office
12. Late - Women's Commission Appointment
13. Late - Hiring Freeze Waiver MIS Director

(Board Chairperson Copedge arrived at 6:07 p.m.)

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

Limited Public Comment

Chuck Gray, UAW, suggested doing away with the hiring freeze because most waivers are approved. He questioned how some positions are more essential than the others because the impact is just as great when a secretary or technician is gone.

Bryan Wieferich, ICRC Employee and resident of White Oak, stated the Road Commission Board is dysfunctional, has made bad decisions and would like to see change. He stated he does not know who to believe.

(Comm. Grebner arrived at 6:12 p.m.)

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

2. Fair Board - Resolution Authorizing a Temporary Position at the Ingham County Fairgrounds
3. Medical Care Facility - Resolution Granting Meridian Township an Easement for a Relocated Water Main Necessary for the Dementia Unit Addition under Construction at the Medical Care Facility
4. Probate Court - Request to Waive the Hiring Freeze and Hiring Delay for a Law Clerk Position
7. Facilities - Resolution Authorizing Entering into an Agreement with ICOMM for the Purpose of Replacing the Control Panel at the Ingham County Youth Center
8. Controller's Office - Resolution Establishing Priorities to Guide the Development of the 2013 Budget and Activities of County Staff
9. Board of Commissioners
 - a. Resolution in Honor of the 2012 State Arbor Day Celebration
10. Resolution Authorizing the Ingham County Sheriff's Office to contract with Delhi Township for parks Police Services with Seasonal part-time Deputies.
11. Waiver of the 2012 Hiring Freeze and Delay for an Open detective Position at the Sheriff's office
13. Hiring Freeze Waiver MIS Director

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

(Board Chairperson Copedge left at 6:16 pm)

1. Treasurer - Accommodation Tax Report for the 4th Quarter of 2011

Mr. Schertzing provided a brochure “Ingham County Land Bank Home Showcase Spring 2012” then he reviewed the tax report. He highlighted that two hotels have failed to turn over taxes they collected thus both have been turned over to the Sheriff with advisement from the Prosecutor’s office. Mr. Schertzing acknowledged that a number of hotels and/or motels will run late on paying taxes they have collected but only for a short period of time.

(Board Chairperson Copedge returned at 6:18)

Comm. Grebner asked if Bed and Breakfasts are taxed. Mr. Schertzing stated that the number of room/beds determines taxation and not a dollar volume.

5. Animal Control
 - a. Request to Waive the Hiring Freeze and Delay on a Vacant Animal Control Kennel Operator Position and Backfill

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE WAIVER OF THE HIRING FREEZE AND DELAY ON A VACANT ANIMAL CONTROL KENNEL OPERATOR POSITION AND BACKFILL.

Ms. McAloon Lampman explained they currently have one Kennel Operator and there can be upward of 200 animals in the facility at one time. She noted that at times an officer will be pulled from the road to provide assistance.

Ms. McAloon Lampman stated that Animal Control has been working with minimal employees for several years. She further explained the other options are to no longer accept animals or euthanasia.

She explained the position is vacant as a result of a probationary position being terminated. She further explained the probationary period was extended and did not work out.

Comm. De Leon asked how many positions have been terminated during the probationary phase. Ms. McAloon Lampman stated she did not have that exact number but estimated four. She then described the duties and pressures of this position giving the example of euthanizing an animal after taking care of them from 5 days to 6 weeks. Ms. McAloon Lampman stated that there are high standards to work in Ingham County Animal Control and it would be easy to look the other way; however, she stated that animals will not be put at risk and Ingham County requires good people. Comm. De Leon stated that because Animal Control has requested more waivers than other departments it put up a red flag but she now understands the staffing level and need for a functioning department.

Comm. Vickers expressed his concern that Ingham County took 18 animals from Allegan County when they were not forced to take them. Ms. McAloon Lampman explained the County has a mutual agreement with 17 other shelters and in the past the other shelters have taken Ingham County Animal Control animals. Ms. McAloon Lampman stated that after taking the 18 animals from Allegan County there were more than enough donations to take care of them, the facility was not burdened and adoptions were up. Comm. Vickers asked if the County picked up the animals from Allegan County. Ms. McAloon Lampman stated she went with volunteers to get the animals.

Comm. Tennis pointed out that jail bed numbers are down and Animal Control would often use inmates to lessen the pressures of staff. He stated that the Shelter has amazing Community support through the number of hours individuals volunteer. He noted that when the number of staff declines the number of animals to be cared for does not decline.

Board Chairperson Copedge asked what kind of improvement plan the probationary employee received. Ms. McAloon Lampman stated there was a discussion regarding the details that individual was lacking. Board Chairperson Copedge asked how the Animal Control plan is implemented. Ms. McAloon Lampman stated there is no set plan; however, in this case the individual was asked to obtain further training. Comm. Schor acknowledged the work of Ms. McAloon Lampman over the years given that Animal Control has been cut more than most.

MOTION CARRIED UNANIMOUSLY.

- b. Request to Waive of Hiring Freeze and Delay for the Vacant Deputy Director Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE WAIVER OF HIRING FREEZE AND DELAY FOR THE VACANT DEPUTY DIRECTOR POSITION

Ms. McAloon Lampman explained the reason for the employee's resignation. She described the duties of this position stating this position is fundamental because the shelter and law enforcement aspect require full supervision. She noted that without this position it will be very difficult to find a Director.

Comm. Vickers asked if a current employee could fill this position. Ms. McAloon Lampman answered no, and this will be posted.

MOTION CARRIED UNANIMOUSLY.

6. Human Resources - Resolution Authorizing the Creation of a Full Time Human Resources Specialist Position Within the Human Resources Department

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION AUTHORIZING THE CREATION OF A FULL TIME HUMAN RESOURCES SPECIALIST POSITION WITHIN THE HUMAN RESOURCES DEPARTMENT.

(Board Chairperson Copedge left at 6:37 p.m.)

(Comm. De Leon left at 6:37 p.m.)

(Comm. De Leon returned at 6:38 pm)

Mr. Parsons stated with the additions of the 911 Center and the Road Commission the Human Resources Department requires a position that can function and speak to the needs of both departments. Mr. Parsons explained that there has been an increased need in departments over the past six months. The HR Department has been providing support, facilitating and problem solving with the issues in the areas of FMLA, discipline discharge, and ADA compliance.

Comm. Vickers stated he prefers the wage to stay near Step 1.

(Board Chairperson Copedge returned at 6:39 p.m.)

Comm. Schor expressed his concern that the resolution does not identify where the money is coming from.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO AMEND THE LAST BE IT FURTHER RESOLVED AFTER THE WORD "ADJUSTMENTS" ADD "FUNDS FOR THIS POSITION WILL BE RECOVERED THROUGH ADMINISTRATIVE CHARGES TO THE 911 FUND AND PUBLIC ACT 51 FUNDING AND AS FOLLOWS:

BE IT FURTHER RESOLVED, the County Controller/Administrator is authorized to make any necessary budget adjustments; **funds for this position will be recovered through administrative charges to the 911 Fund and Public Act 51 funding**, consistent with this resolution.

MOTION CARRIED UNANIMOUSLY.

Chairperson Holman asked if the Road Commission plan is changed from the Controller's recommend transition plan will that impact the Human Resources work load or can it be adjusted. Mr. Parsons explained the flexibility of the position with any Road Commission model. Comm. Grebner stated both 911 and the city of Lansing already have some Human Resource structure then asked if someone at either place is able to fill this position and if not will this be posted. Mr. Parsons answered no and this position will be posted.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

9. Board of Commissioners

- b. Resolution to Terminate the Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks

Mr. Bennett stated the County was originally contacted by Mr. Merdock Jameson to mow a handful of parks in the city of Lansing in order to save money. Mr. Bennett noted that he worked with Mr. Jameson extensively as to what parks would be mowed subsequently put together a package that was approved by the city of Lansing and the County Board of Commissioners. Chairperson Holman asked who has primary supervision responsibilities. Mr. Bennett explained Ingham County Assistant Manager of Operations supervises along with a seasonal supervisor plus an Ingham County mechanic also has time involved.

Brett Kaschinske, Director of Parks and Recreation for the City of Lansing introduced himself.

Chairperson Holman asked Mr. Kaschinske to explain the number of seasonal workers. Mr. Kaschinske stated the number of seasonal workers changes annually and every year they are laid off between September and November after that they are recalled for the next season based on need. Chairperson Holman asked if it is correct that the city of Lansing seasonal employees receive full benefits and unemployment. Mr. Kaschinske stated they are eligible for unemployment but do not receive full benefits. Comm. Schor asked if Mr. Kaschinske has records of how many seasonal employees were hired, laid off and recalled in the past 3 or 4 years because he has heard the number of employees recalled this year is much less than prior years due to the County contract. Comm. Schor stated it was not the intent of the County to create a shift in the city of Lansing employees.

Mr. Kaschinske explained the number of seasonal employees fluctuates. Comm. Schor asked if the number not recalled is larger this year. Mr. Kaschinske answered yes.

Mr. Kaschinske explained the city of Lansing sees the contract as year round maintenance that includes snow plowing. He stated when this was originally discussed the city of Lansing knew the seasonal employees do not work during the winter months and knew there would be layoffs in the fall. He further stated what is being discussed in the contract is full-time employees not seasonal employees because this is a year round contract. It was never the city of Lansing's intent to lay people off. Comm. Schor asked if employees were not being recalled because of the contract with the County. Mr. Kaschinske stated it is for several reasons primarily budget reasons. He noted that when the city entered the contract with the County the Union was made aware and the city of Lansing did not see this as removing seasonal employees.

Comm. Celentino asked if this contract did not exist would the city of Lansing recall more seasonal employees for mowing or would there be any difference. Mr. Kaschinske stated the city of Lansing sent out a RFP for mowing services. If this contract did not happen there were two options: 1) meet with the UAW and find out what their costs were and 2) issue an RFP with the public sector. Mr. Kaschinske added this is not a performance issue because there are several agreements with the County Parks Department and the city of Lansing enjoys the relationship. Comm. Celentino noted that the contract states that it is not the intent of either party that any current city of Lansing employee is laid off as a result of this agreement. Mr. Kaschinske stated there is an agreement between the city of Lansing and the County and then there is an agreement between the city and the Union. The real issue is with the city of Lansing and the Union contract in regard to layoffs between full-time and seasonal employees. Comm. Celentino asked how many Ingham County seasonal employees were hired because of this contract. Mr. Bennett stated that in the course of 12 months the County has employed 9 seasonal people then explained these employees may only work for 9 months. Comm. Celentino asked if this contract was null and void would the city of Lansing recall 9 employees. Mr. Kaschinske answered no.

Comm. Vickers asked if this was paid for through the city of Lansing Parks millage. Mr. Kaschinske answered no. Comm. Vickers asked what the city of Lansing Park's millage is used for. Mr. Kaschinske stated capital improvements, maintenance in the Parks for example the river trail or nature center, golf or cemetery subsidy. Mr. Kaschinske stated the millage is not used for paying the County Contract, General Funds are.

Comm. Vickers asked if the County were to void the contract where would the money come from to mow these parks. Mr. Kaschinske answered city of Lansing General Fund. Comm. Vickers asked for clarification that salaries are paid through General Funds. Mr. Kaschinske answered yes and noted that the parks millage does not cover the entire Parks operations. Mr. Kaschinske described where the parks millage is used. Comm. Vickers asked if labor is paid through the millage. Mr. Kaschinske explained that labor for a specific capital improvement project may be paid with millage funds.

MOVED BY COMM. GREBNER TO TABLE THE RESOLUTION UNTIL THE FIRST MEETING IN JULY WHEN THE COMMITTEE MAY CONSIDER THE RENEWAL. Motion failed due to lack of support.

Comm. Schor asked what would be the city of Lansing's option if the County cancels the contract. Mr. Kaschinske stated the city will evaluate the RFP's; however, they are happy with this agreement. Comm. Schor stated that the issue is not about the services it is how this is being portrayed to the County in regard to the employees. Mr. Kaschinske stated that the city was very up front in the issue with the seasonal employees when they entered into the contract. The County knew the seasonal employees have a regular layoff and they were entering into a year round contract because this was discussed with Mr. Bennett and Ms. Lannoye. Ms. Lannoye clarified that she does not remember a discussion regarding seasonal employees.

Comm. Tennis stated that earlier Mr. Kaschinske said the contract refers to full-time employees and is now saying the city was very clear about seasonal employees, therefore was it the intention not to recall the seasonal employees. Mr. Kaschinske clarified that they would not have put that language in there knowing that there is a scheduled layoff time for seasonal employees when entering into a contract that has winter maintenance. Comm. Tennis clarified that the only thing in the agreement according to the city of Lansing that you agreed not to layoff any full-time workers and never agreed not to fail to recall seasonal employees. Mr. Kaschinske that is correct. Comm. Tennis then asked if it was the plan not to recall seasonal workers. Mr. Kaschinske answered no. The recalling of seasonal employees is a budget issue not an agreement with the County. Mr. Kaschinske stated again that the language in the contract refers to full-time employees.

Comm. Grebner stated the contract is unclear; however, there are options and the Board of Commissioners has the power to cancel the contract or the ability not to renew, among others.

Board Chairperson Copedge asked if the seasonal employees are in the retirement system. Mr. Kaschinske stated he is unsure but believes seasonal employees are not in the retirement system; however, they are recalled by seniority. Mr. Shuck, city of Lansing employee clarified that they are not in the retirement system but time served can go toward vesting for medical benefits should they become full-time employees and there is no monetary value toward retirement.

Comm. De Leon asked how many seasonal employees overall are in the pool. Mr. Kaschinske estimated 50 to 60. Comm. De Leon asked for the average number of years worked as a seasonal for the city. Mr. Kaschinske stated as many as 25 years while others could be 1 season. Mr. Kaschinske explained there is seniority to the called back order based on the number of service years. Comm. De Leon asked if she understands correctly that half the seasonal employees have not been brought back. Mr. Kaschinske answered that is correct. Mr. Parker, UAW clarified that over the last 10 years approximately 70 seasonal employees are recalled and last year 68 were recalled because 2 resigned.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION WITHOUT THE 2ND WHEREAS.

Mr. McNulty also suggested changing the date of the contract to May 24, 2012 if this resolution passes.

Comm. Schor stated the 2nd Whereas is immaterial. Comm. Grebner stated he is opposed to this because the first obligation is to the County and its efficiency giving consideration to equipment purchased and that the County has hired and trained employees.

Chairperson Holman expressed her concern to the 20 city of Lansing seasonal employees that would be let go.

MOTION CARRIED with Comms. Grebner and Holman Voting “no”.

- c. Resolution Dissolving the Ingham County Road Commission and Transferring all of its Powers, Duties & Functions to the Ingham County Board of Commissioners, Creating a Department of Transportation, and Adopting a 2012 Budget for the Department (*Materials to be Distributed Under Separate Cover*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION DISSOLVING THE INGHAM COUNTY ROAD COMMISSION AND TRANSFERRING ALL OF ITS POWERS, DUTIES & FUNCTIONS TO THE INGHAM COUNTY BOARD OF COMMISSIONERS, CREATING A DEPARTMENT OF TRANSPORTATION, AND ADOPTING A 2012 BUDGET FOR THE DEPARTMENT.

Ms. Lannoye provided additional information which included a 2012 proposed budget and 2012 approved positions list. She noted there are 2 vacancies: Director of Operations and a Sign and Signal Shop Supervisor.

Ms. Lannoye explained the transition includes the Road Commission finance and purchasing positions becoming part of the County Departments. The resolution recognizes existing contracts and gives the Controller the authority to work out liability and worker’s compensation issues. She noted that the Ingham County Board of Road Commissioners’ transition to the Ingham County Board of Commissioners will be effective June 1, 2012 and become subject to County policies.

Comm. Celentino stated after listening and discussions of the Road Commission Board since December 2011 it is his opinion that the present Board of Road Commissioners has created a new direction and is trying to deal with the problems that occurred. He suggested the transition be slowed down into two phases and determining after the 1st transition if the 2nd is needed. The first phase would be to absorb the 3 functions as outlined in the Road Commission Resolution including the Finance, Human Resources and IT Departments. This will give the Road Commission time to deal with the bad decisions and give the County Commissioners and Staff time to better understand the workings of the Road Commission.

Comm. Grebner stated he is in favor of this resolution and is opposed to 2 phases of transition. He further stated that the Road Commission has been operating in a dysfunctional position for years and this Board of Road Commissioners is dysfunctional as well. He provided examples of dysfunction.

Board Chairperson Copedge stated he agrees there has been dysfunction but is in favor of Comm. Celentino's suggestion.

Comm. Schor echoed Comm. Celentino further stating things need to be clearer before taking on the Road Commission responsibilities.

The Committee discussed the policies and functions associated with absorbing the Road Commission including County Finance, Human Resources, and IT Departments.

Comm. Holman questioned if there is statute regarding the Road Commission giving authority to another Governing body. Mr. McNulty stated it would need to be handled through contracts. Ms. Lannoye stated that there is a contract with Human Resources and currently no activities have been associated with the Finance. She noted that the Road Commission contracts for IT. The only positions that will be absorbed is in the Finance Department. Mr. Parson's explained the Human Resources Department is charged out on an hourly basis and the contract renews automatically. The Department has supported the Road Commission in the areas of class and pay analysis, recruiting and participated in complaint resolution.

Comm. Vickers asked if both resolutions provided by the Road Commission Board were unanimous decisions. Mr. Dravenstatt-Moceri stated that one resolution was a 4 to 1 vote and the other only 3 members were present and that was 3-0. Comm. Vickers questioned the opinions of Comm. Thomas and Comm. Rodgers's of the Road Commission transition. Mr. Dravenstatt-Moceri said Comm. Thomas had no problems with the resolution he just could not make the meeting. Comm. Vickers asked if Comm. Rodgers had problems with the transition. Mr. Dravenstatt-Morecei stated that she has not expressed a problem with it. Comm. Vickers asked if Comm. Rodgers abstained on the 4 to 1 vote. Mr. Dravenstatt-Morcei answered yes. Comm. Vickers expressed that by this vote Comm. Rodgers does not appear to be approving of the changes. Comm. Vickers expressed his concern that everyone needs to be in agreement or changes have not really been made. Comm. Schor expressed that a Board speaks through a majority of its members and cannot make a decision based on one member. Comm. Vickers stated this issue is so important that you should not abstain. The Board must work as a whole and vote. He stated he is not sure there is control amongst the 5 members.

Comm. De Leon stated that she felt rushed into passing this resolution tonight and that this is putting the cart before the horse. She expressed her need for more information on the functions of the Road Commission giving the examples of legal obligations based on statute, oversight and how an advisory board would be structured, say Road Commission 101. Comm. De Leon stated she is in favor of Comm. Celentino's suggestion.

Comm. Tennis stated it is not easy being the 1 in a 15 to 1 vote and with that being said his overall position is that he is not sure this will actually solve the problems over the past year. Since the beginning of this year there has been a night and day difference in the direction of the Road Commission and the Board has shown a willingness to work with the Board of Commissioners. The problems over the past year basically stem from poor decisions by both Boards and by abolishing the Road Commission it is unrealistic to believe this will solve the issues. He noted there have been times when there were problems with the County Board of Commissioners.

Comm. Tennis thinks that it is good to have a wall between the County and Road issues and it keeps the pressure on State Legislature to keep road funding. Comm. Tennis asked Mr. Noyola, CRAM, about the latest legislation essentially making the County Commissioners the Road Commission Board. Mr. Noyola stated that legislation recently passed does not allow the County to dissolve the Road Commission because the Road Commission was created by a vote of the people, and then the Board of Commissioners could appoint or elect a Road Commission. The statute allows the Board of Commissioners to dissolve the Road Commissioners not the Road Commission. He reviewed the law.

Chairperson Holman stated after waiting through the hearing process and listening to what the problems would be she does not see any pitfalls. She provided her background as an engineer and working in the public sector stating she can visualize how the Road Commission would work as a department. The Road Commission's organizational structure would work more efficiently under the County's umbrella. Chairperson Holman stated that with her experience in other state departments and her membership with the Tri-County Regional Planning. She sees no problem with the transition. Chairperson Holman expressed her concern of the employees being in limbo of a decision.

(Board Chairperson Copedge left at 8:00 p.m.)

Chairperson Holman stated that she disagrees with a mixed system (3 functions) because that creates the issue of who has control over certain circumstances and at that point it is the same system because by statute the Road Commission still has control. She believes that one central function moving forward is better than fragmenting the Departments.

(Board Chairperson Copedge returned at 8:06 p.m.)

Comm. Grebner stated that Chairperson Holman's comments were good. He stated that going forward with the transition will eliminate the politics that go along with appointing a 5 member board and suggested an advisory board including the Township governments themselves and not a citizen's body.

Board Chairperson Copedge stated that there are things that happened and there has been a tremendous change in the Road Commission Board. Board Chairperson Copedge suggested that employees better understand their boundaries further suggesting better communication through Human Resources.

The Committee discussed the responsibilities of the Board of Commissioners', Road Commission Board, council, staff and employees.

Comm. Schor agrees with Comm. Celentino that the resolution will require many changes and would like the opportunity to provide a Resolution that implements the 2 phases. He suggested tabling for one meeting so they may work on the resolution.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO TO TABLE THE RESOLUTION DISSOLVING THE INGHAM COUNTY ROAD COMMISSION AND TRANSFERRING ALL OF ITS POWERS, DUTIES & FUNCTIONS TO THE INGHAM COUNTY BOARD OF COMMISSIONERS, CREATING A DEPARTMENT OF TRANSPORTATION, AND ADOPTING A 2012 BUDGET FOR THE DEPARTMENT.

MOTION FAILED Comms. Grebner, Holman and Vickers voted no.

Comm. Schor along with Comm. Celentino will provide an amended resolution to the Controller for consideration at the Regular Board Meeting. Comm. Grebner stated the Finance Committee would accept the resolution as a late if they are able to prepare the resolution by then.

MOTION CARRIED with Comms. Celentino and De Leon Voting "no".

Comm. De Leon asked for more information on the operation of a Road Commission, say Road Commissions 101.

12. Women's Commission Appointment

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DE LEON, TO APPOINT CONNIE SCARPONE TO THE WOMEN'S COMMISSION ADVISORY BOARD.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. De Leon stated she appreciates Ms. Lannoye's work on the Road Commission resolution.

Comm. Grebner asked to have something about a hybrid package for newly elected officials on the next agenda. Comm. Holman agreed.

Public Comment

Mr. Noyola, CRAM, expressed his concern that during the transition the County look into how the Road Commission should be named. He noted at the end of the day the Ingham County Board of Commissioners would be the Road Commissioners.

Comm. Schor stated he was in agreement with Mr. Gray and the County should reconsider the hiring freeze unless the controller has a reason for keeping it. Ms. Lannoye stated not all requests make it to the Committee.

Comm. Schor stated he would like to have a conversation about the hiring freeze at the next Board Leadership Meeting.

The meeting adjourned at approximately 8:35 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 1, 2012 COUNTY SERVICES COMMITTEE STAFF REVIEW SUMMARY

HIRING FREEZE

The Controller recommends approval of the following hiring freeze requests:

4(a). Circuit Court/General Trial Division—Clerk/Typist—Pretrial Services Division

4(b). Circuit Court/Family Division—Juvenile Court Officer

5. Management Information Systems—Computer Technician I

ACTION ITEMS

2. Treasurer - *Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding.*

The Controller is not supporting this resolution. The request would increase the contribution from the Delinquent Tax Revolving Fund (DTRF) to the Land Bank from \$250,000 to \$400,000. The DTRF dollars could be used to supplement the general fund. The Treasurer's office did not include any written materials supporting their request other than the resolution. The Treasurer did respond to my inquiry as to the reason for the increase with a brief statement that their workload had increased.

The Controller recommends approval of the following action items:

3. Health Department - *Recommendation to Start f Dentist at Step 5*

The Department is requesting Committee approval to start a Dentist at Step 5. The potential candidate has 29 years of experience serving pediatric and adult patients in private practice, the State Department of Corrections and the Army Reserve. Please refer to Dr. Canady's memorandum for additional information.

6(a). Facilities - *Resolution Authorizing Entering into a Contract with Spicer Group to Provide Architectural and Engineering Services for the Repair of the Roof at the Ingham County Sheriff's Offices and the Pavilion 2 Roof at the Potter Park Zoo*

The resolution authorizes awarding a contract to Spicer Group, to provide A&E Services for the roof repairs. The Purchasing and Facilities Departments both recommend that a contract be awarded to Spicer Group for a base total bid not to exceed \$9,500. Spicer was not the low bid, but was recommended based on their superior experience. They are a local vendor who has other relevant experience working on roofing projects of similar size and scope. Spicer also has previous, successful experience, working for the county. Funds are available in the CIP budget.

6(b). Facilities - *Resolution Authorizing a Three Year Agreement with Waste Management, Inc. for Waste Removal and Recycling Services at all County Facilities, County Parks, and the Fairgrounds*

The resolution authorizes awarding a contract to Waste Management, Inc. for the purpose of providing waste removal and recycling services to all county facilities, county parks and the fairgrounds. Waste Management, Inc. who submitted the lowest responsive and responsible bid of \$36,545.00 per year, for a total base cost, were chosen, after going through a competitive bidding process, and have the recommendation of both the Facilities, and the Purchasing Departments. Funds for this contract are available within the appropriate 921030 trash removal accounts.

7(a). Controller - *Resolution Authorizing Adjustments to the 2012 Ingham County Budget*

The resolution authorizes the 1st quarterly budget adjustments. Please refer to Teri Morton's memo for additional details.

7(b). Controller - *Resolution Updating Various Fees*

This resolution represents the annual review and update of fees for county services. Please refer to my memo and attachments for additional information.

7(c). Controller - *Resolution of the Ingham County Board of Commissioners Concerning Transfer of MERS Assets and Liabilities for all Current and Past Employees of the Ingham County Road Commission*

This resolution authorizes the transfers of all of the Road Commission's MERS Divisions. Please note the actuarial values of the Divisions will be tracked separately as well as the employer's annual contribution. Attorneys for both the County and MERS have reviewed the resolution.

OTHER ACTION ITEMS:

1(a). Women's Commission - *Resolution Prohibiting Inappropriate Language Toward Women in the Political Environment.*

1(b). Women's Commission - *Resolution Recognizing the Need for Additional Resources Allocated to Ingham County Families Living in Extreme Poverty.*

INGHAM COUNTY BOARD OF COMMISSIONERS

PRESENTED BY THE INGHAM COUNTY WOMENS COMMISSION

**RESOLUTION PROHIBITING INAPPROPRIATE LANGUAGE TOWARD WOMEN IN THE
POLITICAL ENVIRONMENT**

WHEREAS, the Ingham County Women's Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment, civil and political recognition of women's accomplishments and contributions to Ingham County; and

WHEREAS, recent comments made by members of the state legislature have demeaned women both in terms of their profession and their contributions to our state as a whole; and

WHEREAS, inappropriate comments publicly and privately made towards women in the political environment are not an isolated issue; and

THEREFORE BE IT RESOLVED, Ingham County recognizes the need for use of decent language towards all constituents within the county and the body of the state of Michigan, especially women, and does not condone the use of indecent language towards any member of the county and state working towards the greater good.

INGHAM COUNTY BOARD OF COMMISSIONERS

PRESENTED BY THE INGHAM COUNTY WOMENS COMMISSION

RESOLUTION RECOGNIZING THE NEED FOR ADDITIONAL RESOURCES ALLOCATED TO INGHAM COUNTY FAMILIES LIVING IN EXTREME POVERTY

WHEREAS, poverty in Michigan was 16.8 percent in 2010 and child poverty was 23.5 percent; and

WHEREAS, total poverty and child poverty have grown by over 50 percent over the past 10 years and Michigan's family poverty rate is the third fastest growing in the nation; and

WHEREAS, the number of Michigan households making less than \$25,000 a year has grown by 17.5 percent; and

WHEREAS, one of the most alarming statistics is the increase in child homelessness, which grew by 40 percent between the 2009–2010 school year and the 2010–2011 school year; and

WHEREAS, new legislation passed in the summer of 2011 tightened the time limits for cash assistance amid claims that people lived off the program for many years. However, the average number of months that a family receives cash assistance in Michigan is 14.9, and 65 percent of recipients will receive assistance for 12 months or less; and

WHEREAS, almost 45 percent of female-headed households lived in poverty in 2010, as compared with a 20 percent poverty rate for all families with children; and

WHEREAS, a person is considered to live in extreme poverty if their income is less than 50 percent of the poverty threshold. A family of four with two children would be in extreme poverty if they had an annual income of less than \$11,057, or \$921 a month. Some 7.6 percent of Michiganians and more than 10 percent of children lived in households of extreme poverty in 2010.

THEREFORE BE IT RESOLVED, given the current dire economic situation many families especially female headed households are facing, Ingham County allocate additional resources to helping desperate families in poverty, especially those in extreme poverty with an annual income of less than \$11,057.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY
WITH CAPACITY BUILDING FUNDING**

WHEREAS, the incidence of tax foreclosure caused by lingering economic turmoil and hardship through 2014 is expected to be significant; and

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grow to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exist for capacity at the Land Bank to deal with the growing inventory of property and the housing initiatives through HUD's Neighborhood Stabilization Program and the Federal Home Loan Bank of Indianapolis; and

WHEREAS, the increased incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer's Delinquent Tax Revolving Fund for tax years through 2014; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the County Board authorizes annual funding of \$400,000 to the Ingham County Land Bank from the Delinquent Tax Revolving Fund for tax years 2009 through 2011.

BE IT FURTHER RESOLVED, that the County Controller is directed to make all necessary budget adjustments consistent with this resolution.

MEMORANDUM

TO: County Services Committee
FROM: Renée Branch Canady, PhD, MPA, Health Officer
DATE: April 17, 2012
RE: Recommendation to Start a Dentist at Step 5

The Ingham County Health Department (ICHD) currently has one (1.0 FTE) vacant dentist position, which has been vacant since May 2010. Recruiting dental providers to work at the ICHD is difficult because the salary offered to dentists is much lower than what is offered at comparable health centers throughout Michigan and within the local area. Another reason the dentist position is difficult to fill is that the position serves either the pediatric or the adult population; dentists prefer to work with both populations simultaneously. Each day the dentist position goes unfilled results in a loss of services to 10 to 15 dental patients. Consequently, this means decreased revenue for the ICHD.

As a Federally Qualified Health Center (FQHC), the Community Health Centers are required to provide primary health services related to family medicine, internal medicine, pediatrics, obstetrics, or gynecology. This includes preventive health services, one of which is preventive dental services. The ICHD provides preventive, restorative and emergency dental services as part of its additional health services.

As an FQHC, the ICHD can benefit from enhanced reimbursement as long as it adheres to certain program requirements. One requirement is that it must maintain a core staff as necessary to carry out all required primary, preventive, enabling health services and additional health services as appropriate and necessary, either directly or through established arrangements and referrals. Staff must be appropriately credentialed and licensed (Section 330(a) (1) and (b) (1), (2) of the PHS Act). In order to maintain this core staff to carry out these preventive, restorative and emergency dental services, the ICHD needs to fill this vacant dentist position. Filling this dentist position will allow the ICHD to maintain high quality dental services for its patients and to maintain revenue projections resulting from these dental services. Competitively recruiting a dentist today requires salary considerations beyond Step 1 of the MCF salary grade as stipulated within the County's Managerial and Confidential Agreement.

Dr. Stafford has 29 years of experience serving both pediatric and adult patients in private practice, with the State of Michigan's Department of Corrections and as a Dental Officer Lieutenant Colonel with the United States Army Reserves. Dr. Stafford's experience and commitment to serving the medically vulnerable population, including people who are uninsured, underinsured and on Medicaid will be an asset to the ICHD.

Dr. Stafford indicated that she is willing to accept the position contingent on Step 5 in the dentist salary range, (\$94,530). If approved, she will start May 7, 2012. The Step 5 salary is \$12,000 less than Dr. Stafford earned while working with the State of Michigan. Consequently, I recommend that the County Services Committee authorize a starting salary for Dr. Stafford at the MCF14, Level 5 pay grade.

c: Debra Brinson
John Jacobs
Barb Mastin
Jonathon MacGowen
Carolyn Redman

MEMORANDUM

To: County Services Committee

From: Rhonda K. Swayze
Deputy Court Administrator, General Trial Division

Date: April 18, 2012

Re: Request for Exception to the Hiring Freeze
Clerk/Typist – Pretrial Services Division

I am respectfully requesting that an exception to the hiring freeze be granted for the position of Clerk/Typist – Pretrial Services Division which was vacated on March 8, 2012, by resignation without notice. This position is more commonly known as the Bindover Clerk and is currently under reclassification review by the Human Resources Department.

The Bindover Clerk is responsible for initiating felony cases bound over from the three District Courts in Ingham County; preparing pretrial bench warrants and recalls for felony and civil matters; monitoring conditional bond and bond forfeiture and judgment processes and preparing the appropriate orders and documents; generating orders of appellate counsel appointment and processing appellate vouchers for payment of attorney fees; performing compliance audits on all applications to write bonds in Ingham County; coordinating the felony plea program; receipting bond monies and all forms of electronic payment transfer for the General Trial Division; and serving as support and backup for other Pretrial Services Division positions.

The duties involved in preparing and recalling bench warrants and generating orders of appellate counsel appointment have to be performed either within a mandated time frame or on a real-time basis to avoid denial of due process rights or unlawful arrest. Other county agencies rely on the timeliness of criminal case initiation to perform their jobs, and accurate bond information is imperative for pretrial release management.

Instead of immediately requesting an exception to the hiring freeze, we elected to redistribute the Bindover Clerk duties to other Court Services employees in hopes that they would be able to adequately absorb the duties allowing us to leave the position vacant as a budget reduction initiative. It quickly became apparent that this course of action would only be effective on a short term basis. The employees performing the Bindover Clerk duties have time sensitive tasks of their own, manage a heavy workload, and/or are taking time away from other responsibilities that increase the Court's revenues. As this is causing an erosion of the level of service in the Bindover Clerk position and all other positions that are currently performing Bindover Clerk duties, we are now requesting an exception to the hiring freeze so this position can be filled.

Thank you for your consideration of this matter.

cc: David Easterday
Hon. Janelle A. Lawless
Hon. Paula J.M. Manderfield

MEMORANDUM

TO: County Services

FROM: Maureen Winslow

DATE: April 19, 2012

RE: **Suspension of Hiring Freeze for Juvenile Court Officer Position**

The Circuit Court Family Division currently has a vacant Juvenile Court Officer position in the Intensive Neglect Services Program. This position has been vacant since February 3, 2012. The Court is requesting the suspension of the hiring freeze for this position for several reasons which are explained below.

The Intensive Neglect Services Program is a part of the Child Care Fund which means the State reimburses the County 50% for the salary and benefits associated with the position. A Juvenile Court Officer assigned to the INS program monitors a caseload of 20 youth who have been brought to the attention of the Court as victims of child abuse and/or child neglect. It is the goal of the program to be able to prevent out of home placement or reduce the number of days a minor is in placement by providing intensive supervision and appropriate programming. The child's physical and emotional safety is most important; therefore the JCO has a minimum of three contacts per week with the family.

Out of home placements are costly, with the foster care per diem rates currently at \$14.24 for ages 0-12 and \$17.59 for ages 13-18. These rates do not include the Difficulty of Care Supplements that can increase the per diems up to an additional \$18.00. By filling this vacant position, the result is a significant savings to the County.

The Juvenile Division has received notices from three other employees of their intent to retire within the next couple of months. Two of those positions are Senior Juvenile Court Officers as well as a Juvenile Court Officer (which also happens to be a position in the INS program). The Court is very concerned as to maintaining the safety of our juveniles and families, along with the safety of the other Juvenile Court Officers. The JCOs are required to perform home checks as part of their jobs and report to the court. Many of the neighborhoods they go into are considered dangerous or at risk of danger. The range of issues our workers are faced with on a daily basis include poor mental health, parental criminality, drugs and weapons. As a safety precaution, there are times two Juvenile Court Officers are necessary to go to certain homes or to transport an unstable youth and/or parent.

Currently, there are other positions open in the Family Division. The Reimbursement/Traffic Referee position is vacant as is half of a shared time receptionist position. The Court is not asking to fill either one of these positions at this time.

Thank you for your consideration of this request.

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Mary Lannoye
From: Tom Shewchuk
CC:
Date: April 24, 2012
Re: Waive the hiring freeze to replace Andrew Mercer's position

Dear Mary,

Andrew Mercer has resigned from Ingham County effective April 27, 2012. I am requesting the hiring freeze be waived in order to fill the position as soon as possible after the 8 week waiting period. Andrew's departure comes at a bad time because we are already down one technician due to a recent accident and the new 911 center will be opening in May, thus increasing our workload. Therefore it is critical to fill this position as quickly as possible to maintain customer satisfaction and the workload of our technical staff.

Thank you in advance for your consideration.

Sincerely,

Tom

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 19, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR THE REPAIR OF THE ROOF AT THE INGHAM COUNTY SHERIFF'S OFFICE AND THE ROOF OF PAVILION 2 AT THE POTTER PARK ZOO

The resolution before you authorizes awarding a contract to Spicer Group, to provide A&E Services for roof repairs on the Sheriff's Office and the roof of Pavilion 2, at Potter Park Zoo.

After going through a competitive bidding process, although Roger Donaldson submitted the lowest responsive bid, we feel he lacks the experience and references required for this type work.

The Purchasing and Facilities Departments both recommend that a contract be awarded to Spicer Group for a base total bid not to exceed \$9,500.00. They are a local vendor who has other relevant experience working on roofing projects of similar size and scope. He also has previous, successful experience, working for the county.

Funding for the projects is available within the 2012 CIP Line Item 245-30199-976000-2FC11 which is for roof replacement at the Sheriff's Office and within 2012 CIP Line Item 258-69900-977000-1208Z which is for roof repairs at Pavilion 2 at the Potter Park Zoo.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 18, 2012
 SUBJECT: Proposal Summary for Architectural and Engineering Services

Project Description:

Proposals were sought from qualified and experienced architectural and engineering (A/E) firms for the purpose of entering into a contract to provide complete designing, engineering, and construction administration services for the replacement of two roofs, one at the Sheriff’s Office and the other at Pavilion #2 at Potter Park Zoo.

Proposal Summary:

Vendors contacted: 26 Local: 9
 Vendors responding: 10 Local: 6

Company	Cost	Local
Roger Donaldson	\$7,950	Y – Holt
Spicer Group	\$9,500	Y – Lansing
Straub, Pettitt & Yaste	\$9,500	N – Clawson
C2AE	\$14,500	Y – Lansing
DLZ	\$15,500	Y – Lansing
Hobbs & Black	\$15,883	Y – Lansing
GAV Associates	\$16,200	N – Flint
Building Tech Associates	\$24,900	N – Oak Park
WTM	\$33,866	N – Saginaw
Hubbell, Roth & Clark	\$33,960	Y – Holt

16 companies were at the Pre-proposal meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Spicer Group in an amount not to exceed \$9,500. In addition to submitting a responsive bid, Spicer is a local vendor, is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County. Roger Donaldson, the lowest bidder, lacked the experience and references for this type of work.

Advertisement:

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page. Future solicitations will be advertised in the City Pulse.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
SPICER GROUP TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR
THE REPAIR OF THE ROOF AT THE INGHAM COUNTY SHERIFF'S OFFICE
AND THE ROOF OF PAVILION 2 AT THE POTTER PARK ZOO**

WHEREAS, the current roof at the Sheriff's Office is leaking into the space below and needs to be repaired; and

WHEREAS, the roof at Pavilion 2 at the Potter Park Zoo is sagging and the roof structure needs to be repaired and the tiles replaced; and

WHEREAS, although Roger Donaldson submitted the lowest responsive bid, he lack's the experience and references required for this type of work; and

WHEREAS, after careful review of bids, and other contributing factors, the Purchasing and Facilities Departments both agree that a contract be awarded to Spicer Group who submitted a base total bid not to exceed \$9,500.00; and

WHEREAS, we believe Spicer Group would provide the best overall product, being a local vendor who has an entire department devoted to roofing projects and has other relevant experience working on projects of similar size and scope; and

WHEREAS, the funds for this project are available within the 2012 CIP Line Item 245-30199-976000-2FC11 which is for roof replacement at the Sheriff's Office and within the 2012 CIP Line Item 258-69900-977000-1208Z which is for roof repairs at Pavilion 2 at the Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Spicer Group 110 West Michigan Avenue Suite 725, Lansing, MI 48933 for Architectural and Engineering Services, for roof repairs at the Sheriff's Office and the Potter Park Zoo Pavilion for a total base cost not to exceed \$9,500.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: April 18, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WASTE MANAGEMENT, INC. FOR WASTE REMOVAL AND RECYCLING SERVICES AT ALL COUNTY FACILITIES, COUNTY PARKS AND THE FAIRGROUNDS

The resolution before you authorizes awarding a contract to Waste Management, Inc. for the purpose of providing waste removal and recycling services to all county facilities, county parks and the fairgrounds.

Waste Management, Inc. who submitted the lowest responsive and responsible bid of \$36,545.00 per year, for a total base cost, were chosen, after going through a competitive bidding process, and have the recommendation of both the Facilities, and the Purchasing Departments.

Funds for this contract are available within the appropriate 921030 trash removal accounts.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 18, 2012
SUBJECT: Proposal Summary for Waste Management and Recycling Services

Project Description:

Proposals were sought for County-wide waste and recycling services for a period of three years with an option to renew for an additional two-year period.

Proposal Summary:

Vendors contacted: 3 Local: 1
Vendors responding: 3 Local: 1

Table with 6 columns: Firm, Fair Annual Cost, Parks Annual Cost, Facilities Annual Cost, Total Annual Cost, Local. Rows include Waste Management, Granger Container, and Republic Waste.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Waste Management based on its proposal dated March 19, 2012.

Advertisement:

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page. Future solicitations will be advertised in the City Pulse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A THREE YEAR AGREEMENT WITH A TWO YEAR OPTION TO RENEW WITH WASTE MANAGEMENT, INC. FOR WASTE REMOVAL AND RECYCLING SERVICES

WHEREAS, the current contract for waste removal and recycling services will expire at the end of May 2012; and

WHEREAS, the new contract will include all county facilities, county parks and the fairgrounds; and

WHEREAS, the Purchasing Department solicited bids for these services and pricing information for multiple years; and

WHEREAS, funds for this contract are available within the appropriate 921030 trash removal accounts; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year agreement with a base total cost of \$36,545.00 per year, with a two (2) year period renewal option, be awarded to Waste Management, Inc. who submitted the lowest bid; and

WHEREAS, Waste Management, Inc. offered a fixed rate for the 36 month term with an optional two year renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a three year contract with a two year period renewal option to Waste Management, Inc. 16320 Grove Road, Lansing, MI 48906 to provide waste removal and recycling services according to the bid response received.

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 approve as to form by the County Attorney.

MEMORANDUM

April 20, 2012

TO: Finance and Liaison Committees
FROM: Teri Morton, Budget Director
RE: First Quarter 2012 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2012. The total increase to the General Fund is \$368,725.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2011. Some of the larger projects carried over from the 2011 budget include \$78,137 for painting and stone at the Mason Courthouse, \$228,702 for the Courtroom Technology project and \$71,160 for phase II of the Jail boiler replacement. All of these capital budget carryover funds are reserved within the funds where the projects are budgeted.

There are two small transfers in the general fund requiring Board approval because they affect the personnel cost category. In Elections, funds were inadvertently omitted from the 2012 budget for meeting fees, and the Clerk's Office proposes a transfer from the supplies budget to cover this shortfall. In Cooperative Extension, two permanent positions will become vacant soon. Rather than request the filling of these positions in the near future, the department has requested a transfer of \$6,000 from permanent salaries to temporary salaries to provide support of 4-H summer programs from June through August.

The largest adjustment involves the recognition of administrative support for the recently established Community Health Center Network Fund. In the 2010 Financial Reports, a separate enterprise fund was established for the Community Health Centers to account for the business related activities of the Health Department. The 2012 budget is being amended to reflect this change. Currently, the Community Health Center Fund reflects a return to the general fund of \$138,433. However, this does not reflect the cost of the administrative oversight provided by the Health Department or the administrative services provided by the General Fund. Once adjusted for these costs, the general fund contribution to the Community Health Center fund will be just over \$1 million.

Also reflected are two changes to the Approved Position List that do not affect the 2012 budget. The first is the consolidation of two positions in the Health Department, resulting in the elimination of 0.25 FTE to reflect a revenue loss already included in the 2012 budget. The second is the increase of 0.25 FTE in the Prosecutor's Office. A Receptionist/Clerk position has been filled and budgeted at full-time, but the Approved Position List has reflected a three-quarter time position. This will correct an error that has been on the books for several years.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$502,013. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$494,888.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2012 Budget on October 25, 2011 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

WHEREAS, funding for 0.25 FTE of a Health Educator II position was eliminated from the Health Department’s 2012 budget, but the FTE remains on the Approved Position List; and

WHEREAS, the Health Department has identified a position consolidation to correct this error; and

WHEREAS, an error has been identified on the Prosecuting Attorney’s Approved Position List requiring a change to the Approved Position List but no change to the budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2012 BUDGET</u> <u>4/15/12</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$71,826,627	\$368,725	\$72,195,352
230	Hotel/Motel	1,900,000	100,000	2,000,000
221	Health Fund	26,335,744	(262,052)	26,073,692
245	Public Improvements	570,598	299,133	869,731
258	Potter Park/Zoo	3,413,720	176,732	3,590,452
450	Parks CIP	28,000	46,826	74,826
508	Parks Enterprise	365,926	4,765	370,691
511	Community Health Ctr Network	15,036,547	1,181,072	16,217,619
631	Building Authority Operating	3,861,027	93,718	3,954,745
636	MIS	3,741,277	5,600	3,746,877
639	Drain Revolving	1,239,888	70,000	1,309,888
664	Mach. & Equip. Revolving	537,671	478,260	1,015,931

BE IT FURTHER RESOLVED, that Health Educator II position #601362 (0.75 FTE) is increased to full-time and Health Educator II position #601434 (0.50 FTE) is eliminated for a net reduction of 0.25 FTE.

BE IT FURTHER RESOLVED, that the Prosecutor’s Receptionist/Clerk position #229041 be increased from three quarter to full-time on the 2012 Approved Position List.

GENERAL FUND REVENUES

	2012 Budget – 4/15/12	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,337,809		41,337,809
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,600,000		4,600,000
Convention/Tourism Tax - Liquor	1,838,957		1,838,957
Use of Fund Balance	2,000,000		2,000,000
Department Generated Revenue			
Animal Control	642,810		642,810
Circuit Court - Family Division	835,674		835,674
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,256,280		2,256,280
Controller	3,170		3,170
Cooperative Extension	27,860		27,860
County Clerk	612,800		612,800
District Court	2,386,188		2,386,188
Drain Commissioner/Drain Tax	384,400		384,400
Economic Development	49,346		49,346
Elections	78,250		78,250
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	10,100		10,100
Facilities	146,433		146,433
Financial Services	10,000		10,000
Human Resources	55,028		55,028

Probate Court	277,178		277,178
Prosecuting Attorney	816,510		816,510
Register of Deeds	1,567,708		1,567,708
Remonumentation Grant	85,000		85,000
Sheriff	5,401,757		5,401,757
Treasurer	5,375,662		5,744,387
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	368,147		368,147
Total General Fund Revenues	71,826,627	368,725	72,195,352

GENERAL FUND EXPENDITURES

	2012 Budget - 4/15/12	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Board of Commissioners	570,384		570,384
Circuit Court - General Trial	8,006,188		8,006,188
District Court	2,354,936		2,354,936
Circuit Court - Friend of the Court	1,287,725		1,287,725
Jury Board	1,123		1,123
Probate Court	1,360,695		1,360,695
Circuit Court - Family Division	4,620,442		4,620,442
Jury Selection	98,700		98,700
Elections	453,693		453,693
Financial Services	664,176		664,176
County Attorney	416,334		416,334
County Clerk	576,430		576,430
Controller	749,294		749,294
Equalization/Tax Services	645,575		645,575
Human Resources	521,054		521,054
Prosecuting Attorney	5,719,463		5,719,463
Purchasing	206,925		206,925
Facilities	1,857,915		1,857,915
Register of Deeds	450,021		450,021

Remonumentation Grant	85,000		85,000
Treasurer	561,281		561,281
Drain Commissioner	1,006,975		1,006,975
Economic Development	112,687		112,687
Community Agencies	178,595		178,595
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	268,100		268,100
Sheriff	17,533,441		17,533,441
Community Corrections	123,192		123,192
Animal Control	1,274,755		1,274,755
Emergency Operations	223,863		223,863
Board of Public Works	300		300
Drain Tax at Large	348,295		348,295
Health Department	10,071,528	(812,347)	9,259,181
Community Health Centers	(138,433)	1,181,072	1,042,639
Medical Examiner	305,375		305,375
Substance Abuse	926,878		926,878
Community Mental Health	1,764,500		1,764,500
Department of Human Services	1,828,137		1,828,137
Tri-County Aging	76,225		76,225
Veterans Affairs	440,033		440,033
Cooperative Extension	530,849		530,849
Parks and Recreation	1,221,663		1,221,663
Contingency Reserves	502,013		502,013
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,585,286		1,585,286
Total General Fund Expenditures	71,826,627	368,725	72,195,352

General Fund Revenues

Treasurer Increase revenue \$368,725 to reflect administrative cost reimbursement from the Community Health Center Network Fund.

General Fund Expenditures

Elections Transfer \$4,500 from supplies budget to meeting fees budget.

Cooperative Extension Transfer \$6,000 from permanent salaries to temporary salaries. Two permanent positions are will be vacant soon (one in May and one in June) and Cooperative Extension plans to hire a temporary employee for June through August to support 4-H summer programs.

Health Department Decrease transfer to Health Fund \$812,347 to reflect administrative cost reimbursement from Community Health Center Network Fund (\$550,295) and distribution of MIS chargebacks from Health Fund to Community Health Center Network Fund (\$262,052).

Community Hlth Ctrs Increase transfer to Community Health Center Network Fund \$1,181,072 to reflect administrative cost reimbursement to the Health Fund (\$550,295) and to the General Fund (\$368,725), and distribution of MIS chargebacks from Health Fund to Community Health Center Network Fund (\$262,052).

Non-General Fund Adjustments

Health (F221) Increase revenue to reflect administrative cost reimbursement from the Community Health Center Network Fund (\$550,295). Decrease expenses to reflect the distribution of MIS chargebacks from Health Fund to Community Health Center Network Fund (\$262,052). Budget offsetting decrease in transfer from the general fund. (\$812,347)

Hotel/Motel (F230) Increase revenue projection for hotel/motel tax from \$1.9 million to \$2 million. Funds allocated to Greater Lansing Convention and Visitors' Bureau, the Arts Council, Fair capital projects, and county administrative costs will be increased proportionately. (\$100,000).

Public Improvements (F245) Reappropriate funds for the following capital improvement projects: parking lot repair (\$21,919) per 2004 capital budget, painting/stone at Mason Courthouse (\$78,137) per 2005 capital budget, Jail door hinges and switches (\$4,754) per 2007 capital budget, District Court power transfer switch (\$20,500), Jail communication control system (\$34,602), Animal Control surgery room project (\$1,440), Phase II of Jail boiler replacement (\$71,160), Youth Center building evaluation (\$10,000), replace concrete in Lansing and Mason (\$15,000), replace control board for Trane Summit System at Veterans Memorial Courthouse (\$8,000), and painting of the Well Child Center (\$1,450) per 2011 capital budget, and Jail water management system approved by Resolution 10-368 (\$32,171).

Potter Park/Zoo (F258) Reappropriate funds for the following capital projects not completed in previous years: decorative fencing (\$19,125) authorized in 2009, penguin exhibit glass (\$5,000), gunnite rock work (\$10,000) and plant material (\$4,653) authorized in 2010, and admissions system (\$30,000), fencing repair (\$9,504), security

cameras/wireless internet (\$25,000) and shift doors for feline house (\$73,450) authorized in 2011.

Parks CIP (F450)	Reappropriate funds for the following capital projects not completed in previous years; fishing dock/habitat (\$37,871) per 2007 capital budget and remaining funds for snow park/tubing hill (\$8,955) per Resolution 11-159.
Parks Enterprise (F508)	Reappropriate funds for the warming building extension project (\$4,765) approved in the 2011 capital budget.
Community Hlth Ctrs (F511)	Amend budget to include administrative cost reimbursement from the Health Fund (\$550,295) and from the General Fund (\$368,725). Increase expenses to reflect the distribution of MIS chargebacks from Health Fund to Community Health Center Network Fund (\$262,052). Budget offsetting increase in transfer from the general fund. (\$1,181,072)
Bldg Authority Operating (F631)	Reappropriate funds for the following capital improvement projects at the Human Services Building: signage (\$13,123) per the 2009 capital budget, boiler replacement (\$39,569) and parking lot repairs (\$15,028) per the 2010 capital budget, and ballard lighting replacement (\$25,998) per the 2011 capital budget.
MIS (F636)	Increase revenues and expenditures to purchase two replacement laptops (\$4,000). Transfer funds from the Law and Order Fund for Technology to cover Ingham County's 2012 contribution to the Technology Improvement Committee account (\$1,600).
Drain Revolving (F639)	Reappropriate funds for two trucks budgeted but not purchased in 2011 (\$70,000).
Mach./Equip. Revolving (F664)	<p>Increase CIP upgrade funds to purchase the following replacement equipment: replace 9 thin client PCs in the Health Department with standard PCs (\$2,520) and a PC for Community Corrections (\$1,091). Add \$10,000 for computers and printer replacements in District Court. (Adopted budget was for \$1,225, should have been \$11,225.) Add funds for 11 docking stations for toughbook laptops in Sheriff vehicles (\$11,184). Existing docking stations were not compatible with replacement laptops purchased in 2011. Increase budget to replace Facilities van totaled in an accident (\$21,639). Cost will be covered \$18,328 from insurance and salvage revenue, with the additional \$3,311 from fund balance.</p> <p>Reappropriate funds for the following projects: office furniture for the Drain Commissioner's Office (\$6,212) and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget, renovation of Health Department space at Human Services Building (\$81,943) approved in the 2009 capital budget, FTR gold upgrade (\$1,000), paper drill (\$1,000), letter opener (\$1,200), implementation of new scanning system (\$47,972), and recording equipment (\$4,570) for Probate Court, Circuit Court imaging/scanning project (\$228,702), furniture for the Treasurer's Office (\$7,500), and Health Department call center records/reporting module (\$32,000) approved in the 2010 capital budget, remaining funds for Animal Control vehicle laptop (\$1,286), and automated external defibrillator for Drain Office (\$1,616) approved in the 2011 capital budget.</p>

2012 CONTINGENCY

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
Current Contingency Amount	\$502,013

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: April 26, 2012

SUBJECT: 2013 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller'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, 2012, and for all other departments on January 1, 2013, except for the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012. As noted by the fee schedule, these seasonal fees will continue through March 31, 2013.

The first set of spreadsheets is an analysis of the 2013 update of county fees. In previous years, a cost increase factor was used to calculate the current year cost. This cost increase factor was based on a 3-year average increase in the department's adopted general fund budget. Since budgets continue to decrease, this calculation was not used. Instead, the annual average United States' consumer price index was used. This rate of 2.7% is also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2012 cost as calculated in last year's fee update process.
4. The 2013 cost, which is calculated by multiplying the 2012 cost by the consumer price index.
5. 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%.
6. The 2012 fees were passed by Resolution #11-165. In June 2011, the Health Department established a combined Well and Septic Inspection fee through Resolution #11-183 and the Sheriff's Office established a Precious Metal and Gem Dealer License fee through Resolution #11-189. In August 2011, the Parks Department, through Resolution #11-251, established an Employee Discount of \$1.00 off various activities excluding vehicle entrance fees. In September, the Parks Department established Disc Golf Rental and Replacement fees through Resolution #11-275 and a Discounted Dog Park Entrance fee for owners of service animals through Resolution #11-276. In October 2011, the Parks Department

established user fees for the Hawk Island snow board and snow tubing hill through Resolution #11-297. Also in October 2011, the Health Department amended the fee for Special Transitory Food Unit License renewals through Resolution #11-334. In November 2011, Resolution #11-359 changed the free day for the Parks Vehicle Entrance fee from Monday to Wednesday. In December 2011, the Register of Deeds Office amended fees for accessing documents through Resolution #11-382 and the Parks Department established a season pass rate for the Hawk Island snow board and tubing hill through Resolution #11-389. Most recently, the Parks Department rescinded the second vehicle annual park pass fee through Resolution #12-61. During the processing of the 2013 County Fee Resolution, some fees were not on the schedule prior but have been in effect. These fees are noted as “ADDED” on the schedule, rather than “NEW” fees.

7. The 2013 calculated fee is based on the 2013 cost multiplied by the target percent.
8. Although many fees were proposed to remain unchanged in 2013, 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.
9. 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.
10. Department/Controller 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. In all cases, the Controller agreed with the department recommendations.
11. Additional revenue is projected from the Department/Controller Recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2013. They simply list the 2012 fee, the Department and Controller recommendations, 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 took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) CS: The Parks Department wants to maintain the 2012 rate for the parking (lines 65-68), shelters (lines 70-103), pedal boats (lines 115-117), moonlight ski (lines 123-124), day camp (lines 141-145), soccer fields (lines 147-155), disc golf (lines 157-162), the Dog Park (lines 164-170), and special events fees (lines 172-178). The parking fees have been changed over the past two years. There was a significant increase in shelter fees and moonlight ski in 2012. The department does not feel the market will bear increases to the pedal boat fees or day camp. The fees for the soccer fields need a recommendation by the Soccer Advisory Board which were not on the January or February agenda's. Therefore, changes may need to be submitted under a separate resolution. The disc golf, Dog Park, and special events were new activities in 2011 and an increase to the fee is not recommended at this time. The Parks Department is recommending an hourly rate for the In-Park Canoe/Kayak (line 105) and to eliminate the 2nd hour (line 106), hourly after 2nd (line 107) and maximum per day (line 108). Also, for the row boat (lines 118-121) and cross country ski rental (lines 126-129) fees, recommending a fee for 1st hour (lines 118 & 126) and each additional hour

(lines 120 & 127) and then to eliminate the fee for 2nd hour (line 119), 3rd hour (line 128) and a maximum per day (lines 121 & 129) and also to eliminate the combined snow board/tube passes (lines 192-195). The market will not bear an increase to the price of the Rental House (line 206). The Game Rental fees (lines 203-205) are recommended higher than proposed but still below the total cost. The fees recommended are competitive for these types of rentals. And finally, the department would like to have a “season fee” for certain winter activities and continue the same price to the end of the winter season, rather than change the price mid-season. The winter season is from November through March.

- (b) CS: The Potter Park Zoo season fees and age for children are effective as noted on the schedule (lines 207-224). The only additions are off-season fees (November –March) which are recommended at \$2.00 for any adult (resident or non-resident) and \$1.00 for any child ages three through twelve.
- (c) CS: The Register of Deeds office is recommending keeping all the fees (lines 225-236) at the 2012 rate since they were recently set up per Resolution 11-382. The Ingham County Enhanced Access to Public Policy was originally established by Resolution 00-198. The method for accessing these records was amended with the implementation of the new record management software approved by Resolution 11-179. The remote access to these services is now being provided by three different Fidlar products, including AVA, Tapestry, and Laredo. These fees were amended at the time of the implementation of the new software system. Therefore, since these fees were recently amended, the Register of Deeds Office would like to keep the fees the same as they were in 2012.
- (d) JD: The District Court does not intend upon raising Presentence Report (line 11) or Probation Oversight (line 13) fees in 2013.
- (e) JD: The Friend of the Court objects to the proposed increase for the bench warrant fee (line 27). An increase to \$275, is almost a 53% increase since 2007, with the most recent increase occurring in 2011.
- (f) LE: The Animal Control department is in agreement with all the proposed fees except for the Bordatella vaccination (line 35) which is recommended at \$15.00 since this vaccine is actually more expensive than the rabies vaccine. The cost for this vaccine averages \$18.15 per dog and often requires two staff personnel to inject as it is a nasal vaccination. The department would also like to add the Spay/Neuter deposit (line 36) to the County fee schedule even though it is refundable. The deposit is currently \$15.00 and has not been increased in over 10 years. The current deposit amount does NOT create an incentive for citizens to follow through with the spay/neuter service it is intended to encourage. Therefore, the recommended fee is \$75.00. The owners are not required to have the surgery done however they are required to in order to redeem their deposit. A higher deposit will serve as a greater incentive for pet owners to spay/neuter their pet which will prevent the nuisance problems unaltered animals create in the community thus draining manpower, resources and equipment. Spay and neuter services are provided to low income pet owners and pet owners who redeem their pets from ICAC. A special spay/neuter program was established to encourage the pet owners to spay/neuter their pets and thus receive the benefit of a greatly reduced license fee. The pet owner pays a discounted rate for the surgery of \$75 and their pet is spayed or neutered thus reducing their delinquent licensing fee from \$130 to \$40, a savings of \$90, plus the pet is vaccinated without the additional \$15 cost for each vaccination. Rather than paying \$130 for the unsterilized delinquent license, they pay \$75 for the surgery and \$40 for the sterilized delinquent license, a total of \$115 plus no cost for vaccinations. Thus, resulting in a minimum \$15 total savings.
- (g) HS: In the Health Department, the OYC Administrator training (line 34) is set at 2.7% higher than the 2012 rate, rather than the calculated rate, in order to keep the fee affordable. 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. Therefore, child care Administrators may seek lower cost 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.

(h) HS: The Bureau of Environmental Health (BEH) recommends no increase in the Food Service (lines 35-79) and the Pollution Prevention (P2) (lines 152-158) fees. Based on the total collection of fee's from our food service operations including licenses, late fees, fines, plan review, additional hours for service, change in ownership, and hearings, the cost recovery and revenue collected in FY12, BEH collected an estimated 56% of cost from food operations versus the recommended target fee of 50%. Per Resolution 11-075, the P2 fee was set at 50% of original inspection and reporting costs. Due to the slight increase, the department does not recommend an increase on the P2 fees for 2013. The costs of the well repair (line 107) and septic tank repair/replacement (line 112) have increased. Based on the most recent evaluation of op scan coding and staff review, the estimated time to deliver the service is 2.5 hours at \$115 per hour, or \$345. The fees include file review, site assessment, printing of maps, travel, drawing and issuing permits, final inspection, GPS site, data entry into State data base (Wellogic), scanning, final permit and a letter to the township and/or owner(s). The department is requesting some new fees, including fees for a Mobile Unit renewal license (line 39), a Food variance request (line 62), a Public Pool Inspection late payment (line 84), a Plan Review for Body Art (line 100), an Irrigation Well/Non-potable commercial well (line 113), a combined Well & Septic repair fee (line 114), and a Septic Installers Certification (line 115). Except for the late pool fee and the combined well & septic repair fee, the new fees are based on the number of hours for each service at the standard hourly rate of \$115 per hour multiplied by the number of hours to complete the service. After a pool inspection is completed, an invoice is sent to the appropriate billing facility. The department sometimes has to send out two, three or more requests for payment with no recourse. This late fee (line 84) is 50% of the initial inspection fee of \$230, or \$115. The combined well & septic repair (line 114) fee is based on the total of the well repair (line 107) and the on-site sewage repair (line 106) reduced by the cost for a two hour plan review (line 161), or \$230. Ingham County currently has no mobile unit renewals, but is anticipating the addition of three units due to demand. Same as the FSE License, the Mobile license renewal (line 39) is half the cost of the initial license (line 38). It is being recovered at 50% of the four hour standard service rate. Ingham County currently has no fee for a Food Variance request (line 62) from a restaurant. Restaurants may want to make a change in the way things are handled in the kitchen or design; and a special meeting will be required to meet with plan review person and restaurant. Estimated time will be at BEH hourly rate (line 159) and will usually run one hour.

If all fee increases were enacted as recommended by the Controller's Office, it is projected that an additional \$233,608 would be generated in 2013. The current total revenue generated by the listed fees is approximately \$5.2 million, so the fee adjustments would increase the base by about 4.7%.

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’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, 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 makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’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’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, 2013 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2012 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012.

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 B
SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

County Services Committee

Loc of Svc	Fee Description	2012 Cost	2013 Cost	Target %	2012 Fee	Dept/Controll. Recomm.	Add'l Rev
Drain Comm.	Topography (4)	\$523.31	\$537.44	100%	\$530.00	\$535.00	\$15.00
Drain Comm.	Preliminary Comm. Site Plan Review(5)	\$1,208.39	\$1,241.02	75%	\$650.00	\$655.00	\$100.00
Drain Comm.	Preliminary Plat Review(5)	\$1,552.60	\$1,594.52	75%	\$650.00	\$655.00	\$15.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$641.02	\$658.33	100%	\$650.00	\$655.00	\$100.00
Drain Comm.	Plat Drain Administration Fee	\$6,512.27	\$6,688.10	75%	\$2,100.00	\$2,200.00	\$300.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$458.75	\$471.14	100%	\$460.00	\$470.00	\$450.00
Drain Comm.	Escrow account-1/2 acre or less (9)	\$523.31	\$537.44	100%	\$500.00	\$535.00	\$1,330.00
Drain Comm.	Escrow account - 1/2 to 1 acre (9)	\$1,569.94	\$1,612.32	100%	\$1,500.00	\$1,600.00	\$1,800.00
Drain Comm.	Escrow account - 1 to 5 acres (9)	\$3,139.87	\$3,224.65	100%	\$3,000.00	\$3,200.00	\$5,400.00
Drain Comm.	Escrow account - 5 to 10 acres (9)	\$5,233.12	\$5,374.41	100%	\$5,000.00	\$5,300.00	\$1,800.00
Drain Comm.	Escrow account - each add'l 10 acres (9)	\$2,616.56	\$2,687.21	100%	\$2,500.00	\$2,600.00	\$600.00
Drain Comm.	Soil Erosion Permit - 9 month duration (6)	\$310.72	\$319.11	75%	\$230.00	\$235.00	\$30.00
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.86	\$12.19	100%	\$11.00	\$12.00	\$100.00
Equalization	Digitally Produced Paper Maps- Parcel Layer						
Equalization	8.5" x 11" (10)	\$5.87	\$6.03	100%	\$5.00	\$6.00	\$5.00
Equalization	11" x 17" (10)	\$11.73	\$12.05	100%	\$11.00	\$12.00	\$5.00
Equalization	17" x 22" (10)	\$17.60	\$18.08	100%	\$17.00	\$18.00	\$5.00
Equalization	22" x 34" (10)	\$23.47	\$24.10	100%	\$22.00	\$24.00	\$10.00
Equalization	28" x 40" (10)	\$29.34	\$30.13	100%	\$28.00	\$30.00	\$10.00
Equalization	34" x 44" (10)	\$35.20	\$36.15	100%	\$34.00	\$36.00	\$10.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer						
Equalization	8.5" x 11" (10)	\$11.73	\$12.05	100%	\$11.00	\$12.00	\$1,250.00
Equalization	11" x 17" (10)	\$23.47	\$24.10	100%	\$22.00	\$24.00	\$50.00
Equalization	17" x 22" (10)	\$35.20	\$36.15	100%	\$34.00	\$36.00	\$40.00
Equalization	22" x 34" (10)	\$46.94	\$48.21	100%	\$45.00	\$48.00	\$15.00
Equalization	28" x 40" (10)	\$58.67	\$60.26	100%	\$57.00	\$60.00	\$15.00
Equalization	34" x 44" (10)	\$70.41	\$72.31	100%	\$68.00	\$72.00	\$20.00
Equalization	Custom Maps (10)	\$66.19	\$67.98	100%	\$64.00	\$67.00	\$150.00
Parks	Boating Fees (12) ***						
Parks	In-Park Canoe/Kayak - per hr (11)	\$7.30	\$7.50	100%	\$5.00	\$6.00	\$2,262.00
Parks	In-Park Canoe/Kayak - 2nd hr (11)	\$7.30	\$7.50	100%	\$5.00	Eliminate	\$0.00
Parks	In-Park Canoe/Kayak hrly after 2nd (11)	\$3.65	\$3.75	100%	\$2.00	Eliminate	\$0.00
Parks	In-Park Canoe/Kayak -Max. per day (11)	\$12.00	\$12.32	100%	\$12.00	Eliminate	\$0.00
Parks	Canoe/Kayak Trips - McNamara (11)	\$18.26	\$18.75	100%	\$12.00	\$15.00	\$438.00
Parks	Canoe/Kayak Trips - Bunker Rd (11)	\$21.91	\$22.50	100%	\$18.00	\$22.00	\$256.00
Parks	Canoe/Kayak Trips - Eaton Rapids (11)	\$27.38	\$28.12	100%	\$25.00	\$28.00	\$45.00
Parks	Row Boat - 1st hour (11)	\$7.30	\$7.50	100%	\$5.00	\$7.00	\$0.00
Parks	Row Boat - 2nd hour - fee per hour (11)	\$7.30	\$7.50	100%	\$5.00	Eliminate	\$0.00
Parks	Row Boat - Hourly Thereafter (11)	\$3.65	\$3.75	100%	\$2.00	\$3.00	\$0.00
Parks	Row Boat - Maximum (11)	\$36.51	\$37.50	100%	\$20.00	Eliminate	\$0.00

Parks	Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only) (12) ***						
Parks	3rd hour (27)	\$1.12	\$1.15	100%	\$1.00	Eliminate	\$0.00
Parks	Maximum (27)	\$6.74	\$6.92	100%	\$6.00	Eliminate	\$0.00
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N) (12) ***						
Parks	1st hour	\$7.86	\$8.07	100%	\$7.00	\$8.00	\$0.00
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child (12) ***						
Parks	Poles per hour (28)	\$3.37	\$3.46	100%	\$2.00	\$3.00	\$0.00
Parks	Hawk Island Snow Park (12)*** Operational Rates (Mon-Fri 4-9 pm Sat-Sun 10am-9pm) *						
Parks	Comb. Snow Board/Tube Adult Pass (15)	\$10.00	\$10.27	100%	\$10.00	Eliminate	\$0.00
Parks	Comb. Snow Board/Tube Child Pass (15)	\$7.00	\$7.19	100%	\$7.00	Eliminate	\$0.00
Parks	Comb. Snow Board/Tube Family Pass (15)	\$30.00	\$30.81	100%	\$30.00	Eliminate	\$0.00
Parks	Comb Group Rate (20-100 p)/person (15)	\$6.00	\$6.16	100%	\$6.00	Eliminate	\$0.00
Parks	Game Rental (for 4 hours) ***						
Parks	Moonwalk (31)	\$250.00	\$256.75	100%	\$250.00	\$275.00	\$0.00
Parks	Dunk Tank (31)	\$200.00	\$205.40	100%	\$200.00	\$225.00	\$0.00
Parks	Giant Slide (31)	\$350.00	\$359.45	100%	\$350.00	\$400.00	\$0.00
Parks	Admission Fees (group rate ***)						
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$12.00	\$12.32	25%	\$0.00	\$2.00	\$0.00
Zoo	Children (age 3-12) (November - March)	\$12.00	\$12.32	25%	\$0.00	\$1.00	\$0.00

Judiciary Committee

Loc of Svc	Fee Description	2012 Cost	2013 Cost	Target %	2012 Fee	Dept/Controll. Recomm.	Add'l Rev
Circuit Court	Criminal Histories	\$10.30	\$10.58	100%	\$9.00	\$10.00	\$1,000
Circuit Court	Felony Case Costs	\$690.24	\$708.88	100%	\$600.00	\$625.00	\$15,000
Circuit Court	Show Cause - Probation	\$435.23	\$446.98	100%	\$100.00	\$125.00	\$0
Family Division	Delinquency Court Costs	\$379.72	\$389.98	100%	\$200.00	\$225.00	\$43,125
Family Division	Tether	\$127.76	\$131.21	25%	\$20.00	\$25.00	\$13,125

Law Enforcement Committee

Loc of Svc	Fee Description	2012 Cost	2013 Cost	Target %	2012 Fee	Dept/Controll. Recomm.	Add'l Rev
Animal Control	Enforcement/Dog License Fees						
Animal Control	Un-Sterilized (5)	\$176.83	\$181.61	75.0%	\$50.00	\$60.00	\$40,000.00
Animal Control	Un-Sterilized - Delinquent (5)	\$353.67	\$363.22	75.0%	\$120.00	\$130.00	\$5,000.00
Animal Control	Un-Sterilized - 3 year License (5)	\$425.73	\$437.23	75.0%	\$135.00	\$145.00	\$2,500.00
Animal Control	Boarding Fee-Dangerous Animals (4)	\$86.45	\$88.79	75.0%	\$30.00	\$40.00	\$3,000.00
Animal Control	Boarding Fee per day-others (4)	\$42.57	\$43.72	75.0%	\$20.00	\$30.00	\$19,000.00
Animal Control	Euthanasia Fee (4)	\$168.11	\$172.65	100.0%	\$100.00	\$125.00	\$1,250.00
Animal Control	Owner Pick-up Fee (4)	\$42.57	\$43.72	100.0%	\$30.00	\$40.00	\$400.00
Animal Control	TRANQ. AT-LARGE FEE (4)	\$42.57	\$43.72	100.0%	\$30.00	\$40.00	\$400.00
Animal Control	Rabies vaccination on redeemed dogs	\$19.21	\$19.73	100.0%	\$10.00	\$15.00	\$1,750.00
Animal Control	Bordatella Vaccination-redeemed dogs (4)	\$18.15	\$18.64	100.0%	\$6.00	\$15.00	\$4,410.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$0.00	\$0.00	0.0%	\$15.00	\$75.00	\$12,720.00
Pros Atty	Diversion - Felony Offender	\$1,543.10	\$1,584.76	50.0%	\$760.00	\$770.00	\$1,120.00
Pros Atty	Costs for eligible convictions - Trial (2)	\$2,170.33	\$2,228.93	10.0%	\$200.00	\$210.00	\$110.00

Human Services Committee							
Loc of Svc	Fee Description	2012 Cost	2013 Cost	Target %	2012 Fee	Dept/Controll. Recomm.	Add'l Rev
Comm. Health	INS Vaccination Verif Form I-693 (8)	\$35.18	\$36.13	100.0%	\$35.00	\$36.00	\$600.00
Comm. Health	MIHP Tran. Bus/Van (5)	\$32.79	\$33.68	100.0%	\$31.29	\$33.68	\$956.00
Comm. Health	MIHP - Trans Taxi (5)	\$29.99	\$30.80	100.0%	\$28.62	\$30.80	\$152.60
Comm. Health	MIHP Trans. Volunteer (5)	\$0.32	\$0.33	100.0%	\$0.31	\$0.33	\$1.00
Comm. Health	Compreh Envir Investigation (5)	\$281.47	\$289.07	100.0%	\$265.00	\$275.00	\$110.00
Comm. Health	Assessment of Home (5)	\$119.62	\$122.85	100.0%	\$110.00	\$120.00	\$50.00
Comm. Health	Immigration Physical Exams (8)	\$186.07	\$191.10	100.0%	\$170.00	\$180.00	\$100.00
Imm. Clinic	Internat'l Travel Consult	\$57.96	\$59.52	100.0%	\$57.00	\$59.00	\$1,000.00
OYC	Consultation Request (per hr.)	\$67.91	\$69.74	100.0%	\$67.00	\$69.00	\$20.00
OYC	Agency Training Request- Base, 1.5 hr.	\$203.74	\$209.24	100.0%	\$200.00	\$205.00	\$45.00
OYC	Agency Training Request- Base, 2.5 hr.	\$339.56	\$348.72	100.0%	\$330.00	\$340.00	\$110.00
OYC	Agency Training Request- Base, 3.0 hr.	\$412.96	\$424.11	100.0%	\$400.00	\$420.00	\$200.00
OYC	Agency Training Request- Base, 5.0 hr.	\$688.25	\$706.84	100.0%	\$650.00	\$675.00	\$200.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$27.16	\$27.90	100.0%	\$22.00	\$25.00	\$300.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$33.95	\$34.87	100.0%	\$28.00	\$30.00	\$1,400.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$67.91	\$69.74	100.0%	\$60.00	\$65.00	\$600.00
OYC	OYC - Advanced Training - 10 hrs./per person	\$103.17	\$105.95	100.0%	\$100.00	\$105.00	\$300.00
OYC	OYC - Administrator Training - 16 hrs./per person	\$188.51	\$193.60	100.0%	\$130.00	\$133.00	\$24.00
Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT						
Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$450.94	\$463.11	50.0%	N/A	\$230.00	\$690.00
Env. Health	ON BEH HOURLY RATE, ESTIMATED TIME TO DELIVER SERVICE - ONE HOUR **	\$112.73	\$115.78	100.0%	N/A	\$115.00	\$1,150.00
Env. Health	POOL						
Env. Health	Public Pool Inspection	\$225.47	\$231.56	100.0%	\$220.00	\$230.00	\$1,280.00
Env. Health	Each add'l pool at same location	\$112.73	\$115.78	100.0%	\$110.00	\$115.00	\$235.00
Env. Health	Pool Reinspection (after violation)	\$112.73	\$115.78	100.0%	\$110.00	\$115.00	\$35.00
Env. Health	LATE POOL PAYMENT FEE - WHEN NO PAYMENT RECEIVED AFTER 30 DAYS INVOICED. (12) -est. time - 1 hour	N/A	\$115.78	100.0%	N/A	\$115.00	\$1,150.00
Env. Health	DHS LICENSING						
Env. Health	DHS Licensing Inspection - municipal	\$209.57	\$215.23	100.0%	\$205.00	\$215.00	\$560.00
Env. Health	DHS Licensing Inspection - well & septic	\$345.80	\$355.13	100.0%	\$345.00	\$355.00	\$250.00
Env. Health	DHS Licensing re-inspection fee hourly rate **	\$115.84	\$118.97	100.0%	\$110.00	\$115.00	\$0.00
Env. Health	DHS Initial Licensing Plan Review	\$398.19	\$408.94	100.0%	\$395.00	\$405.00	\$0.00
Env. Health	BODY ART (TATTOO)						
Env. Health	Body Art Business Initial License (10)	\$1,688.58	\$1,734.18	50.0%	\$550.00	\$575.00	\$75.00
Env. Health	Body Art License Renewal (6)	\$901.87	\$926.22	50.0%	\$175.00	\$200.00	\$325.00
Env. Health	Body Art Lic-late renewal-additional	\$271.65	\$278.98	50.0%	\$125.00	\$135.00	\$0.00
Env. Health	Body Art w/o initial license/reinstatement of revoked (10)	\$1,131.10	\$1,161.64	50.0%	\$550.00	\$575.00	\$0.00
Env. Health	Reinstmt of Susp Body Art License (fine)	\$211.55	\$217.27	100.0%	\$210.00	\$215.00	\$0.00
Env. Health	Body Art Initial License after July 1	\$288.16	\$295.94	100.0%	\$275.00	\$295.00	\$0.00
Env. Health	Body Art Temp License (1-14 days)	\$104.79	\$107.62	100.0%	\$100.00	\$105.00	\$0.00
Env. Health	HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS) **	\$112.73	\$115.78	\$1.00	n/a	\$115.00	\$0.00

Env. Health	DEMAND PROGRAM (per hour)						
Env. Health	Sewage Inspection (Only)	\$806.86	\$828.65	100.0%	\$770.00	\$800.00	\$150.00
Env. Health	Well (Only) Inspection -private	\$577.25	\$592.84	100.0%	\$575.00	\$590.00	\$75.00
Env. Health	Combined Well & Septic Inspection (14)	\$1,125.00	\$1,155.38	100.0%	\$1,125.00	\$1,130.00	\$125.00
Env. Health	Vacant Land Evaluation	\$555.90	\$570.91	100.0%	\$555.00	\$570.00	\$375.00
Env. Health	On-Site Sewage repair/replace	\$806.86	\$828.65	100.0%	\$770.00	\$800.00	\$2,550.00
Env. Health	Well Repair ***	\$338.20	\$347.33	100.0%	\$200.00	\$345.00	\$14,500.00
Env. Health	Altern On-site Sewage Syst Plan Reww (4)	\$422.20	\$433.60	100.0%	\$420.00	\$430.00	\$500.00
Env. Health	Subdivision Evaluation of Preliminary Plat	\$356.28	\$365.90	100.0%	\$340.00	\$360.00	\$20.00
Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service) **	\$112.73	\$115.78	100.0%	\$110.00	\$115.00	\$110.00
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer (10)	\$188.52	\$193.61	100.0%	\$185.00	\$190.00	\$25.00
Env. Health	Septic tank repair or replacement inspection fee (10) ***	\$289.06	\$296.86	\$1.00	\$285.00	\$345.00	\$600.00
Env. Health	Irrigation Well/Non-potable well - commercial	N/A	\$345.00	\$1.00	N/A	\$345.00	\$3,105.00
Env. Health	Combined Well & Septic Repair	N/A	\$1,060.20	\$1.00	n/a	\$915.00	\$7,320.00
Env. Health	Septic Installers Certification (2 hr chrg) **	\$0.00	\$0.00	\$0.00	n/a	\$115.00	\$3,450.00
Env. Health	BATHING BEACHES						
Env. Health	Bathing Area Operational Permit	\$225.47	\$231.56	100.0%	\$225.00	\$230.00	\$0.00
Env. Health	Reinstmt of bathing area permit	\$112.73	\$115.78	100.0%	\$110.00	\$115.00	\$0.00
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$450.94	\$463.11	100.0%	\$450.00	\$460.00	\$0.00
Env. Health	CAMPGROUNDS						
Env. Health	Campground Inspection 0-99 Sites	\$152.84	\$156.97	100.0%	\$150.00	\$155.00	\$15.00
Env. Health	Campground Inspection 100-199 Sites	\$229.26	\$235.45	100.0%	\$225.00	\$235.00	\$30.00
Env. Health	Campground Inspection 200+ Sites	\$305.69	\$313.94	100.0%	\$300.00	\$310.00	\$30.00
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150% (13)	\$228.44	\$234.60	100.0%	\$225.00	\$232.00	\$0.00
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150% (13)	\$343.70	\$352.98	100.0%	\$340.00	\$352.00	\$0.00
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150% (13)	\$457.92	\$470.28	100.0%	\$450.00	\$465.00	\$0.00
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200% (13)	\$304.93	\$313.16	100.0%	\$300.00	\$310.00	\$0.00
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200% (13)	\$457.92	\$470.28	100.0%	\$450.00	\$470.00	\$0.00
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200% (13)	\$610.91	\$627.40	100.0%	\$600.00	\$620.00	\$0.00
Env. Health	MISC EH PROGRAMS						
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr (10) **	\$114.25	\$117.33	100.0%	\$110.00	\$115.00	\$0.00
Env. Health	Type II Non Community - Sanitary Survey	\$447.46	\$459.54	100.0%	\$440.00	\$450.00	\$200.00
Env. Health	Board of Health appeal fee (10)	\$127.37	\$130.81	100.0%	\$125.00	\$130.00	\$10.00

Env. Health	POINT OF SALE PROGRAM							
Env. Health	Point of Sale- appl processing fee (7)	\$198.33	\$203.69	100.0%	\$195.00	\$200.00	\$2,000.00	
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD(7)	\$396.66	\$407.37	100.0%	\$395.00	\$405.00	\$150.00	
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$231.39	\$237.63	100.0%	\$230.00	\$235.00	\$5.00	
Env. Health	Point of Sale- Extension Evaluations -hourly rate - 2 hours minimum for svc (7) **	\$112.73	\$115.78	100.0%	\$110.00	\$115.00	\$120.00	
Env. Health	Point of Sale- Annl Inspector renwl fee (7)	\$132.22	\$135.79	100.0%	\$130.00	\$135.00	\$70.00	
Env. Health	TOBACCO PROGRAM							
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing (11)	\$272.45	\$279.80	100.0%	\$260.00	\$275.00	\$450.00	
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing (11)	\$314.19	\$322.68	100.0%	\$300.00	\$320.00	\$4,640.00	
Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach. (11)	\$314.19	\$322.68	100.0%	\$310.00	\$320.00	\$10.00	
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$130.98	\$134.52	150.0%	\$185.00	\$200.00	\$0.00	
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee (11)	\$390.00	\$400.53	150.0%	\$390.00	\$420.00	\$0.00	
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee (11)	\$470.00	\$482.69	150.0%	\$470.00	\$500.00	\$0.00	
Env. Health	POLLUTION PREVENTION PROGRAM (15)							
Env. Health	Hourly Rate Over Standard Service **	\$112.73	\$115.78	100.0%	\$105.00	\$115.00	\$0.00	
Env. Health	P2 On-Site Consultation (per hour)**	\$112.73	\$115.78	100.0%	\$105.00	\$115.00	\$0.00	
Env. Health	P2 Plan Review - hourly rate - 2 hour min. **	\$112.73	\$115.78	100.0%	\$105.00	\$115.00	\$0.00	
Vet. Affairs	County User Fee	\$24.34	\$25.00	100.0%	\$24.34	\$25.00	\$518.76	

2013 County Fees Analysis					FEES PROPOSED TO CHANGE ARE IN BOLD						
County Services Committee											
Location of Service	Fee Description	2012 Cost	2013 Cost	Target Percent	2012 Fee	2013 Calc. Fee	2013 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue	
7	Clerk	Certified Copy - 1st Copy (1)	\$19.30	\$19.83	100.0%	\$20.00	\$19.83	\$20.00	16,500	\$20.00	\$0
8	Clerk	Certified Copy - Add'l Copies (1)	\$9.65	\$9.91	100.0%	\$10.00	\$9.91	\$10.00	20,400	\$10.00	\$0
9	Clerk	Expedited Svc - copies of Vital Records (3)	\$19.30	\$19.83	100.0%	\$20.00	\$19.83	\$20.00	N/A	\$20.00	\$0
10	Clerk	Marriage Solemnize (2)	\$48.26	\$49.56	100.0%	\$50.00	\$49.56	\$50.00	200	\$50.00	\$0
11	BOC	FOIA Request Copies	\$0.16	\$0.16	100.0%	\$0.16	\$0.16	\$0.16	10	\$0.16	\$0
12	Drain Comm.	Photography (4)	\$261.66	\$268.72	100.0%	\$265.00	\$268.72	\$265.00	3	\$265.00	\$0
13	Drain Comm.	Topography (4)	\$523.31	\$537.44	100.0%	\$530.00	\$537.44	\$535.00	3	\$535.00	\$15
14	Drain Comm.	Floodplain/wetland (4)	\$104.66	\$107.49	100.0%	\$105.00	\$107.49	\$105.00	0	\$105.00	\$0
15	Drain Comm.	Preliminary Comm. Site Plan Review(5)	\$1,208.39	\$1,241.02	75.0%	\$650.00	\$930.76	\$655.00	20	\$655.00	\$100
16	Drain Comm.	Preliminary Plat Review(5)	\$1,552.60	\$1,594.52	75.0%	\$650.00	\$1,195.89	\$655.00	3	\$655.00	\$15
17	Drain Comm.	Plat and Commercial Drainage Review									\$0
18	Drain Comm.	Plat and Commercial Drainage Review - First acre	\$641.02	\$658.33	100.0%	\$650.00	\$658.33	\$655.00	20	\$655.00	\$100
19	Drain Comm.	Additional acre	\$73.26	\$75.24	100.0%	\$75.00	\$75.24	\$75.00	16	\$75.00	\$0
20	Drain Comm.	Re-submission Admin fee (7)	\$209.32	\$214.98	100.0%	\$210.00	\$214.98	\$210.00	0	\$210.00	\$0
21	Drain Comm.	Plat Drain Administration Fee	\$6,512.27	\$6,688.10	75.0%	\$2,100.00	\$5,016.08	\$2,200.00	3	\$2,200.00	\$300
22	Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$458.75	\$471.14	100.0%	\$460.00	\$471.14	\$470.00	45	\$470.00	\$450
23	Drain Comm.	Drain Crossing Permit - (Residential) (6)	\$120.92	\$124.19	100.0%	\$120.00	\$124.19	\$120.00	1	\$120.00	\$0
24	Drain Comm.	Tap in Permit - Residential	\$129.08	\$132.56	75.0%	\$95.00	\$99.42	\$95.00	1	\$95.00	\$0
25	Drain Comm.	Tap-in Permit - Commercial	\$503.89	\$517.49	75.0%	\$385.00	\$388.12	\$385.00	18	\$385.00	\$0
26	Drain Comm.	Soil Erosion Permit - Commercial - 12 mo. Duration (8)	\$556.41	\$571.43	100.0%	\$570	\$571.43	\$570		\$570	\$0
27	Drain Comm.				+57/addl	+57/addl	+57/addl		+57/addl		
28	Drain Comm.	Soil Erosion Permit - Commercial - 9 mo. Duration (8)	\$488.08	\$501.26	100.0%	\$500	\$501.26	\$500		\$500	\$0
29	Drain Comm.				+50/addl	+50/addl	50/addl		50/addl		
30	Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration (8)	\$419.75	\$431.08	100.0%	\$430.00	\$431.08	\$430.00		\$430.00	\$0
31	Drain Comm.				+43/addl	+43/addl	+43/addl		+43/addl		
32	Drain Comm.	Soil Erosion Permit Transfer (5)	\$88.96	\$91.37	100.0%	\$90.00	\$91.37	\$90.00		\$90.00	\$0
33	Drain Comm.	Soil Erosion Permit Renewal (5)	\$0.00	\$0.00	100.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	0	1/2 of orig fee	\$0
34	Drain Comm.	Escrow account-1/2 acre or less (9)	\$523.31	\$537.44	100.0%	\$500.00	\$537.44	\$535.00	38	\$535.00	\$1,330
35	Drain Comm.	Escrow account - 1/2 to 1 acre (9)	\$1,569.94	\$1,612.32	100.0%	\$1,500.00	\$1,612.32	\$1,600.00	18	\$1,600.00	\$1,800
36	Drain Comm.	Escrow account - 1 to 5 acres (9)	\$3,139.87	\$3,224.65	100.0%	\$3,000.00	\$3,224.65	\$3,200.00	27	\$3,200.00	\$5,400
37	Drain Comm.	Escrow account - 5 to 10 acres (9)	\$5,233.12	\$5,374.41	100.0%	\$5,000.00	\$5,374.41	\$5,300.00	6	\$5,300.00	\$1,800
38	Drain Comm.	Escrow account - each add'l 10 acres (9)	\$2,616.56	\$2,687.21	100.0%	\$2,500.00	\$2,687.21	\$2,600.00	6	\$2,600.00	\$600
39	Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$240.72	\$247.22	100.0%	\$240.00	\$247.22	\$240.00	2	\$240.00	\$0
40	Drain Comm.	Soil Erosion Permit - 9 month duration (6)	\$310.72	\$319.11	75.0%	\$230.00	\$239.33	\$235.00	6	\$235.00	\$30
41	Drain Comm.	Soil Erosion Permit - 6 month duration (6)	\$251.93	\$258.74	75.0%	\$190.00	\$194.05	\$190.00	106	\$190.00	\$0
42	Drain Comm.	Soil Erosion Permit - Renewal	\$0.00	\$0.00	75.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	47	1/2 of orig fee	\$0
43	Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$382.99	\$393.33	75.0%	\$295.00	\$295.00	\$295.00	18	\$295.00	\$0
44	Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$58.78	\$60.37	75.0%	\$45.00	\$45.28	\$45.00	29	\$45.00	\$0
45	Drain Comm.	Violation and Cease&Desist Order	\$274.83	\$282.25	100.0%	\$280.00	\$282.25	\$280.00	6	\$280.00	\$0
46	Drain Comm.	Title Search - Drain Assessments	\$4.99	\$5.13	100.0%	\$5.00	\$5.13	\$5.00	1,694	\$5.00	\$0
47	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.86	\$12.19	100.0%	\$11.00	\$12.19	\$12.00	100	\$12.00	\$100
48	Equalization	Digitally Produced Paper Maps- Parcel Layer									
49	Equalization	8.5" x 11" (10)	\$5.87	\$6.03	100.0%	\$5.00	\$6.03	\$6.00	5	\$6.00	\$5
50	Equalization	11" x 17" (10)	\$11.73	\$12.05	100.0%	\$11.00	\$12.05	\$12.00	5	\$12.00	\$5
51	Equalization	17" x 22" (10)	\$17.60	\$18.08	100.0%	\$17.00	\$18.08	\$18.00	5	\$18.00	\$5
52	Equalization	22" x 34" (10)	\$23.47	\$24.10	100.0%	\$22.00	\$24.10	\$24.00	5	\$24.00	\$10
53	Equalization	28" x 40" (10)	\$29.34	\$30.13	100.0%	\$28.00	\$30.13	\$30.00	5	\$30.00	\$10
54	Equalization	34" x 44" (10)	\$35.20	\$36.15	100.0%	\$34.00	\$36.15	\$36.00	5	\$36.00	\$10
55	Equalization	Digitally Produced Paper Maps - Digital Photo Layer Parcel layer w/2005									
56	Equalization	8.5" x 11" (10)	\$11.73	\$12.05	100.0%	\$11.00	\$12.05	\$12.00	1,250	\$12.00	\$1,250
57	Equalization	11" x 17" (10)	\$23.47	\$24.10	100.0%	\$22.00	\$24.10	\$24.00	25	\$24.00	\$50
58	Equalization	17" x 22" (10)	\$35.20	\$36.15	100.0%	\$34.00	\$36.15	\$36.00	20	\$36.00	\$40
59	Equalization	22" x 34" (10)	\$46.94	\$48.21	100.0%	\$45.00	\$48.21	\$48.00	5	\$48.00	\$15
60	Equalization	28" x 40" (10)	\$58.67	\$60.26	100.0%	\$57.00	\$60.26	\$60.00	5	\$60.00	\$15
61	Equalization	34" x 44" (10)	\$70.41	\$72.31	100.0%	\$68.00	\$72.31	\$72.00	5	\$72.00	\$20
62	Equalization	Custom Maps (10)	\$66.19	\$67.98	100.0%	\$64.00	\$67.98	\$67.00	50	\$67.00	\$150

	Location of Service	Fee Description	2012 Cost	2013 Cost	Target Percent	2012 Fee	2013 Calc. Fee	2013 Initial Prop. Fee	Units	Department/ Controller/ Recommend.	Additional Revenue
63	Parks	Administrative -Returned Check Fee (11)	\$32.86	\$33.75	100.0%	\$30.00	\$33.75	\$30.00	0	\$30.00	\$0
64	Parks	Parking/Vehicle Entrance Fees (16) ***									
65	Parks	Resident Daily (17)	\$6.48	\$6.66	75.0%	\$3.00	\$5.00	\$4.00	40,000	\$3.00	\$0
66	Parks	Resident Annual (17) (21)	\$64.85	\$66.60	75.0%	\$30.00	\$49.95	\$40.00	4,000	\$30.00	\$0
67	Parks	Non-Resident Daily (17)	\$6.48	\$6.66	100.0%	\$5.00	\$6.66	\$6.00	9,000	\$5.00	\$0
68	Parks	Non-Resident Annual (17)	\$64.85	\$66.60	100.0%	\$40.00	\$66.60	\$50.00	30	\$40.00	\$0
69	Parks	Shelters									
70	Parks	Cancellation Fee (All Shelters) (23)	\$20.00	\$20.54	100.0%	\$20.00	\$20.54	\$20.00	0	\$20.00	\$0
71	Parks	Winter Sports Building (100 Person Capacity) *** (37)	\$90.00	\$92.43	100.0%	\$90.00	\$92.43	\$90.00	0	\$90	\$0
72	Parks	Shelters - 40 Person Capacity ***									
73	Parks	Baldwin Riverview	\$82.15	\$84.37	100.0%	\$50.00	\$84.37	\$55.00	16	\$50.00	\$0
74	Parks	Shelters - 60 Person Capacity ***									
75	Parks	Lake Lansing South Lakeview	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	61	\$75.00	\$0
76	Parks	Lake Lansing North Oak Knoll	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	41	\$75.00	\$0
77	Parks	Lake Lansing North Sandhill	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	41	\$75.00	\$0
78	Parks	Hawk Island Kestrel	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	143	\$75.00	\$0
79	Parks	Hawk Island 1/2 of Peregrine	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	73	\$75.00	\$0
80	Parks	Burchfield Deer Run *	\$73.02	\$74.99	100.0%	\$60.00	\$74.99	\$70.00	18	\$60.00	\$0
81	Parks	Burchfield Pine Knoll *	\$73.02	\$74.99	100.0%	\$60.00	\$74.99	\$70.00	18	\$60.00	\$0
82	Parks	Burchfield Southridge *	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	19	\$75.00	\$0
83	Parks	Potter Park Penquin Cove	\$91.28	\$93.74	100.0%	\$75.00	\$93.74	\$85.00	35	\$75.00	\$0
84	Parks	Shelters - 80 Person Capacity ***									
85	Parks	Potter Park Eagle Landing	\$136.92	\$140.61	100.0%	\$100.00	\$140.61	\$110.00	37	\$100.00	\$0
86	Parks	Shelters - 120 Person Capacity ***									
87	Parks	Lake Lansing - North - 1/2 of Main	\$146.04	\$149.99	100.0%	\$100.00	\$149.99	\$110.00	13	\$100.00	\$0
88	Parks	Hawk Island Peregrine	\$182.55	\$187.48	100.0%	\$125.00	\$187.48	\$135.00	47	\$125.00	\$0
89	Parks	Burchfield 1/2 of North Bluff	\$146.04	\$149.99	100.0%	\$100.00	\$149.99	\$110.00	22	\$100.00	\$0
90	Parks	Burchfield 1/2 of Woodsong	\$146.04	\$149.99	100.0%	\$100.00	\$149.99	\$110.00	21	\$100.00	\$0
91	Parks	Shelters - 150 Person Capacity ***									
92	Parks	Lake Lansing - South - 1/2 of Main	\$146.04	\$149.99	100.0%	\$100.00	\$149.99	\$110.00	60	\$100.00	\$0
93	Parks	Potter Park 1/2 of Tiger Den	\$182.55	\$187.48	100.0%	\$100.00	\$187.48	\$110.00	27	\$100.00	\$0
94	Parks	Shelters - 240 Person Capacity ***									
95	Parks	Lake Lansing - North - Main	\$273.83	\$281.22	100.0%	\$175.00	\$281.22	\$185.00	27	\$175.00	\$0
96	Parks	Burchfield - North Bluff	\$273.83	\$281.22	100.0%	\$175.00	\$281.22	\$185.00	15	\$175.00	\$0
97	Parks	Burchfield - Woodsong	\$273.83	\$281.22	100.0%	\$175.00	\$281.22	\$185.00	15	\$175.00	\$0
98	Parks	Shelters - 300 Person Capacity ***									
99	Parks	Lake Lansing - South - Main	\$273.83	\$281.22	100.0%	\$175.00	\$281.22	\$185.00	17	\$175.00	\$0
100	Parks	Burchfield - Overlook	\$273.83	\$281.22	100.0%	\$175.00	\$281.22	\$185.00	17	\$175.00	\$0
101	Parks	Potter Park - Tiger Den	\$319.47	\$328.10	100.0%	\$175.00	\$328.10	\$185.00	10	\$175.00	\$0
102	Parks	Shelters - 375 Person Capacity ***									
103	Parks	Hawk Island - Red Tail	\$365.11	\$374.97	100.0%	\$250.00	\$374.97	\$260.00	51	\$250.00	\$0
104	Parks	Boating Fees (12) ***									
105	Parks	In-Park Canoe/Kayak - per hr (11)	\$7.30	\$7.50	100.0%	\$5.00	\$7.50	\$6.00	2,262	\$6.00	\$2,262
106	Parks	In-Park Canoe/Kayak - 2nd hr (11)	\$7.30	\$7.50	100.0%	\$5.00	\$7.50	\$6.00	0	Eliminate	\$0
107	Parks	In-Park Canoe/Kayak hrly after 2nd (11)	\$3.65	\$3.75	100.0%	\$2.00	\$3.75	\$3.00	0	Eliminate	\$0
108	Parks	In-Park Canoe/Kayak -Max. per day (11)	\$12.00	\$12.32	100.0%	\$12.00	\$12.32	\$12.00	0	Eliminate	\$0
109	Parks	Abandonment Recovery Fee (11)	\$40.00	\$41.08	100.0%	\$40.00	\$41.08	\$40.00	0	\$40.00	\$0
110	Parks	Late Fee (arriving 1/2 hour or later after closing) (11)	\$20.00	\$20.54	100.0%	\$20.00	\$20.54	\$20.00	0	\$20.00	\$0
111	Parks	Canoe/Kayak Trips - McNamara (11)	\$18.26	\$18.75	100.0%	\$12.00	\$18.75	\$15.00	146	\$15.00	\$438
112	Parks	Canoe/Kayak Trips - Bunker Rd (11)	\$21.91	\$22.50	100.0%	\$18.00	\$22.50	\$22.00	64	\$22.00	\$256
113	Parks	Canoe/Kayak Trips - Eaton Rapids (11)	\$27.38	\$28.12	100.0%	\$25.00	\$28.12	\$28.00	15	\$28.00	\$45
114	Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more) * (11)	\$5.00	\$5.14	100.0%	\$5.00	\$5.14	\$5.00	0	\$5.00	\$0
115	Parks	Pedal Boat - Weekdays - per 1/2 hr (11)	\$8.21	\$8.44	100.0%	\$5.00	\$8.44	\$6.00	1,338	\$5.00	\$0
116	Parks	Pedal Boat-Wkds/Holidays-per 1/2 hr (11)	\$10.04	\$10.31	100.0%	\$6.00	\$10.31	\$7.00	2,231	\$6.00	\$0
117	Parks	Pedal Boat - Senior (+60) - per 1/2 hr (11)	\$1.83	\$1.87	100.0%	\$1.00	\$1.87	\$1.00	0	\$1.00	\$0
118	Parks	Row Boat - 1st hour (11)	\$7.30	\$7.50	100.0%	\$5.00	\$7.50	\$6.00	0	\$7.00	\$0
119	Parks	Row Boat - 2nd hour - fee per hour (11)	\$7.30	\$7.50	100.0%	\$5.00	\$7.50	\$6.00	0	Eliminate	\$0
120	Parks	Row Boat - Hourly Thereafter (11)	\$3.65	\$3.75	100.0%	\$2.00	\$3.75	\$3.00	0	\$3.00	\$0
121	Parks	Row Boat - Maximum (11)	\$36.51	\$37.50	100.0%	\$20.00	\$37.50	\$25.00	0	Eliminate	\$0

	Location of Service	Fee Description	2012 Cost	2013 Cost	Target Percent	2012 Fee	2013 Calc. Fee	2013 Initial Prop. Fee	Units	Department/ Controller/ Recommend.	Additional Revenue
122	Parks	Ski Rental (Burchfield only) (12) ***									
123	Parks	Moonlight Ski- Adult (11)	\$10.95	\$11.25	100.0%	\$10.00	\$11.25	\$11.00	0	\$10.00	\$0
124	Parks	Moonlight Ski - Child (12 & under) (26)	\$5.48	\$5.62	100.0%	\$3.00	\$5.62	\$4.00	0	\$3.00	\$0
125	Parks	Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only) (12) ***						ADDED			
126	Parks	1st hour (27)	\$4.49	\$4.61	100.0%	\$4.00	\$4.61	\$4.00	0	\$4.00	\$0
127	Parks	Each additional hour (27)	\$1.12	\$1.15	100.0%	\$1.00	\$1.15	\$1.00	0	\$1.00	\$0
128	Parks	3rd hour (27)	\$1.12	\$1.15	100.0%	\$1.00	\$1.15	\$1.00	0	Eliminate	\$0
129	Parks	Maximum (27)	\$6.74	\$6.92	100.0%	\$6.00	\$6.92	\$6.00	0	Eliminate	\$0
130	Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N) (12) ***									
131	Parks	1st hour	\$7.86	\$8.07	100.0%	\$7.00	\$8.07	\$8.00	0	\$8.00	\$0
132	Parks	Each additional hour	\$3.37	\$3.46	100.0%	\$3.00	\$3.46	\$3.00	0	\$3.00	\$0
133	Parks	X-Country Skiing Children(12&under): Wkds& Holidays(Burchfield&Lake Lansing N) (12) ***									
134	Parks	1st hour (27)	\$4.49	\$4.61	100.0%	\$4.00	\$4.61	\$4.00	0	\$4.00	\$0
135	Parks	Each additional hour (27)	\$1.12	\$1.15	100.0%	\$1.00	\$1.15	\$1.00	0	\$1.00	\$0
136	Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child (12) ***									
137	Parks	Skis per hour (28)	\$3.37	\$3.46	100.0%	\$3.00	\$3.46	\$3.00	0	\$3.00	\$0
138	Parks	Boots per hour (28)	\$3.37	\$3.46	100.0%	\$3.00	\$3.46	\$3.00	0	\$3.00	\$0
139	Parks	Poles per hour (28)	\$3.37	\$3.46	100.0%	\$2.00	\$3.46	\$3.00	0	\$3.00	\$0
140	Parks	Day Camp ***						ADDED			
141	Parks	Resident Monday-Friday 8am-4pm (29)	\$80.00	\$82.16	100.0%	\$80.00	\$82.16	\$80.00	0	\$80.00	\$0
142	Parks	Non-Resident Monday-Friday 8am-4pm (30)	\$90.00	\$92.43	100.0%	\$90.00	\$92.43	\$90.00	0	\$90.00	\$0
143	Parks	Resident Mon-Fri 7:30am-5:30pm (29)	\$110.00	\$112.97	100.0%	\$110.00	\$112.97	\$110.00	0	\$110.00	\$0
144	Parks	Non-Resident Mon-Fri 7:30am-5:30pm(30)	\$120.00	\$123.24	100.0%	\$120.00	\$123.24	\$120.00	0	\$120.00	\$0
145	Parks	Cancellation Fee (Day Camp) (23)	\$15.00	\$15.41	100.0%	\$15.00	\$15.41	\$15.00	0	\$15.00	\$0
146	Parks	Soccer - per 2 hr Rental (resident) ***									
147	Parks	Standard size field (35)	\$82.15	\$84.37	100.0%	\$45.00	\$84.37	\$55.00	0	\$45.00	\$0
148	Parks	Mid-size field (50x80) (35)	\$82.15	\$84.37	100.0%	\$45.00	\$84.37	\$55.00	0	\$45.00	\$0
149	Parks	Small field (30x50) (35)	\$63.89	\$65.62	100.0%	\$35.00	\$65.62	\$45.00	0	\$35.00	\$0
150	Parks	Out-of-County Rates (any size field) (35)	\$94.02	\$96.56	100.0%	\$75.00	\$96.56	\$85.00	0	\$75.00	\$0
151	Parks	School Rate (2 hours) (35)	\$91.28	\$93.74	100.0%	\$50.00	\$93.74	\$60.00	0	\$50.00	\$0
152	Parks	Practice Session(2 hrs) Any size field (35)	\$37.61	\$38.63	100.0%	\$30.00	\$38.63	\$35.00	0	\$30.00	\$0
153	Parks	City of Lansing Rate (35)	\$27.38	\$28.12	100.0%	\$15.00	\$28.12	\$25.00	0	\$15.00	\$0
154	Parks	Tournament - 6 field rental on Saturday and Sunday. Rate may be prorated with 3 field minimum. (35)	\$5,476.62	\$5,624.49	100.0%	\$3,000	\$5,624.49	\$3,100	0	\$3,000	\$0
155	Parks	Cancellation/Reschedule Fee (35)	\$27.38	\$28.12	100.0%	\$15.00	\$28.12	\$20.00	0	\$15.00	\$0
156	Parks	Disc Golf (12) ***									
157	Parks	Day Pass - 12 & Under (with an adult) (22)	\$0.00	\$0.00	100.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
158	Parks	Day Pass (13 and older) (22)	\$4.00	\$4.11	100.0%	\$4.00	\$4.11	\$4.00	0	\$4.00	\$0
159	Parks	Season Pass (22)	\$40.00	\$41.08	100.0%	\$40.00	\$41.08	\$40.00	0	\$40.00	\$0
160	Parks	Tournament * (11)	*	*	100.0%	*	*	*	0	\$0.00	\$0
161	Parks	Equipment Rental per round of Disc Golf (13)	\$1	\$1.03	100.0%	\$1.00	\$1.03	\$1.00	0	\$1.00	\$0
162	Parks	Equipment Replacement-lost,damaged,stolen Discs (13)	\$10	\$10.27	100.0%	\$10.00	\$10.27	\$10.00	0	\$10.00	\$0
163	Parks	Dog Park (12 Month Pass) ***									
164	Parks	Regular Pass (11)	\$30.00	\$30.81	100.0%	\$30.00	\$30.81	\$30.00	0	\$30.00	\$0
165	Parks	Student (college ID) (11)	\$15.00	\$15.41	100.0%	\$15.00	\$15.41	\$15.00	0	\$15.00	\$0
166	Parks	Senior (+60) (11)	\$15.00	\$15.41	100.0%	\$15.00	\$15.41	\$15.00	0	\$15.00	\$0
167	Parks	Veteran (11)	\$15.00	\$15.41	100.0%	\$15.00	\$15.41	\$15.00	0	\$15.00	\$0
168	Parks	Owner of Service Animal (14)	\$15.00	\$15.41	100.0%	\$15.00	\$15.41	\$15.00	0	\$15.00	\$0
169	Parks	Daily Pass (11)	\$5.62	\$5.77	100.0%	\$5.00	\$5.77	\$5.00	0	\$5.00	\$0
170	Parks	Replacement FOB (11)	\$5.00	\$5.14	100.0%	\$5.00	\$5.14	\$5.00	0	\$5.00	\$0
171	Parks	Special Event Fees (11) ***									
172	Parks	Non-Profit Youth Groups	\$0.00	\$0.00	100.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
173	Parks	1-100 Participants	\$200.00	\$205.40	100.0%	\$200.00	\$205.40	\$205.00	0	\$200.00	\$0
174	Parks	101-200 Participants	\$300.00	\$308.10	100.0%	\$300.00	\$308.10	\$305.00	0	\$300.00	\$0
175	Parks	201-300 Participants	\$400.00	\$410.80	100.0%	\$400.00	\$410.80	\$410.00	0	\$400.00	\$0
176	Parks	301-400 Participants	\$500.00	\$513.50	100.0%	\$500.00	\$513.50	\$510.00	0	\$500.00	\$0
177	Parks	401-500 Participants	\$600.00	\$616.20	100.0%	\$600.00	\$616.20	\$610.00	0	\$600.00	\$0
178	Parks	500+ Participants	\$700.00	\$718.90	100.0%	\$700.00	\$718.90	\$710.00	0	\$700.00	\$0
179	Parks	Snow Tube Rental -Burchfield (11) (12) ***									
180	Parks	Burchfield - Tube Rental (2 hours)	\$1.00	\$1.03	100.0%	\$1.00	\$1.03	\$1.00	0	\$1.00	\$0

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: March 28, 2012

TO: Beth Hamilton

FROM: Karen Fraser

RE: Fee Recommendations

Following are a few notes on why we opted to change some fees and not others.

1. Return Check/Cancellation fees – these are rarely collected so the outcome of an increase would be very minimal.
2. Memorial Bench and Tree – we recommended a higher fee than the proposed fee. The fee we have recommended is reasonable in comparison to other park systems.
3. Parking – we do not recommend a fee change as there were changes in the past two years.
4. Shelters – we do not recommend a fee change as the increase this year is significant.
5. Canoe/Kayak – in park – We agree with your proposed fee and recommend this as a per hour fee, with elimination of 2nd hour, 3rd hour and max per day fees.
6. Abandonment/Recovery – we agree there should be no change.
7. Canoe Trips – we agree with your recommendation.
8. Pedal Boat – we are asking to maintain the current fees as opposed to the recommended fee. It is our opinion that our market will not bear the increased fee.
9. Row Boats – we request that this fee be increased significantly. Our proposed fee is competitive with other park venues. We are requesting to eliminate the second hour fee and the maximum fee.
10. Moonlight Ski – our recommendation is to leave these fees as is. Fees were raised significantly for 2012. We would also like to have these fees be a “SEASON” fee as opposed to being based on a calendar year. Example: 2012/2013 season is Nov, Dec 2012, Jan, Feb, and March 2013. This is helpful in terms of brochure printing and not changing fees in mid season.
11. Cross Country Ski – We do not recommend a fee change. We are asking to eliminate 2nd, 3rd and maximum fees and have only first hour fees and a charge for hours thereafter. This fee would also be recommended as a “SEASON” fee.
12. Skis, Boots and Poles – we are requesting that the fees for children be the same as for adults. These fees are also recommended as a “SEASON” fee.
13. Day Camp – We agree this fee should not be raised.

14. Soccer – These fees need a recommendation by the Soccer Advisory Board. This item was not on the January and February Soccer Advisory Board meeting agenda's. We may need to bring these fees forward to the BOC at a later time.
15. Pickets and Bricks – These donations are collected by the Friends of Ingham County Parks. They are not County fees and could be removed from the list.
16. Disc Golf – given that this was a new activity in 2011 we do not recommend a fee change.
17. Dog Park – given that this was a new activity in 2011 we do not recommend a fee change.
18. Band Shell Rental – These are not County fees and could be removed from the list. These fees are collected by the Friends of Ingham County Parks.
19. Special Event Fees – no change is recommended that this is a new fee in 2012.
20. Burchfield Snow Tube – we agree that no change should occur.
21. Hawk Island – Boarding/Tubing Hill – see resolution passed by Parks Commission. These fees are to be "SEASON" fees as well.
22. Passports – these fees are set by the State Department. We cannot change them.
23. Game Rental – The fees we are recommending are competitive for these types of rentals.
24. Rental House – Is it possible to set a price range for this? We would recommend \$700-\$930 per month, based on what the market will bear. We are collecting \$930 from the current long term tenant, but it is unlikely we could ask that fee if we were to advertise the house for rent.

Potter Park and Potter Park Zoo Fee Schedule			
	Current Fee	Recommended Fee	Recommended Fee
PARKING FEES	March-October	April - October	November-March <i>collected at admissions</i>
Resident	\$3	Same	\$1
Non-Resident	\$5	Same	\$1
Resident Annual	\$30	Same	Same
Non-Resident Annual	\$40	Same	Same
School Bus	Free	Same	Same
ADMISSION FEES	March-October	April - October	November-March
Resident Adult	\$4	\$4	\$2
Non-Resident Adult	\$10	\$10	\$2
Resident Senior	\$3	\$3	\$2
Non-Resident Senior	\$8	\$8	\$2
Children	\$2 (Age 3-16)	\$2 (Age 3-12)	\$1 (Age 3-12)
Children under 3	Free	Free	Free
Resident – Mondays	\$1 off	\$1 off	\$1
All schools in the Ingham County School District, (ICSD), non-profit Ingham County Schools on classroom field trips and non-profit pre-schools	Free	Free	Free
Non Education Group Rates – 20 or more individuals – group payment required			
Resident Adults			
Resident Seniors	\$3	\$3	n/a
Children	2 (Age 3-16)	2 (Age 3-12)	n/a
Non-Resident Adults	\$1	\$1	n/a
Non Resident Seniors	\$9	\$9	n/a
	\$7	\$7	n/a
Self Guided School Field Trip – pre-pay three weeks in advance			
Resident Adults			n/a
Resident Seniors	\$3	\$3	n/a
Children (ages 3-16)	\$2	\$2	n/a
Non-Resident Adults	\$1	\$1	n/a
Non Resident Seniors	\$9	\$9	n/a
	\$7	\$7	n/a
November – February Admissions/Parking	Free	Eliminate	Eliminate
<i>Evening/After Hours - Wonderland of Light fees are determined by and collected by the Potter Park Zoological Society.</i>			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF THE INGHAM COUNTY BOARD OF COMMISSIONERS CONCERNING
TRANSFER OF MERS ASSETS AND LIABILITIES FOR ALL CURRENT AND PAST EMPLOYEES
OF THE INGHAM COUNTY ROAD COMMISSION**

WHEREAS, On April 24, 2012 Ingham County (“the County”) acting under the authority of 2012 PA 15, MCL 46.11(s), passed a resolution (attached) transferring the powers, duties and function of the Ingham County Road Commission (“the Road Commission”) to the Ingham County Board of Commissioners as of June 1, 2012 (the Transfer Date); and

WHEREAS, on the Transfer Date the Road Commission will cease to exist as an independent entity will be effectively absorbed by the County. The County Board of Commissioners will become the governing body as to the Road Commission’s MERS program; and

WHEREAS, on and after the Transfer Date the Road Commission’s MERS defined benefit plan will remain open and active, and the County, attendant to the transfer of powers, duties and functions from the Road Commission, will become the MERS participating employer for all Road Commission employees, along with deferred vested members, retirees and beneficiaries, covered under the Road Commission MERS Plan in Divisions #01, 10, 12, 13, 14, 15, 16 and 17; and

WHEREAS, prior to the Transfer Date, both the Ingham County Road Commission and Ingham County were MERS participating municipalities, and after the Transfer Date, the County shall assume all of the Road Commission’s former functions and duties as a municipal employer in MERS, including those duties and functions related to the maintenance and continuation of the MERS defined benefit plan as established through collective bargaining or other means for Road Commission employees; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners, as the governing body for the County of Ingham, hereby agreed as follows:

1. On the Transfer Date, pursuant to this agreement and Section 53(4) of the MERS Plan Document as revised, MERS will transfer to the County all active Road Commission employees, along with deferred vested members, retirees and beneficiaries, now covered in the Road Commission MERS Plan Divisions #01, 10, 12, 13, 14 15, 16 and 17, and transfer from the Road Commission all actuarial accrued liabilities and assets to the County MERS plan, and the County shall accept such liabilities and assets.
2. The transferred Divisions shall constitute a distinct reporting unit under the County’s existing MERS program.
3. The County will continue to provide the MERS benefit coverage for employees previously covered under the Road Commission MERS program (including all prior service), as identified below.

4. The MERS benefits in effect for the Road Commission employees in Divisions #01, 10, 12 and 13 are:

B-4 – 80% Max, 8 year vesting, F55(20), FAC-3, No Member Contribution;
Reciprocal Retirement Act, 1961 PA 88, in effect (adopted April 3, 1986)

5. The MERS benefits in effect for the Road Commission employees in Divisions #14, 15, 16, and 17 are:

C-1 – New – No Max, 10 year vesting, FAC-5, No Member Contributions;
Reciprocal Retirement Act, 1961 PA 88, in effect (adopted April 3, 1986)

6. Following the transfer, the County shall be exclusively responsible for the funding of all MERS benefits for all former Road Commission employees, deferred vested members, retirees and beneficiaries.

BE IT FURTHER RESOLVED, that this Resolution shall become effective upon its filing with MERS.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners, the County Clerk, and the County Controller are authorized to sign any required documents to implement these MERS transfers on behalf of Ingham County, upon review and approval by the County Attorney.

Dale Copedge, Chairperson
Ingham County Board of Commissioners

I, Mike Bryanton, Ingham County Clerk, certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Ingham County Board of Commissioners, at a regular meeting held on _____, 2012.

Mike Bryanton, Ingham County Clerk