

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**FINANCE COMMITTEE**  
SARAH ANTHONY, CHAIR  
REBECCA BAHAR-COOK  
TODD TENNIS  
PENELOPE TSERNOGLOU  
BRIAN McGRAIN  
RANDY SCHAFER  
ROBIN CASE NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 22, 2015 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 8, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Equalization/Tax Mapping
  - a. Resolution to Adopt the 2015 County [Equalization Report](#) as Submitted with the Accompanying Statements
  - b. Resolution Designating County [Representatives](#) at State Tax Commission Hearings
  - c. Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group [Members](#) for the 2015 Ingham County Remonumentation Project
2. Animal Control - Resolution to Authorize an Animal Control Emergency Overcrowding Declaration Policy and to Provide for a Reduced Fee Schedule to Reduce Animal [Adoption Fees](#) as Required by the Population within the Animal Shelter
3. Circuit Court/Family Division - Resolution to Authorize Funds for a Replacement [Vehicle](#) for the Ingham County Family Center
4. Prosecuting Attorney's Office - Resolution to Authorize Three Year Contracts for [Westlaw Electronic Law Library and Clear Access](#) for Various Ingham County Departments, Offices and Courts
5. Facilities
  - a. Resolution Authorizing a Contract with Laux Construction, LLC for [Renovations](#) at the Ingham County Forest Community Health Center (FCHC)
  - b. Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for the Purpose of [Leasing Space](#) from Ingham County at the Forest Community Health Center (FCHC)
6. Health Department - Resolution to Amend Intelligent Medical Objects, Inc. Service Agreement to Include [ICD-10 Medical Term Conversion](#)

7. Innovation & Technology - Resolution Approving [Various Contracts](#) for the Innovation and Technology Department for the 2015 Budget Year
8. Financial Services - Resolution to Authorize the Bi-Annual Retiree Health Care [Actuarial Study](#)
9. Parks - Resolution to Authorize the Acceptance of the [Project Agreement](#) for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
10. Fair - Resolution Authorizing Entering into a Contract with Anderson-Fischer & Associates for [Excavation Services](#) for Improvements to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds
11. Road Department - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of [Asphalt](#) Emulsions for the Road Department
12. Controller/Administrator’s Office
  - a. Resolution Authorizing an Amendment to the Contract for [Legal Services](#) with Cohl, Stoker & Toskey, P.C.
  - b. Resolution to Amend Business [Travel and Reimbursement](#) Policy and Procurement Card Policy
  - c. Discussion: Resolution Updating [Various Fees](#) for County Services
13. Board Referral - Notice of Public Hearing from the City of East Lansing Regarding P.A. 328 Personal Property [Tax Abatement - IBM](#)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE

April 8, 2015

Draft Minutes

Members Present: Anthony, Bahar-Cook, McGrain, Tsernoglou, and Naeyaert

Members Absent: Tennis and Schafer

Others Present: John Neilsen, Teri Morton, Sandy Gower, Lance Langdon, Jill Rhode, Mike Pathfinder, Brent Williams, William Brickey, Timothy St. Andrew, Ryan Buck, and others

The meeting was called to order by Chairperson Anthony at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 18, 2015 Minutes.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE MARCH 18, 2015 FINANCE COMMITTEE MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

Additions to the Agenda

No additions to the Agenda.

Substitutes –

5. Economic Development
  - a. Resolution Establishing an Ingham County Local Site Remediation Revolving Fund and a Policy for its Funding and Implementation
  - b. Resolution Establishing an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan and to Establish an Application Fee for the Submission of an Application
  
9. Controller/Administrator’s Office
  - a. Resolution Authorizing Adjustments to the 2015 Ingham County Budget
  - b. Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams (*Referred back to Committee from the March 24, 2015 Board of Commissioners Meeting*)

Limited Public Comment

None.

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

1. Drain Office
  - a. Resolution Pledging Full Faith and Credit to Matthew L. Bugbee Drain Drainage District Bonds

- b. Resolution Pledging Full Faith and Credit to Towar Gardens and Branches Drain Drainage District Bonds
  - c. Resolution Pledging Full Faith and Credit to Towar Snell Drain Drainage District Bonds
2. District Court - Resolution Approving the Appointment of Susan Adams Attorney Magistrate of the 55<sup>th</sup> District Court
3. Facilities Department
- a. Resolution Approving Contract Change Order #4 to the Lease Agreement with the State of Michigan for Space at the Human Services Building (HSB) and Awarding a Contract to Laux Construction to Build a Larger Department of Human Services (DHS) Training Room at the Human Services Building
  - b. Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building
4. Health Department
- a. Resolution to Authorize a Reorganization of the Health Department's Environmental Health Division Staff and Administrative Structure
  - c. Resolution to Amend the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and to Establish Temporary Positions
  - d. Resolution to Amend Resolution #14-360 to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
6. Purchasing Department - Resolution Authorizing a Three-Year Agreement with Granger Container Inc. for Waste Removal and Recycling Services
7. Road Department
- a. Resolution Authorizing a Contract for Janitorial Services & Supplies for the Ingham County Road Department
  - b. Resolution to Approve a First Party Construction Contract with Hoffman Brothers, Inc., a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Jackson National Life Insurance in Relation to a Road Reconstruction Project for Okemos Road from South of Sandhill Road to the I-96 Interchange
  - c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek - MDOT Contract No. 15-5001
  - d. Resolution to Authorize a Construction Contract with Smith's Waterproofing, LLC
9. Controller/Administrator's Office
- a. Resolution Authorizing Adjustments to the 2015 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

8. Financial Services - Plante Moran's Annual Pre-Audit Presentation

Bill Brickey, Plante Moran, introduced himself and Tim St. Andrew, Plante Moran, to the Committee.

Mr. St. Andrew provided a copy of a Pre-Audit Letter to the Committee. He further provided an overview of the letter.

Commissioner Bahar-Cook asked Jill Rhode, Financial Services Director, for an update on the reconciliation issue with the Treasurer's Office.

Ms. Rhode stated that there were ongoing concerns with the issue. She further stated that this audit would provide analysis and recommendations to address the issue.

Mr. St. Andrew stated that there was some improvement from last year.

Chairperson Anthony asked whether there were any areas that would be reviewed more extensively based on last year's audit.

Mr. St. Andrew stated that they would be looking at the Road Department and a few other departments more extensively.

Ms. Rhode stated that the issues at the Road Department were related to the fact that the County only had recently changed the Road Commission into the Road Department, an entity within the larger County government.

Chairperson Anthony asked when audit results would be presented to the Committee.

Mr. St. Andrew stated that they would have results for the Committee in June.

Commissioner Bahar-Cook asked Chairperson Anthony if she would request that the Treasurer provide an update to the Committee.

Chairperson Anthony stated that the Treasurer would be contacted.

4. Health Department

- b. Resolution to Authorize a Subcontract with GAMALIEL of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH GAMALIEL OF MICHIGAN WITH FUNDS FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO).

Commissioner Naeyaert asked whether the other eight counties were contributing as well.

Teri Morton, Budget Director, stated that this was a \$40,000 grant from NACCHO to be disbursed among the counties.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

5. Economic Development

- a. Resolution Establishing an Ingham County Local Site Remediation Revolving Fund and a Policy for its Funding and Implementation
- b. Resolution Establishing an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan and to Establish an Application Fee for the Submission of an Application

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION ESTABLISHING AN INGHAM COUNTY LOCAL SITE REMEDIATION REVOLVING FUND AND A POLICY FOR ITS FUNDING AND IMPLEMENTATION AND THE RESOLUTION ESTABLISHING AN APPLICATION POLICY FOR INCLUSION OF PRIVATE PROPERTY IN AN INGHAM COUNTY BROWNFIELD PLAN AND TO ESTABLISH AN APPLICATION FEE FOR THE SUBMISSION OF AN APPLICATION.

Commissioner Bahar-Cook provided background information on the changes that were made at last night's County Services Committee meeting.

Commissioner McGrain asked whether there were any monies in this fund right now.

Sandy Gower, Economic Development Coordinator, answered no.

Commissioner McGrain asked whether the General Fund amendment would preclude a loan from the General Fund.

Commissioner Bahar-Cook stated that they could approach the Board of Commissioners for General Fund monies, however it would not be standard operating procedure that they could use General Fund monies.

Commissioner McGrain stated that these resolutions were long term projects.

Ms. Gower provided background on their intended application philosophy.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

9. Controller/Administrator's Office

- b. Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams (*Referred back to Committee from the March 24, 2015 Board of Commissioners Meeting*)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT FOR 9-1-1 PUBLIC SAFETY RADIO COMMUNICATIONS CONSULTING SERVICES WITH BRENT WILLIAMS.

John Neilsen, Chief Deputy Controller, introduced Brent Williams to the Committee. Mr. Neilsen provided background information on the amendments made to this resolution by the Law & Courts Committee at their last meeting.

Mr. Neilsen disclosed that he had served on the MPSCS Advisory Board in the past.

Mr. Williams stated that the Law & Courts Committee had discussed the issue of the project's timing.

Mr. Neilsen stated that Mr. Williams would not be tasked with recommending a particular system, but rather Mr. Williams would serve as an informational resource for the 9-1-1 Advisory Committee and the Board of Commissioners. Mr. Neilsen further stated that the 9-1-1 Advisory Committee wanted information on "big picture" questions rather than the specifics of the project.

Commissioner Bahar-Cook stated that another county had a much larger contract opportunity out for a Request for Proposals (RFP).

Mr. Williams stated that the particular county was Allegan County. He further stated that their RFP was intended that a consultant take Allegan County an entire project—a longer and more extensive contract than the one contemplated in the resolution before the Committee tonight.

Commissioner Tsernoglou provided background on other issues that were aired at the last Law & Courts Committee meeting.

Mr. Williams stated that the County had a myriad of options to choose from. He further stated that he was provided a range of questions to analyze and answer. Mr. Williams stated that his intent was to draft the answers in "laymen's terms."

Discussion.

Chairperson Anthony stated that there should be analysis of what costs local municipalities may be expected to shoulder with this project.

Mr. Williams stated that such an analysis would only be ancillary to the main analyses he would be performing. He further stated that cost to local municipalities would be an operational question for the County to decide in consultation with those entities.

Discussion.

Mr. Neilsen stated that ten years ago, it was the policy of the Board of Commissioners that the County would purchase the first set of radios for the local municipalities, but that it would be the responsibility of those local municipalities to make future purchases. He further stated that the Board of Commissioners could decide to continue that policy or change it in some form.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer.

#### Announcements

Commissioner Bahar-Cook announced that she would not be at the next Board of Commissioners meeting.

Commissioner McGrain announced that the Arts Council of Greater Lansing was scheduled to hold a press conference at 5:00 p.m. on Tuesday, April 14 at the Mason Courthouse for the purpose of announcing the grant recipients. He stated that the funding for the grants was derived from part of the Hotel/Motel Tax that the County levies.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at approximately 6:41 p.m.



## APRIL 22, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Controller's Office is recommending approval of the following resolutions:

*1a. Equalization – Resolution to Adopt the 2015 County Equalization Report as Submitted with the Accompanying Statements*

This resolution will adopt the annual Equalization Report, which is used to levy property taxes for the general fund's 2015 budget year, and the 2016 budget year for the county's other millages. The 2015 equalized values for the 16 townships and five cities in the County will be adopted for real property values at \$7,307,765,420 and personal property values at \$654,930,474, for a total equalized value of real and personal property of \$7,962,695,894.

*1b. Equalization – Resolution Designating Representatives at State Tax Commission Hearings*

This resolution will designate Douglas A. Stover, Equalization Director, and Commissioners Rebecca Bahar-Cook and Robin Case-Naeyaert to represent Ingham County at the State Tax Commission Hearings. The preliminary meeting will be held on Monday, May 11, 2015 and the Annual State Equalization Hearing will be held on Tuesday, May 26, 2015.

*1c. Equalization – Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group Members for the 2015 Ingham County Remonumentation Project*

Michigan statute (MCL 54.269b) requires appointment of a county peer review group to act as a panel of surveyors to review and provide advice on original public land survey corners or protracted public land survey corners.

*2. Animal Control – Resolution to Grant the Animal Control Director the Ability to Reduce Animal Adoption Fees as Required by the Population within the Animal Shelter*

This resolution would authorize the Animal Control Director to declare an Animal Control Overcrowding Emergency when the Shelter equals or exceeds eighty percent of its capacity provided that the Director notifies the Chair of the Board and the County Controller that an Animal Control Overcrowding Emergency is in effect. A reduced fee schedule will be in effect during Animal Control Overcrowding Emergency declarations based upon Shelter capacity. The fees will return to previously prescribed pricing as capacity returns to below eighty percent. This would be another tool in the Animal Control Director's tool box to help reduce the problems associated with an overcrowded Animal Shelter.

It is anticipated that although there likely will be a reduction in the Departments adoption fee revenues (\$49,000 Budgeted in 2015) this would be offset by a higher level of animal care and a reduction in costs related to the care of animals at the shelter. (See attached communication)

3. Circuit Court/Family Division - Resolution to Authorize Funds for a Replacement Vehicle for the Ingham County Family Center

This resolution authorizes the purchase of a new 2015 Dodge Grand Caravan replacement van at a cost not to exceed \$27,000, less the trade in value of a current 2008 Ford E-350, if the vehicle is mutually agreed by both parties to be included in this transaction. The vehicle will be purchased through the State purchasing contract. Funds are available in the van replacement reserve fund in the Family Division's budget. (See attached communication)

4. Prosecuting Attorney - Resolution to Authorize Three Year Contracts for Westlaw Electronic Law Library and Clear Access for Various Ingham County Departments, Offices and Courts

This resolution will authorize three year renewals for Westlaw/CLEAR products that provide on line legal research and allow departments to locate individuals for the purposes of Child Support Enforcement and/or Collections. The products are used by the Ingham County Courts, the Prosecutor's Office and the Jail.

The LOFT group collectively looked at possible vendors to provide this service to determine the most cost effective and efficient way to obtain the service with balancing the needs of each individual department. After a review, the LOFT committee agreed that Westlaw provided the best service for on line research and CLEAR (A product offered by Westlaw) provided the best service for Child Support Enforcement and/or Collections.

The LOFT group negotiated a three year renewal contract that expanded our licenses from 42 to 63 and gave the Probate Court access to the CLEAR product. The costs include a minimal increase for the first year with the contracts to increase by 3% each year for the last two years of the contract.

Funds for these contracts are anticipated and within the departments 2015 budgets and in the LOFT fund. (See attached memo for details)

5a. Facilities Department – Resolution Authorizing a Contract with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)

To address needed renovations at the Forest Community Health Center, the Facilities Department recommends approval of a contract with Laux Construction, LLC, a registered local vendor, at a cost of \$1,441,900. The department also seeks a project contingency fund in amount of \$108,000.00 to cover any unforeseen circumstances that may arise, for a total cost not to exceed cost of \$1,549,900.

5b. Facilities Department – Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for the Purpose of Leasing Space from Ingham County at the Forest Community Health Center (FCHC)

The Facilities Department seeks approval of a lease agreement with CMHA-CEI to lease approximately 3,000 square feet of space at the Forest Community Health Center. CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness. The length of the lease will be five years with a two-year renewal option.

6. Health Department - Resolution to Amend Intelligent Medical Objects, Inc. Service Agreement to Include ICD-10 Medical Term Conversion

This resolution amends the agreement with Intelligent Medical Objects, Inc. (IMO) to include a one-time conversion cost to map (or convert) all of the ICD-9 terms that are currently used by the Community Health Centers' (CHCs) providers and clinical staff to document patient problems and histories in Electronic Health Records (EHR) over to ICD-10 terms. This is a one-time cost not to exceed \$7,700 from the Community Health Center budget.

7. Innovation & Technology - Resolution Approving Various Contracts for the Innovation and Technology Department for the 2015 Budget Year

The proposed resolution seeks approve contracts for the 2015 budget year not listed in Resolution 14-488 to approve annual contracts over \$5,000. This group also represents routine yearly contracts that the Innovation and Technology Department has to maintain phone services, applications, and hardware support. These contracts will be included in future annual resolutions presented by the budget office. Contracts included in this request are as follows:

| <u>Contract</u>   | <u>Amount</u> |
|---|---------------|
| Annual ARUBA Maintenance – This is maintenance on the County wireless network | \$6,807.97    |
| Dark Fiber maintenance – Zayo   | \$10,000.00   |
| Oracle Database Maintenance – Mythics   | \$14,766.56   |
| Annual server parts Maintenance – Service Express                             | \$15,448.39   |
| ATT – Monthly phone and data services for multiple offices                    | \$50,000.00   |
| Comcast data services   | \$36,000.00   |
| Tyler Munis Annual upgrade  | \$153,308.65  |

8. Financial Services - Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study

Generally accepted accounting principles require municipalities like Ingham County to commission a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The most recent valuation was conducted for the year ended December 31, 2012. Gabriel Roeder Smith and Company was selected to conduct this valuation study because they are familiar with our employee groups, our benefit levels and our financial reporting. The cost of the evaluation is \$20,330.

9. Parks - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park

The Parks Department proposes a resolution to authorize acceptance of a project agreement with the Michigan Department of Natural Resources Recreation Passport Grant Program for asphalt trail repairs within Hawk Island County Park. The total cost of the repair project is \$60,000. Approval of the DNR grant will provide \$45,000 toward the project, with the remaining \$15,000 provided through budgeted County Capital Improvement funds.

10. Fair – Resolution Authorizing Entering into a Contract with Anderson-Fischer & Associates for Excavation Services for Improvements to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds

The Ingham County Fair Board has determined that improvements to the two horse arenas will enhance services offered for current events and will provide an opportunity to bid for larger regional horse shows, thereby increasing participation and continue revenue stream diversification efforts. The proposed resolution would allow the County to enter into a contract with Anderson-Fischer & Associates at a cost not to exceed \$18,200.

11. Road Department – Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. Bids were solicited and evaluated for the various types of asphalt emulsions. The Road Department recommends the Board award this bid in split form to Terry Materials Inc. and Asphalt Materials Inc. based on unit prices as submitted in response to RFP #32-15.

12a. Controller/Administrator - Resolution Authorizing an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, PC

Ingham County has a contract with Cohl, Stoker and Toskey, PC to provide legal services under a fixed fee. There has been no increase in the base fee for approximately eight years, with the exception of an increase provided in conjunction with additional duties associated with consolidation of Road Department functions. The proposed resolution would provide for an \$11,368.75 increase to the base rate, an amount equal to 2.5% of the current rate.

12b. Controller/Administrator - Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy

The Business Travel and Reimbursement Policy and Procurement Card Policy offer contradictory instructions regarding airline reservations (Travel and Reimbursement Policy delegates responsibility exclusively to Financial Services; Procurement Card policy allows “cardholders” to make reservations). Changes are also proposed in the Travel and Reimbursement Policy to allow for meal reimbursement in instances of same-day travel. Changes proposed to these policies were presented to department heads in late January and circulated for a 30-day review period before presentation for Committee approval.

**DISCUSSION:**

12c. Controller/Administrator - Resolution Updating Various Fees for County Services

The Controller's Office annually prepares details about proposed fee adjustments for the upcoming budget process. This year's review has been completed and some adjustments are 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 for input from the liaison committees. A resolution recommending any fee increases will be presented at the next round of meetings for adoption. A draft version for discussion is included in this packet. (See attached memo for details)

**BOARD REFERRAL:**

13. *Notice of Public Hearing from the City of East Lansing Regarding P.A. 328 Personal Property Tax Abatement - IBM*

**Agenda Item 1a and 1b**

**To:** Ingham County Finance Committee  
**From:** Douglas A. Stover  
**Date:** April 8, 2015  
**Subject:** 2015 County Equalization

Attached please find:

- (1) Resolution to Adopt the 2015 County Equalization Report as submitted with the Accompanying Statements; and
- (2) Resolution Designating County Representatives at State Tax Commission Hearings.

The 2015 County Equalization Report will be distributed at the meeting.

RLF/sh  
Enc.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2015 COUNTY EQUALIZATION REPORT AS SUBMITTED  
WITH THE ACCOMPANYING STATEMENTS**

WHEREAS, the Equalization Department has examined the assessment rolls of the 16 townships and five cities within Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, based on its studies, the Equalization Department has presented to the Equalization Sub-Committee the 2015 Equalization data that equalizes the townships' and cities' valuations, by adding to or deducting from the valuations of the said taxable property in the 16 townships and five cities, an amount which represents the true cash value; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Ingham as the equalized value of all taxable property, both real and personal, for each of the 16 townships and five cities in said County for real property values equalized at \$7,307,765,420 and personal property values equalized at \$654,930,474, for a total equalized value of real and personal property at \$7,962,695,894 pursuant to Section 211.34 MCL, 1948, as amended.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING COUNTY REPRESENTATIVES AT  
STATE TAX COMMISSION HEARINGS**

WHEREAS, the State Tax Commission has by statute the responsibility to annually equalize all county equalization reports for the State of Michigan; and

WHEREAS, the State Equalization hearing date and issuance of final order is set for Tuesday, May 26, 2015; and

WHEREAS, under administrative procedures the State Tax Commission requires that each county designate the individuals selected to represent the County at said hearing.

THEREFORE BE IT RESOLVED, that Douglas A. Stover, Equalization Director, and Commissioners Rebecca Bahar-Cook and Robin Case-Naeyaert, be and hereby are appointed to represent the County of Ingham at the preliminary meeting on Monday, May 11, 2015 and the Annual State Equalization Hearing on Tuesday, May 26, 2015, and any other dates as set by the State Tax Commission, in the matter of the 2015 equalization of assessments for Ingham County.

**Agenda Item 1c**

To: County Services and Finance Committees

From: Douglas A. Stover, Director  
Equalization/Tax Mapping

Date: April 7, 2015

Subject: 2015 Remonumentation Peer Review Group Members

The attached resolution appoints Peer Review Group Members for the 2015 Ingham County Remonumentation Project.

The resolution also authorizes contracts for the services of each Peer Review Group Member, said contracts to be funded by survey and remonumentation grants funds authorized for 2015 at a cost not to exceed \$800 per Peer Review Group Member.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH AND APPOINT ANTHONY BUMSTEAD,  
DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE,  
DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS  
FOR THE 2015 INGHAM COUNTY REMONUMENTATION PROJECT**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group Members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2015 Ingham County Remonumentation Project:

Anthony Bumstead, 513 W. Lovett Street, Charlotte, MI 48813  
David Clifford, 805 N. Cedar Street, Mason, MI 48854  
Ronald Enger, 805 N. Cedar Street, Mason, MI 48854  
Gilbert Barish, 2300 N. Grand River Avenue, Lansing MI 48906  
David Van Denberghe, 2300 N. Grand River Avenue, Lansing MI 48906  
David Lohr, 6014 Chesapeake Drive, Lansing MI 48911  
Brian Reynolds, 138 W. State Street, Hastings MI 49058  
Greg Vaughn, 312 North Street, Mason MI 48854

to terms expiring December 31, 2015.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2015 at a cost not to exceed \$800 per Peer Review Group Member.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: Finance and Law & Courts Committees

FROM: Andrew Seltz, Director

DATE: April 9, 2015

CC: John Neilsen, Chief Deputy Controller

RE: Request for Resolution to Authorize an Animal Control Emergency Overcrowding Declaration Policy and to provide for a reduced fee schedule to reduce animal adoption fees as required by the population within the Animal Shelter.

The Ingham County Animal Control Department (ICAC) adoption fees are established and reviewed by the Board of Commissioners. As the Department is an open admission animal shelter, animal population can exceed healthy limits within a matter of days for no apparent reason. ICAC experiences sharp increases in its animal population during the spring and summer months due to animal breeding seasons and the increased outdoor activity of our citizens. The Department strives to maintain a high level of care for those animals within our facility as well as providing every animal the opportunity to find a new home via adoption activities.

Although current adoption pricing allows for steady adoptions to be facilitated, an alternative pricing schedule to reduce adoption prices based upon excessive animal shelter population would help to facilitate additional adoptions. The additional adoptions would, in turn, decrease the expenditure of resources being utilized on the health, care and potential euthanasia of animals in the care of the animal shelter. As shelter capacity stabilizes, fees would return back to prescribed levels.

Any declaration of an overcrowding emergency would be reported to the Board Chair and the Controller prior to activating an alternate pricing schedule. In turn, the Board Chair and Controller would be contacted upon the stabilization of the animal shelter population. It is anticipated that the greatest need for this program would be in the late spring thru late summer time frame. Historically, the fall and winter time frames are times of lower shelter populations.

Additionally, discrepancies in pricing pertaining to dogs and cats exist due to existing trends in adoption rates within those species. Cats have proven to be more challenging to place in permanent homes than dogs thus the deeper discounts for cats over dogs.

The Board of Commissioners has previously taken on a venture similar to this request via the “Whisker Wednesday” program which provides for free cat and half price dog adoptions on every Wednesday. “Whisker Wednesday” was initially a pilot program but due to its success in raising the adoption rate in both cats and dogs along with the subsequent reduction in euthanasia of healthy and friendly animals, the Board of Commissioners instituted this program permanently.

Ingham County Citizens realize the value in lower animal adoption fees and frequently donate private funds to help offset mandated fees. The donated funding provided by citizens would be diverted to established funds such as the Animal Care Fund, Spay and Neuter Fund and the Anti-Cruelty Fund, all of which raise the quality of life for our animals and citizens without additional General Fund funding.

The Department currently realizes an annual budget of \$49,000 related to animal adoptions. As reductions in adoption fees may come in the form of 50%, 75% to completely waived, a specific loss in revenue cannot be identified due to the inconsistency of potential pricing decreases (The Department realized 1,293 adoptions in 2014). The Department is estimated to experience a loss estimated in between one quarter to one half of estimated revenue. Once again, the need to reduce adoption pricing would be dictated by unforeseen rises in animal population at the animal shelter.

The results of this potential action would be improved services to the citizens, a higher level of animal care, a reduction in costs related to the care of animals at the shelter and a reduction in the euthanasia of healthy and friendly animals, all of which contribute to the Quality of Life aspect of the strategic vision and plan implemented by the Board of Commissioners.

I thank you for your consideration regarding this matter.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN ANIMAL CONTROL EMERGENCY OVERCROWDING  
DECLARATION POLICY AND TO PROVIDE FOR A REDUCED FEE SCHEDULE TO  
REDUCE ANIMAL ADOPTION FEES AS REQUIRED BY THE POPULATION WITHIN  
THE ANIMAL SHELTER**

WHEREAS, the Board of Commissioners establishes fees related to the adoption of healthy and friendly animals from the Department of Animal Control; and

WHEREAS, the Department of Animal Control provided for 1,293 animal adoptions in 2014; and

WHEREAS, there are often unforeseen and unplanned influxes in the animal population at the animal shelter creating additional occurrences of illness, disease, and potentially death due to overcrowding; and

WHEREAS, the Board of Commissioners has previously enacted programs such as “Whisker Wednesdays” that provide for free cat and half price dog adoptions; and

WHEREAS, overcrowding in the animal shelter results in additional resources being utilized in the care and feeding of animals; and

WHEREAS, the Department of Animal Control strives to provide for the highest level of animal care and the reduction of healthy and friendly animal euthanasia; and

WHEREAS, offering reduced adoption rates would promote additional animal adoptions thus reducing the shelter population to manageable levels; and

WHEREAS, future donations received to reduce adoption prices would be utilized for animal care programs; and

WHEREAS, the Board of Commissioners have a set fee schedule pertaining to adoption fees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Animal Control Director to declare an Animal Control Overcrowding Emergency when the shelter capacity equals or exceeds eighty percent of capacity provided that the Director notifies the Chair of the Board and the County Controller that an Animal Control Overcrowding Emergency is in effect.

BE IT FURTHER RESOLVED, the following fee schedule shall take effect during Animal Control Overcrowding Emergency declarations based upon Shelter capacity and return to previously prescribed pricing as capacity returns to below eighty percent:

Cats

Shelter Capacity = 80%, Adoption Fees = 80% off

Shelter Capacity = 90%, Adoption Fees = 90% off

Shelter Capacity = 100%, Adoption Fees = Waived

Dogs

Shelter Capacity = 80%, Adoption Fees = 50% off

Shelter Capacity = 90%, Adoption Fees = 75% off

Shelter Capacity = 100%, Adoption Fees = Waived

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments consistent with this resolution.

# MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow

DATE: April 7, 2015

RE: **Request for Authorization to Purchase New Vehicle for Family Center**

This resolution requests authorization to purchase a new Dodge Grand Caravan for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. This new vehicle would replace a 2008 Ford E-350 15 passenger van that is in need of costly transmission repair. The 15 passenger van cannot be used to transport juveniles to and from the Ingham Academy due to a state law prohibiting that size vehicle transporting youth to school environments, so it is only used to transport to and from the Pride Evening Reporting Program. By purchasing the new minivan, both programs can put it in the transport rotation.

Ingham County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by driving juveniles to and from community programs, when the program is part of the juvenile's treatment plan. The reimbursement funds are put in a reserve which is targeted for van replacement. Currently, this line item has \$84,546 available.

It is believed a new van would not exceed \$27,000 in cost. The Family Division would like to see an attempt made to trade in the 2008 Ford E-350 to offset the cost of a new vehicle. If a trade in is not feasible, the old van would go to the next Ingham County auction. If authorized, this vehicle will be purchased through the state government purchasing contract as previously done with the other Family Center vehicles.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS FOR A REPLACEMENT VEHICLE  
FOR THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Family Division has a fleet of nine vehicles to transport juveniles to and from Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, one of the nine vehicles, a 2008 Ford E-350, a 15 passenger van used specifically for the Pride Evening Reporting Program is in need of extensive transmission repair; and

WHEREAS, replacing the 2008 Ford E-350 with a 2015 Dodge Grand Caravan minivan would allow the vehicle to be used in both the Ingham Academy and Pride Evening Reporting Programs as state law prohibits transporting youth to and from a school environment using a 15 passenger van; and

WHEREAS, the Family Division's budget includes a line item for van replacement and the funds deposited in this reserve come from the Child Care Fund's reimbursement for each van's usage, transporting youth to and from community programs; and

WHEREAS, as of April 6, 2015, there is a balance of \$84,546 in the van replacement reserve portion of the Family Division's budget; and

WHEREAS, a request is made through this resolution to trade in the 2008 Ford E-350 van and purchase a new Dodge Grand Caravan minivan at a cost not to exceed \$27,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2015 Dodge Grand Caravan replacement van at a cost not to exceed \$27,000, less the trade in value of a 2008 Ford E-350, if the vehicle is mutually agreed by both parties to be included in this transaction.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budgetary transfers from van replacement reserve in the 2015 Family Division Budget.

## Agenda Item 4

TO: Law & Courts and Finance Committees  
FROM: Lisa McCormick, Chief Assistant Prosecutor, LOFT Chairperson  
RE: Renewal of Westlaw and Clear Contracts  
DATE: April 7, 2015

This memo is on behalf of the LOFT committee which includes a representative from the Circuit Court, Friend of the Court, Probate Court, 55<sup>th</sup>, Sheriff, and Prosecutor's office.

Currently our Westlaw and Clear contracts are due to expire December 31, 2015. Our Westlaw representative retired at the end of 2014. When we were assigned our new Westlaw Representative it was brought to the attention after a review of our account that we were over our number of licenses which is currently 42. This would cause a substantial increase to our current contract. We were currently using 63 licenses which is an accurate reflection of the number of licenses we need county wide.

Due to this the LOFT group met and re-negotiated a three (3) year contract that covered the number of licenses that were needed county wide. We were also able to continue with our existing Westlaw plans and expanded our content to all users. The increase in the first year is a minimal .47 cents per month. The last two (2) years of the contract will increase by 3% each year. The proposed resolution outlines the costs for the life of the three (3) year contract. Probate court also added a Clear license.

Due to the reasons outlined, we are proposing a new three (3) year contact that would start June 1, 2015 through to May 31, 2018. Westlaw/Clear is the only vendor that can provide all the on line research that all the departments need so we believe this is the most effective way to proceed.



Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THREE YEAR CONTRACTS FOR WESTLAW ELECTRONIC LAW LIBRARY AND CLEAR ACCESS FOR VARIOUS INGHAM COUNTY DEPARTMENTS, OFFICES AND COURTS**

WHEREAS, various Ingham County criminal justice agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT – the Law and Order Fund for Technology: Sheriff, Prosecutor, 55<sup>th</sup> District, 30<sup>th</sup> Circuit and Probate Courts collectively looked at various vendors to provide this service to determine the most cost effective and efficient way to obtain this service; and

WHEREAS, the LOFT Committee recommended Westlaw/Clear as the best vendor to provide this service and entered into previous contracts with Westlaw/Clear; and

WHEREAS, the LOFT Committee recommends Westlaw/Clear again to provide this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the LOFT Committee’s recommendation and authorizes three year contracts with Westlaw from June 1, 2015 through May 31, 2018 out of budgeted operational and LOFT Funds with the exception of Friend of the Court and Prosecuting Attorney’s Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with State of Michigan as follows:

**WESTLAW:**

**YEAR 1:**

|                     |         |  |
|---------------------|---------|--|
| Circuit/Probate/FOC | 2015/16 | \$ 1115.95 a month * 12 = \$ 13,391.40 |
| Prosecutor          | 2015/16 | \$ 1334.13 a month * 12 = \$ 16,009.56 |
| 55 <sup>th</sup>    | 2015/16 | \$ 263.20 a month * 12 = \$ 3,158.40   |
| Sheriff             | 2015/16 | \$ 332.00 a month * 12 = \$ 3,984.00   |
| Total:              | 2015/16 | \$ 3,045.28 a month                    |
| Total:              | 2015/16 | \$ 36,543.36 a year                    |

**YEAR 2:**

|                     |         |                                      |
|---------------------|---------|--------------------------------------|
| Circuit/Probate/FOC | 2016/17 | \$ 1149.42 a month *12 = \$13,793.04 |
| Prosecutor          | 2016/17 | \$ 1374.15 a month *12 = \$16,489.80 |
| 55 <sup>th</sup>    | 2016/17 | \$ 271.09 a month *12 = \$3,253.08   |
| Sheriff             | 2016/17 | \$ 341.96 a month *12 = \$4,103.52   |
| Total:              | 2016/17 | \$ 3,136.62 a month                  |
| Total:              | 2016/17 | \$ 37,639.44 a year                  |

**YEAR 3:**

|                     |         |  |
|---------------------|---------|--|
| Circuit/Probate/FOC | 2017/18 | \$ 1183.90 a month * 12 = \$ 14,206.80 |
| Prosecutor          | 2017/18 | \$ 1415.37 a month * 12 = \$ 16,984.44 |
| 55 <sup>th</sup>    | 2017/18 | \$ 279.22 a month * 12 = \$ 3,350.64   |
| Sheriff             | 2017/18 | \$ 352.22 a month * 12 = \$ 4,226.64   |
| Total:              | 2017/18 | \$ 3,230.71 a month                    |
| Total:              | 2017/18 | \$ 38,768.52 a year                    |

**CLEAR:**

**YEAR 1:**

|                  |           |   |
|------------------|-----------|---|
| Circuit Court    | 2015/2016 | \$ 115.77 a month * 12 = \$ 1,389.24  |
| 55 <sup>th</sup> | 2015/2016 | \$ 115.77 a month * 12 = \$ 1,389.24  |
| Probate          | 2015/2016 | \$ 115.77 a month * 12 = \$ 1,389.24  |
| Prosecutor       | 2015/2016 | \$ 267.15 a month * 12 = \$ 3,205.80  |
| FOC              | 2015/2016 | \$ 380.70 a month * 12 = \$ 4,568.40  |
| Total:           | 2015/2016 | from LOFT a month \$ 347.31   |
| Total:           | 2015/2016 | from LOFT a year \$ 4,167.72  |
| Total:           | 2015/2016 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 647.85   |
| Total:           | 2015/2016 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 7,774.20 |

**YEAR 2:**

|                  |           |   |
|------------------|-----------|---|
| Circuit Court    | 2016/2017 | \$ 119.24 a month * 12 = \$ 1,430.88  |
| 55 <sup>th</sup> | 2016/2017 | \$ 119.24 a month * 12 = \$ 1,430.88  |
| Probate          | 2016/2017 | \$ 119.24 a month * 12 = \$ 1,430.88  |
| Prosecutor       | 2016/2017 | \$ 275.16 a month * 12 = \$ 3,301.92  |
| FOC              | 2016/2017 | \$ 392.12 a month * 12 = \$ 4,705.44  |
| Total:           | 2016/2017 | from LOFT a month \$ 357.72   |
| Total:           | 2016/2017 | from LOFT a year \$ 4,292.64  |
| Total:           | 2016/2017 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 667.28   |
| Total:           | 2016/2017 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 8,007.36 |

**YEAR 3:**

|                  |           |   |
|------------------|-----------|---|
| Circuit Court    | 2017/2018 | \$ 122.82 a month * 12 = \$ 1,473.84  |
| 55 <sup>th</sup> | 2017/2018 | \$ 122.82 a month * 12 = \$ 1,473.84  |
| Probate          | 2017/2018 | \$ 122.82 a month * 12 = \$ 1,473.84  |
| Prosecutor       | 2017/2018 | \$ 283.42 a month * 12 = \$ 3,401.04  |
| FOC              | 2017/2018 | \$ 403.88 a month * 12 = \$ 4,846.56  |
| <br>             |           |   |
| Total:           | 2017/2018 | from LOFT a month \$ 368.46   |
| Total:           | 2017/2018 | from LOFT \$ a year \$ 4,421.52   |
| <br>             |           |   |
| Total:           | 2017/2018 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 687.30   |
| <br>             |           |   |
| Total:           | 2017/2018 | from Title IV-D Cooperative Reimbursement Program with State of MI – Prosecutor/FOC \$ 8,247.60 |

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

The Forest Community Health Center is in need of renovations to accommodate the growing demands of Ingham County residents.

The Purchasing Department solicited bids for the renovations and Laux Construction, LLC, a registered, local vendor submitted the lowest responsive and responsible bid of \$1,441,900.00 and is recommended by the Purchasing and Facilities Departments. The Facilities Department is asking for a contingency amount of \$108,000.00 for any unforeseen circumstances that may arise.

The renovations will be performed for a total not to exceed cost of \$1,549,900.00 which includes the contingency.

The funds for this project are available within the approved CIP line item 511-61553-976000-02012.

Renovations will begin once approval is obtained and all contracts have been signed, with the anticipated completion date to be approximately November of 2015.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: April 7, 2015  
 SUBJECT: Renovating the Forest Community Health Center (FCHC)

Project Description:

Proposals were sought from experienced and qualified general contractors for the purpose of renovating the Forest Community Health Center (FCHC) located in Lansing, Michigan.

The scope of work includes, but is not limited to, exterior masonry repairs, concrete repairs, aluminum storefront repairs, hollow metal doors and hardware repairs, roof replacement, painting existing metal panel, fence repair, composite metal panel column covers, new trellis, interior renovation including casework, doors & frames, finishes, appliances, interior and exterior lighting, electrical including generator replacement, fire alarm, mechanical upgrades including boiler replacement, fire suppression.

Alternate 1 in the grid below decreased the generator size as outlined in the bid documents.

Proposal Summary:

Vendors contacted: 46 Local: 18  
 Vendors Pre-bid Response: 27 Local: 10  
 Vendors responding: 04 Local: 03

| VENDOR NAME         | LOCAL PREF       | BASE BID       | ALT 1 TOTAL  | TOTAL BID      |
|---------------------|------------------|----------------|--------------|----------------|
| Laux                | Yes - Holt MI    | \$1,441,900.00 | -\$48,000.00 | \$1,393,400.00 |
| Moore Trosper       | Yes - Holt MI    | \$1,679,000.00 | -\$48,000.00 | \$1,631,000.00 |
| Parrish Corporation | Yes - Lansing MI | \$1,695,000.00 | -\$48,350.00 | \$1,646,650.00 |
| SG Construction     | No - Flint MI    | \$1,599,000.00 | -\$22,000.00 | \$1,577,000.00 |

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, a local vendor, in an amount not to exceed \$1,549,900. The not to exceed amount is the base bid, \$1,441,900 plus a \$108,000 contingency for any unseen circumstances.

Advertisement:

Posted on the Purchasing Department Web Page.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY  
FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, the Forest Community Health Center is in need of renovations to accommodate the growing demands of Ingham County residents; and

WHEREAS, the Purchasing Department solicited bids for the renovations and Laux Construction, a registered local vendor, submitted the lowest responsive and responsible bid of \$1,441,900.00 and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the Facilities Department is asking for a contingency amount of \$108,000.00 for any unforeseen circumstances that may arise; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$1,549,900.00 which includes the contingency; and

WHEREAS, the funds for this project are available within the approved CIP line item 511-61553-976000-02012; and

WHEREAS, renovations will begin once approval is obtained and all contracts are signed; and

WHEREAS, the anticipated completion date is approximately November of 2015.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform renovations at the Ingham County Forest Community Health Center for a total not to exceed cost of \$1,549,900.00 which includes a \$108,000.00 contingency.

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

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMHA-CEI) FOR THE PURPOSE OF LEASING SPACE FROM INGHAM COUNTY AT THE FOREST COMMUNITY HEALTH CENTER (FCHC)**

The Facilities Department is requesting the approval of a lease agreement with CMHA-CEI to lease approximately 3000 square feet of space at the Forest Community Health Center. CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness.

The lease would begin on the date the facility is operational. The length of the lease would be for five (5) years for a total cost of \$234,210.00 as follows:

| <u>Year</u> | <u>Lease Rate/sq.ft.</u> | <u>Monthly Payment</u> | <u>Annual</u>      |
|-------------|--------------------------|------------------------|--------------------|
| Year 1:     | \$15.00                  | \$3,750.00             | \$45,000.00        |
| Year 2:     | \$15.30                  | \$3,825.00             | \$45,900.00        |
| Year 3:     | \$15.61                  | \$3,901.50             | \$46,830.00        |
| Year 4:     | \$15.92                  | \$3,980.00             | \$47,760.00        |
| Year 5:     | <u>\$16.24</u>           | <u>\$4,060.00</u>      | <u>\$48,720.00</u> |
|             | \$78.07                  | \$19,516.50            | \$234,210.00       |

A two (2) year renewal option is available after the first five years for an additional cost of \$100,350.00 as follows:

| <u>Year</u> | <u>Lease Rate/sq.ft</u> | <u>Monthly Payment</u> | <u>Annual</u>      |
|-------------|-------------------------|------------------------|--------------------|
| Year 6:     | \$16.56                 | \$4,140.00             | \$49,680.00        |
| Year 7:     | <u>\$16.89</u>          | <u>\$4,222.50</u>      | <u>\$50,670.00</u> |
|             | \$33.45                 | \$8,362.50             | \$100,350.00       |

The length of the lease will be five (5) years with a two (2) year renewal option, for a total cost of \$334,560.00, if the two (2) year renewal option is exercised.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: April 7, 2015  
 SUBJECT: Lease of Real Property

Project Description:

Proposals were sought from community services agencies/non-profit organizations (Lessee) to enter into an agreement to lease a portion of the Ingham Community Health Center (IHC) located at 2316 S. Cedar St. in Lansing, Michigan. Ingham County (Lessor) intends to retain ownership of the proposed leased space throughout the full term of any lease, and beyond, for future redevelopment. Proposals from partisan political organizations were discouraged.

The term of the lease is five (5) years, with an additional 2-year option to renew. The leasing agreement will be a full-service lease, including utilities, maintenance, and janitorial. An excess utility consumption clause may be applicable for use beyond normal office and will be reviewed at time of contract preparations. The Lessee will incur all costs related to all construction/renovation costs. The Lessor may terminate this Lease Agreement at any time for any reason upon one-hundred eight (180) days written notice to the Lessee.

Proposal Summary:

Vendors contacted: 33 Local: 33  
 Vendors responding: 01 Local: 01

| VENDOR NAME           | Local Pref | Yr 1                 | Yr 2                 | Yr 3                 | Yr 4                 | Yr 5                 | Yr 6 -Option         | Yr 7-Option          |
|-----------------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                       |            | Rate/SF Annual Lease | Rate/SF Annual Lease | Rate/SF Annual Lease | Rate/SF Annual Lease | Rate/SF Annual Lease | Rate/SF Annual Lease | Rate/SF Annual Lease |
| CMHA - CEI Lansing MI | YES        | \$15.00              | \$15.30              | \$15.61              | \$15.92              | \$16.24              | \$16.56              | \$16.89              |
|                       |            | \$45,000.00          | \$45,900.00          | \$46,830.00          | \$47,760.00          | \$48,720.00          | \$49,680.00          | \$50,670.00          |

Recommendation:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) is a local vendor who submitted the only responsive proposal.

CMHA-CEI Proposed to occupy 3,000± SF of space at the rates in the grid above. The space will be used for CMHA-CEI Outpatient Therapy and Medication Clinic between the hours of 8:00 am and 5:00 pm. CMHA-CEI will purchase furniture

The Evaluation Committee recommends awarding the contract to CMHA-CEI as outlined above.

Advertisement:

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMHA-CEI) FOR THE PURPOSE OF LEASING SPACE FROM INGHAM COUNTY AT THE FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, the Facilities Department is requesting approval to enter into a lease agreement with CMHA-CEI to lease approximately 3,000 square feet of space at the Forest Community Health Center; and

WHEREAS, CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with CMHA-CEI, 812 East Jolly Road Suite G-10, Lansing, Michigan 48910 to lease approximately 3,000 square feet of space from Ingham County at the Forest Community Health Center, beginning the date the facility is operational.

BE IT FURTHER RESOLVED, the length of the lease would be for five (5) years for a total cost of \$234,210.00 as follows:

| <u>Year</u> | <u>Lease Rate/Sq.Ft</u> | <u>Monthly Payment</u> | <u>Annual</u>      |
|-------------|-------------------------|------------------------|--------------------|
| Year 1:     | \$15.00                 | \$3,750.00             | \$45,000.00        |
| Year 2:     | \$15.30                 | \$3,825.00             | \$45,900.00        |
| Year 3:     | \$15.61                 | \$3,901.50             | \$46,830.00        |
| Year 4:     | \$15.92                 | \$3,980.00             | \$47,760.00        |
| Year 5:     | <u>\$16.24</u>          | <u>\$4,060.00</u>      | <u>\$48,720.00</u> |
|             | \$78.07                 | \$19,516.50            | \$234,210.00       |

BE IT FURTHER RESOLVED, a two (2) year renewal option is available after the first five (5) years for a total cost of \$100,350.00 as follows:

| <u>Year</u> | <u>Lease Rate/Sq.Ft</u> | <u>Monthly Payment</u> | <u>Annual</u>      |
|-------------|-------------------------|------------------------|--------------------|
| Year 6:     | \$16.56                 | \$4,140.00             | \$49,680.00        |
| Year 7:     | <u>\$16.89</u>          | <u>\$4,222.50</u>      | <u>\$50,670.00</u> |
|             | \$33.45                 | \$8,362.50             | \$100,350.00       |

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: April 6, 2015

Subject: **Resolution to Amend Intelligent Medical Objects, Inc. Service Agreement to Include ICD-10 Medical Term Conversion**

Attached is a resolution that would amend the agreement between Intelligent Medical Objects, Inc. (IMO) to include a one-time conversion cost to map (or convert) all of the ICD-9 terms that are currently used by the Community Health Centers' (CHCs) providers and clinical staff to document patient problems and histories in Electronic Health Records (EHR) over to ICD-10 terms. In order to continue to bill for services, the Centers for Medicare and Medicaid Services (CMS) is requiring the use of ICD-10 codes effective October 1, 2015.

IMO offers a SNOWMED CT<sup>®</sup> mapping file, which would convert ICD-9 terms to the new ICD-10 terms. Applying this mapping file will ensure the proper migration of terms within patient health records, avoid interruption of billing for services, and ensure compliance with the new diagnosis code requirements.

IMO completed a migration analysis for the CHCs and estimates the cost of the mapping file to be \$7,500 to \$7,700, based on the total number of terms that will require mapping. The cost for the conversion will be charged to each CHC's budget, prorated according to the number of provider FTEs at each site.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the IMO agreement to include the one time conversion cost necessary to map the medical terms used by the CHC providers and clinical staff to document patient problems and histories in EHR to ICD-10.

c: Eric Thelen, w/ attachment  
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND INTELLIGENT MEDICAL OBJECTS, INC. SERVICE AGREEMENT TO INCLUDE ICD-10 MEDICAL TERM CONVERSION**

WHEREAS, the Health Department transitioned to the use of Electronic Health Records (EHR) and Patient Management System (Next Gen) throughout its Community Health Centers (CHCs) in 2012; and

WHEREAS, the Centers for Medicare and Medicaid Services requires the transition to ICD-10 diagnostic codes (terms) by October 1, 2015 in order to remain compliant with the Health Insurance Portability Accountability Act (HIPAA); and

WHEREAS, Ingham Community Health Centers must migrate, or map its current ICD-9 terms over to the new ICD-10 terms in order to remain compliant and avoid disruption of billing for services; and

WHEREAS, Intelligent Medical Objects, Inc. (IMO) can provide a mapping file (SNOWMED CT<sup>®</sup>) that contains the necessary term maps to migrate all of the current ICD-9 terms used in the Next Gen EHR over to the updated ICD-10 terms; and

WHEREAS, IMO has conducted a migration analysis for Ingham Community Health Centers, and determined the one-time-cost for this conversion mapping to be between \$7,500-\$7,700; and

WHEREAS, through Resolution #14-034, Ingham County entered an agreement with IMO for an IT service that supports search functionality in NextGen to assist providers in identifying terminology to document patient diagnosis and histories within Next Gen; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the amendment to the IMO agreement to include the one-time cost for the ICD-9 to ICD-10 term conversion; and

WHEREAS, the Health Officer supports the amendment to the IMO agreement to include the one-time cost for the ICD-9 to ICD-10 term conversion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to the IMO Service Agreement to include the one-time conversion cost to map the ICD-9 medical terms currently used by the CHC providers and clinical staff to document patient problems and histories in EHR to ICD-10.

BE IT FURTHER RESOLVED, that the one-time cost for this conversion/mapping file shall not exceed \$7,700, with the cost of the conversion to be charged to each CHC's budget, prorated according to the number of provider FTEs at each site.

BE IT FURTHER RESOLVED, that all other terms of the agreement remain unchanged.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

## Agenda Item 7

DATE: March 30, 2015

TO: County Services and Finance Committees

FROM: Michael E. Ashton, Chief Information Officer

RE: Resolution Approving Various Contracts for the Innovation and Technology Department 2015 Budget Year

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This resolution will approve the attached list of contracts for the 2015 budget year for the Innovation and Technology Department. These were not listed in the annual resolution for contracts over \$5000. These are routine yearly contracts that the Innovation and Technology Department has to maintain phone services, Applications, and hardware support. These contracts were approved by the board in previous years but we not listed in the contract resolution 14-488 in December of 2014 for FY 2015. This list will be included in the future on the resolution presented by the budget office. The list consists only of contracts that are included in the 2015 Adopted Budget for the Innovation and Technology Department. If a contract later exceeds the budgeted amount, a resolution will be brought before the Board of Commissioners approving the increased amount.

Based on Resolution #13-439, the Innovation and Technology Department is using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution.

Annual ARUBA Maintenance – This is maintenance on the County wireless network - \$6,807.97  
Dark Fiber maintenance - Zayo - \$10,000  
Oracle Database Maintenance – Mythics - \$14,766.56  
Annual server parts Maintenance – Service Express - \$15,448.39  
ATT – Monthly phone and data services for multiple offices - \$50,000  
Comcast data services - \$36,000  
Tylor Munis Annual upgrade – \$153,308.65

Please contact me if you have any questions.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT FOR THE 2015 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget for the Innovation and Technology Department; and

WHEREAS, these contracts are required to maintain and keep the Ingham County technology network maintained and operational.

THEREFORE BE IT RESOLVED, that the following maintenance agreements be approved for the Innovation and Technology Department:

Annual ARUBA Maintenance – This is maintenance on the County wireless network - \$6,807.97  
Dark Fiber maintenance - Zayo - \$10,000  
Oracle Database Maintenance – Mythics - \$14,766.56  
Annual server parts Maintenance – Service Express - \$15,448.39  
ATT – Monthly phone and data services for multiple offices - \$50,000  
Comcast data services - \$36,000  
Tylor Munis Annual upgrade – \$153,308.65

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other related documents which are contained in the adopted budget subject to review by the County Attorney as to form and to certification by the Controller/Administrator that the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Board of Commissioners by separate resolution.

## Agenda Item 8

TO: Ingham County Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: April 8, 2015  
RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

Generally accepted accounting principles require a municipality of our size to have a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2012. A report for the year ended December 31, 2014 is required.

Gabriel Roeder Smith and Company was selected since they have conducted our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. With the changes made to both pension and the vesting for retiree health insurance in the last round of contract negotiations, this year's calculation will be difficult and I do not recommend we make a change at this time.

The cost for the evaluation is \$20,330 which appears very reasonable based upon all the changes which have occurred since 2012 which was prepared at a cost of \$19,000. The cost for the report will be charged to the Employee Benefit Fund.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE BI-ANNUAL RETIREE  
HEALTH CARE ACTUARIAL STUDY**

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2012; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, Michigan 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2014 at a cost of \$20,330.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Gabriel Roeder Smith and Company to conduct this bi-annual retiree health care valuation.

BE IT FURTHER RESOLVED, the total cost of \$20,330 will be paid from the Employee Benefit Fund.

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

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



## **MEMO**

Date: April 7, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park

This resolution authorizes the acceptance of the project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park.

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. \$15,000 has been previously allocated through Ingham County Capital Improvement funds which is the required matching funds for this project of \$45,000, which will provide a total project of \$60,000. Repairs are planned for the fall of 2015.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK**

WHEREAS, The Ingham County Board of Commissioners authorized submission of an application to the Michigan Department of Natural Resources requesting a grant from the State of Michigan Natural Resources Trust Fund in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, notification has been received that the State of Michigan Legislature has approved the grant request and the Michigan Department of Natural Resources has offered Ingham County Parks a Project Agreement; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #05-14; and

WHEREAS, the Parks & Recreation Commission supported this recommendation with the passage of a resolution at their March 23, 2015 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a Project Agreement to accept the \$45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island County Park from the Michigan Department of Natural Resources.

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

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

**Memorandum**

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: April 8, 2015

RE: Authorization to Enter into a Contract with Anderson-Fischer & Associates of Mason, Michigan for excavation services for improvement to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds

The existing condition of the footing in the “donkey” and dressage horse arenas on the north end of the fairgrounds has become deficient for usage by the thirty plus horse shows occurring annually.

In support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in resolution #14-177, the Ingham County Fair Board, by way of the proposed improvements to the two horse arenas, will enhance services offered to current events and will provide an opportunity to bid for larger regional horse shows, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream.

The Purchasing and Fair Board both concur that a contract be awarded to Anderson-Fischer & Associates who submitted the lowest responsive and responsible bid in the amount not to exceed \$18,200.00.

The Hotel/Motel reserve fund for Fairgrounds capital improvements has a current fund balance of \$62,359.69. The Fair Board requests the transfer of \$18,200.00, from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000, to assist with the completion of this capital project.

The improvements on the two arenas will begin upon execution of the contracts and is currently slated for the second week of May 2015, which will allow for the completion in conjunction with the start of the 2015 horse show season.

Sincerely,

Sandra Dargatz  
Executive Director, Ingham County Fair  
(517) 676-2857

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: April 8, 2015  
 SUBJECT: Excavation Services for the Ingham County Fairgrounds

Project Description:

Bids were sought from experienced and qualified excavators for the purpose of making improvements to the Donkey and Dressage Arenas located at the Ingham County Fairgrounds.

Scope of work:

Donkey Arena: Remove existing footing and base and excavate to enlarge arena from current footprint to 100' x 200', place a new base of clay, compact, lay down 3 inches of 2ns sand and grade out for a finished arena surface. Clay base (370 yards) 2ns sand (185 yards).

Dressage Arena: Remove existing footing and base, place new clay base, compact, lay down 3 inches of 2ns sandy on top, and grade out for finished arena surface. Clay base (315 yards) 2ns sandy (160 yards).

Proposal Summary:

Vendors contacted: 29 Local: 12  
 Pre-Bid attendance 14 Local: 05  
 Vendors responding: 07 Local: 04

| Vendor Name                               | Local Pref | Bid Bond      | Addendum | Total Bid   |
|---|------------|---------------|----------|-------------|
| Anderson-Fischer & Associates, Mason MI   | Yes        | Yes           | Yes      | \$18,200.00 |
| Jule Swartz & Sons Excavating, Jackson MI | No         | Yes           | Yes      | \$19,000.00 |
| EVR Incorporated, Okemos MI               | Yes        | Yes           | Yes      | \$20,789.15 |
| MI Demolition & Excavation, Okemos MI     | Yes        | Check in lieu | Yes      | \$28,000.00 |
| Rieth Riley Construction Co., Lansing MI  | Yes        | Yes           | Yes      | \$31,577.00 |
| Mike & Sons Asphalt, Bath MI              | No         | Yes           | Yes      | \$34,407.00 |
| Jared Beduhn Excavating                   |            | None          |          |             |

Recommendation:

The Evaluation Committee recommends awarding the contract to Anderson-Fischer & Associates in an amount not to exceed \$18,200.

Anderson-Fischer & Associates, a local vendor, submitted the lowest responsive proposal. The vendor is licensed, bonded and insured. The company has experience working on projects of similar size and scope.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ANDERSON-FISCHER & ASSOCIATES FOR EXCAVATION SERVICES FOR IMPROVEMENTS TO THE “DONKEY” AND DRESSAGE ARENAS AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the existing condition of the footing in the “donkey” and dressage horse arenas on the north end of the fairgrounds has become deficient for usage by the thirty plus horse shows occurring annually; and

WHEREAS, in support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in Resolution #14-177, the Ingham County Fair Board, by way of the improvements to the two horse arenas, will enhance services offered to current events and will provide an opportunity to bid for larger regional horse shows, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream; and

WHEREAS, the Hotel/Motel reserve fund for Fairgrounds capital improvements is currently at \$62,359.69; and

WHEREAS, after careful review of bids, the Purchasing and Fair Board both concur that a contract be awarded to Anderson-Fischer & Associates who submitted the lowest responsive and responsible bid in the amount not to exceed \$18,200.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Anderson-Fischer & Associates, 225 E. Kipp Road, Mason, Michigan 48854 to make improvements to the “donkey” and dressage arenas for a not to exceed cost of \$18,200.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account #56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: March 11, 2015  
 SUBJECT: Emulsified Asphalt – HFRS-2, HFRS-2M, SS-1H, AE-90 and CM-300

Project Description:

Ingham County sought competitive sealed bids from interested and experienced companies for the purpose of furnishing its 2015 season’s requirements of emulsified asphalt to the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 05  
 Vendors responding: 03 Local: 00

| Vendor  | SS-1H Plant Pickup | HFRS-2 Delivery to Jobsite | HFRS-2M Delivery to Jobsite | AE-90 Plant Pickup | CM-300 Delivery to Metro | Detention Rate | Total Cost for SS-1H | Total Cost for HFRS-2 | Total Cost for HFRS-2M | Total Cost for AE-90 | Total Cost for CM-300 | Plant Location        |
|---|--------------------|----------------------------|-----------------------------|--------------------|--------------------------|----------------|----------------------|-----------------------|------------------------|----------------------|-----------------------|-----------------------|
| Bit - Mat Products                            | \$1.9800           | \$1.9800                   | \$2.0300                    | \$1.9800           | No Bid                   | \$90.00        | \$39,600.00          | TBD                   | \$913,500.00           | \$19,800.00          | No Bid                | Bay City, MI          |
| Terry Asphalt Materials/Strawser Construction | \$1.9500           | \$1.8567                   | \$2.1567                    | \$1.7500           | No Bid                   | \$90.00        | \$39,000.00          | TBD                   | \$970,515.00           | \$17,500.00          | No Bid                | Alma, MI              |
| Asphalt Materials, Inc.                       | \$3.0000           | \$1.7252                   | \$1.8752                    | \$1.8000           | \$3.3638                 | \$90.00        | \$60,000.00          | TBD                   | \$843,840.00           | \$18,000.00          | \$53,820.80           | Monroe, MI/Oregon, OH |

\*Terry Asphalt Materials - 3 hours free for loads greater than 9,000 gallons and 2 hours free for loads less than 9,000 gallons.  
 \*Asphalt Materials - 3 hours free for minimum load of 9,000 gallons and 2 hours free for minimum load of 6,000 gallons.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc., the low bidder, for SS-1H Plant Pick up and AE-90 Plant Pick up. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., the low bidder, a contract for HFRS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite and CM-300 Delivery to Metro.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure, the County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
2015 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS  
FOR THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch---16,000 gallons; and

WHEREAS, the Road Department adopted 2015 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid in split form and to purchase the SS-1H and AE-90 asphalt emulsions on an as-needed, plant pickup, unit price basis from Terry Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and to award HFRS-2 (if needed), HFRS-2M and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. and Asphalt Materials Inc. based on their lowest qualified bid and/or logistically practical plant location for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with Terry Materials Inc. and Asphalt Materials Inc. and purchase asphalt emulsions as needed and budgeted.

COHL, STOKER & TOSKEY, P.C.  
ATTORNEYS AND COUNSELORS  
601 NORTH CAPITOL  
LANSING, MICHIGAN 48933

PETER A. COHL  
DAVID G. STOKER  
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(517) 372-9000  
FAX (517) 372-1026

March 27, 2015

Timothy Dolehanty, Controller  
Ingham County Controller's Office  
Courthouse  
P.O. Box 179  
Mason, Michigan 48854

Re: Cohl, Stoker & Toskey Legal Services Contract

Dear Tim:

We would appreciate the Board of Commissioners considering an increase in our legal service contract base rate. Our firm has not requested or received an increase for approximately eight years in its base rate (2007 through 2015), with the exception of the negotiated increase to cover our services to the Road Commission when the County took over the Road Commission. Further, we did not request nor receive any increase when the County acquired the 911 Central Dispatch or Potter Park Zoo from the City of Lansing. Both of which also increased the work and number of contracts for our firm.

Enclosed is our average hourly rate based on our fixed fee from 2007 through 2014. I am sure you will recognize that the hourly rate is significantly less than an experienced attorney with expertise in municipal and labor law and litigation would receive. The increase which we are requesting for 2015 is 2.5%, which equates to \$11,368.75. This is the same percentage increase negotiated in the County's union contracts. We are also requesting an increase in 2016 and 2017 of 1% each year. This proposal mirrors the minimum increases provided to most union contracts for those same years.

As with all employers, our expenses have increased considerably for such items as health insurance, utilities, mileage reimbursement, etc. Your consideration and the Board's consideration of our request would be greatly appreciated. If you have any questions, please let me know. If our proposal does get onto a Committee agenda, I would be pleased to attend.



Thank you.

Very truly yours,

COHL, STOKER & TOSKEY, P.C.



Peter A. Cohl

PAC/gmk  
Enclosure

## Ingham County Annual Retainer 2007 - 2014

### Fees:

|      |            |    |
|------|------------|----|
| 2007 | 404,750.00 | *  |
| 2013 | 454,750.00 | ** |

\*2007 to date, no base fee increase (approximately 8 years)

\*\*Increase due to additional work as a result of Road Commission being taken over by the Board of Comm

### Effective Hourly Rate:

|      |        |           |
|------|--------|-----------|
| 2007 | 109.00 | 4,420 hrs |
| 2008 | 78.00  | 5,186 hrs |
| 2009 | 79.00  | 5,175 hrs |
| 2010 | 99.00  | 4,096 hrs |
| 2011 | 117.00 | 3,384 hrs |
| 2012 | 103.00 | 3,724 hrs |
| 2013 | 117.00 | 3,711 hrs |
| 2014 | 114.00 | 4,005 hrs |

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT  
FOR LEGAL SERVICES WITH COHL, STOKER & TOSKEY, P.C.**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter "Contractor"); and

WHEREAS, that contract requires the Contractor to provide all its legal services to the County under a fixed fee; and

WHEREAS, there has not been a base fee increase to that contract for approximately eight (8) years (2007 to 2015) with the exception of an increase when the County took over the Road Commission and thereby increasing the services of the Contractor; and

WHEREAS, the Contractor's expenses and costs have gone up significantly during that eight (8) period; and

WHEREAS, the Contractor has requested a base fee increase.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a two and one-half percent (2½%) increase on the base rate to their contract (this equates to \$11,368.75).

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign such contract amendment after review by the Controller/Administrator.

## MEMORANDUM

**TO:** County Services Committee  
Finance Committee

**FROM:** Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

**DATE:** March 17, 2015

**RE:** Amendments to Business Travel and Reimbursement Policy and Procurement Card Policy

The Business Travel and Reimbursement Policy and Procurement Card Policy offer contradictory instructions regarding airline reservations (Travel and Reimbursement Policy delegates responsibility exclusively to Financial Services; Procurement Card policy allows “cardholders” to make reservations). The attached resolution offers amendments to create consistent text between the two policies.

Approval of the proposed resolution will promote consistency policy interpretation and official airline booking practices. Chances of disparate treatment in consideration of travel requests would be similarly reduced. The final result favors the most recently approved (October 5, 2010) model for securing airline reservations (see page 3 of the Procurement Card Policy and on pages 4 - 6 of the Travel and Reimbursement policy).

Changes are also proposed in the Travel and Reimbursement Policy to allow for meal reimbursement for same-day travel (see pages 2, 5 and 6). The policy currently states, “No meal allowances are permitted for any travel which begins and ends on the same day.” However, another section of the same policy states, “Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County’s expense.”

Travel to-and-from training events can often be completed in a single day, but travelers are denied meal reimbursement despite attendance by the requisite “community members, vendors or other outside parties.” In one example in 2014, a group of employees traveled to and from Columbus, Ohio in a single day, but were not eligible for meal reimbursement. The proposed change will allow for meal reimbursement when travel requirements span a full day.

Excel spreadsheets were created and linked to the Business Travel and Reimbursement Policy to promote a paperless approval option for business travel reimbursement, meeting supplies expenses, business meal expenses, retiree recognition expenses and business travel requests. Changes proposed to these policies were presented to department heads in late January and circulated for a 30-day review period before presentation for Committee approval.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND BUSINESS TRAVEL AND REIMBURSEMENT POLICY  
AND PROCUREMENT CARD POLICY**

WHEREAS, the Ingham County Board of Commissioners has adopted official policies and procedures to govern business travel and reimbursement (Resolution #10-327), and to set forth rules for use of a County-issued procurement card (Resolution #02-178); and

WHEREAS, a procedural conflict exists between these two policies for making airline reservations; and

WHEREAS, a conflict exists in the Business Travel and Reimbursement Policy regarding meal reimbursements; and

WHEREAS, the Ingham County Board of Commissioners seeks to establish consistency among and between official policies and procedures of County government.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amendments to the Business Travel and Reimbursement Policy as follows:

J. Meal Allowance

~~No meal allowance will be allowed for travel that is completed within the same day.~~ Meal reimbursement calculations are provided in Section N.9.

N. Travel Arrangements

3. Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight will be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$100 for an individual or \$200 for a group, the flight will be booked from the neighboring airport. The \$100 or \$200 difference is for the inclusive cost of the flight including mileage and parking.

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

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

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

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

| <u>Return Time</u>               | <u>Allowable Meals</u>   |
|----------------------------------|--------------------------|
| After 5:00 p.m.                  | 3 meals 100% of Per Diem |
| Between 10:00 a.m. and 5:00 p.m. | 2 meals 70% of Per Diem  |
| Before 10:00 a.m.                | 1 meal 40% of Per Diem   |

Maximum per diem allowance will be prorated as shown on the table below:

| <u>Departure Time</u> | <u>Return Time</u> | <u>Maximum Allowance</u> |
|-----------------------|--------------------|--------------------------|
| Before 8:00 a.m.      | After 6:00 p.m.    | 100%                     |
| After 8:00 a.m.       | After 6:00 p.m.    | 80%                      |
| Before 8:00 a.m.      | Before 5:00 p.m.   | 50%                      |
| After 8:00 a.m.       | Before 5:00 p.m.   | 30%                      |
| Before 12:00 Noon     | Before 12:00 Noon  | 0%                       |
| After 12:00 Noon      | After 12:00 Noon   | 0%                       |

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

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves amendments to the Procurement Card Policy as follows:

C. Procurement Card Program Overview

8. Cardholder may use the procurement card for some travel costs if pre-approved by their department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges **and** parking fees for applicable nights ~~and air fare if necessary~~. All items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder's procurement card statement along with any additional documentation required by the department head or financial card administrator.

**MEMORANDUM**

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 3, 2015

SUBJECT: 2016 Update of County Fees

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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. We have completed our review for fiscal year 2016 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees, addition of a few fees and some proposed eliminated fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2015, park and zoo winter seasonal fees on November 1, 2015, and for all other departments on January 1, 2016. As noted in the fee schedule, seasonal fees will continue through March 31, 2016.

The first attachment (Attachment A) offers analysis of proposed fees for 2016. The annual average United States' consumer price index was used to do the calculation. This rate of 1.6% was 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 2015 cost as calculated in last year's fee update process.
4. The 2016 cost, which was calculated by multiplying the 2015 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 was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

6. The 2016 calculated fee is based on the 2016 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2016, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all such cases, the Controller ultimately agreed with recommendations of the department head as follows:
  - a. CS: The Clerk's Office would like to maintain the 2015 rate for the Marriage Solemnize fee (line 10) in recognition of a significant increase a few years ago. The Clerk indicated that she charges the largest fee in the County already for marriages.
  - b. CS: The Parks Department would like to maintain their 2015 fees. They feel that the fees have been increased significantly over the past few years and would like the parks to be affordable. However, they would like to simplify the fee schedule by removing some fees and creating new fees in an effort to eliminate keeping track of weekend and weekday rates. The lines that are struck out would be removed with new fees being added on Lines 120, 137-138 and 181-182 and 184. Also, Line 77 is a new fee added to recoup the cost of additional seasonal labor for reservations outside of normal business hours.
  - c. CS: The Zoo agreed with most of the proposed fee increases. They would prefer not to raise lines 202, 204, 205, 208-209 and 211 because they would like to be in line with the Parks Department and to stay within AZA compliance with Zoos of their size.
  - d. CS: The Register of Deeds agrees with most of the proposed fee increases. However, Line 228 and 229 they don't agree with increasing due to state law and only being able to charge 1.00 per copy with the rest going to their vendor Fidler for maintaining the system.
  - e. HS: The Health Department would like to change the medical examiner fees for autopsy reports to mirror the fees that Sparrow charges in lines 20 and 21. On lines 23, 24, 26 and 33 Office for Young Children staff feel the proposed fees are above the market rates for these services. They would like to increase the fee, just not as drastically. Environmental Health fees are not included this year due to the Maximus Study that is currently underway.



- f. L&C: Animal Control proposed fee increases are supported by the department except the following: In Lines 8-9, 11-15, 25 and 37 increases are not recommended because current rates far exceed the rates in neighboring counties and municipalities with similar operational capacity. They feel high fees will continue to deter animal owners from complying with requirements.
  - g. L&C: The District Court does not recommend any fee increase for 2016.
  - h. L&C: In line 65, the Circuit Court raised the per page copy cost to \$1.50 per page. This increase, which has been approved by the State Court Administrative Office (SCAO), was made to keep abreast of increased supply costs and to mitigate the loss of revenue we would experience by no longer being able to charge for online access to Register of Actions and name searches. In line 66, pursuant to various changes in the record reproduction court rule, and most recently in MCR 8.119(H), the court is no longer able to charge for online criminal history or name searches. Parties who are seeking criminal history reports are directed to the Michigan State Police or the Michigan Secretary of State. In line 67, pursuant to the amendment of MCL 769.1k, the Court requested that the SCAO calculate the average costs of a criminal case. Based on three years of budget data, and the assumption that we would continue to assess attorney fees separately, the SCAO has calculated our average cost of a criminal case at \$1,471. The Circuit Court Judges have agreed that they will assess up to \$1,470 in court costs based on the specifics of each case. The additional revenue amount is not available at this time due to uncertainty of how much will actually be charged and how much will be collected. In line 69, the Circuit Court has adopted a bench warrant fee of \$150. All other proposed increases are agreed upon by the court. The Friend of the Court does not want to increase the bench warrant fee in line 77. They feel it has been increased enough over the years and that these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2016 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2015 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$82,000 in additional revenue in 2016. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 1.5%.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

**DRAFT – FOR REVIEW & CONSIDERATION ONLY**

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, the annual average United States’ consumer price index was used as the cost increase factor; 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 the Attachments at the rates established effective January 1, 2016 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2015 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2015.

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

ATTACHMENT A

2016 County Fees Analysis  
County Services Committee

FEEES PROPOSED TO CHANGE ARE IN BOLD

|    | Location of Service | Fee Description  | 2016 Cost  | Target Percent | 2015 Fee        | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units  | Controller/ Department Recommend. | Additional Revenue |
|----|---------------------|--|------------|----------------|-----------------|----------------|------------------------|--------|-----------------------------------|--------------------|
| 7  | Clerk               | Certified Copy - 1st Copy  | \$20.96    | 100.0%         | \$20.00         | \$20.96        | \$20.00                | 16,500 | \$20.00                           | \$0                |
| 8  | Clerk               | Certified Copy - Add'l Copies  | \$10.48    | 100.0%         | \$10.00         | \$10.48        | \$10.00                | 20,400 | \$10.00                           | \$0                |
| 9  | Clerk               | Expedited Svc - copies of Vital Records                                  | \$20.96    | 100.0%         | \$25.00         | \$20.96        | \$25.00                | 248    | \$25.00                           | \$0                |
| 10 | Clerk               | Marriage Solemnize   | \$52.39    | 100.0%         | \$50.00         | \$52.39        | \$51.00                | 200    | \$50.00                           | \$0                |
| 11 | Clerk               | Notarization of Documents - County resident                              | \$5.29     | 100.0%         | \$5.00          | \$5.29         | \$5.00                 | 0      | \$5.00                            | \$0                |
| 12 | Clerk               | Notarization of Documents - non-County resident                          | \$10.57    | 100.0%         | \$10.00         | \$10.57        | \$10.00                | 0      | \$10.00                           | \$0                |
| 13 | Clerk               | Marriage Witness Fee   | \$15.86    | 100.0%         | \$15.00         | \$15.86        | \$15.00                | 0      | \$15.00                           | \$0                |
| 14 | Clerk               | Non-Resident Consent to Service of Process                               | \$2.11     | 100.0%         | \$2.00          | \$2.11         | \$2.00                 | 0      | \$2.00                            | \$0                |
| 15 | BOC                 | FOIA Request Copies  | \$0.17     | 100.0%         | \$0.17          | \$0.17         | \$0.17                 | 10     | \$0.17                            | \$0                |
| 16 | Drain Comm.         | Photography  | \$284.05   | 100.0%         | \$275.00        | \$284.05       | \$280.00               | 3      | \$280.00                          | \$15               |
| 17 | Drain Comm.         | Topography   | \$568.09   | 100.0%         | \$555.00        | \$568.09       | \$565.00               | 3      | \$565.00                          | \$30               |
| 18 | Drain Comm.         | Floodplain/wetland   | \$113.62   | 100.0%         | \$110.00        | \$113.62       | \$110.00               | 0      | \$110.00                          | \$0                |
| 19 | Drain Comm.         | Preliminary Comm. Site Plan Review (2)                                   | \$1,311.79 | 75.0%          | \$680.00        | \$983.85       | \$690.00               | 20     | \$690.00                          | \$200              |
| 20 | Drain Comm.         | Preliminary Plat Review (2)  | \$1,685.45 | 75.0%          | \$680.00        | \$1,264.09     | \$690.00               | 3      | \$690.00                          | \$30               |
| 21 | Drain Comm.         | Plat and Commercial Drainage Review                                      |            |                |                 |                |                        |        |                                   |                    |
| 22 | Drain Comm.         | Plat and Commercial Drainage Review - First acre                         | \$695.87   | 100.0%         | \$680.00        | \$695.87       | \$690.00               | 15     | \$690.00                          | \$150              |
| 23 | Drain Comm.         | Additional acre  | \$79.53    | 100.0%         | \$76.00         | \$79.53        | \$77.00                | 15     | \$77.00                           | \$15               |
| 24 | Drain Comm.         | Re-submission Admin fee  | \$227.24   | 100.0%         | \$220.00        | \$227.24       | \$225.00               | 0      | \$225.00                          | \$0                |
| 25 | Drain Comm.         | Plat Drain Administration Fee  | \$7,069.52 | 75.0%          | \$2,400.00      | \$5,302.14     | \$2,450.00             | 3      | \$2,450.00                        | \$150              |
| 26 | Drain Comm.         | Drain Crossing Permits, Review (Commercial)                              | \$498.01   | 100.0%         | \$490.00        | \$498.01       | \$490.00               | 40     | \$490.00                          | \$0                |
| 27 | Drain Comm.         | Drain Crossing Permit- (Residential)                                     | \$131.27   | 100.0%         | \$125.00        | \$131.27       | \$130.00               | 1      | \$130.00                          | \$5                |
| 28 | Drain Comm.         | Tap in Permit - Residential  | \$140.12   | 75.0%          | \$100.00        | \$105.09       | \$105.00               | 1      | \$105.00                          | \$5                |
| 29 | Drain Comm.         | Tap-in Permit - Commercial   | \$547.00   | 75.0%          | \$400.00        | \$410.25       | \$410.00               | 10     | \$410.00                          | \$100              |
| 30 | Drain Comm.         | Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less      | \$604.02   | 100.0%         | \$590.00        | \$604.02       | \$600.00               | 0      | \$600.00                          | \$0                |
| 31 | Drain Comm.         | Soil Erosion (12 mo.) - Commercial- each additional acre (3)             | \$60.40    | 100.0%         | \$59.00         | \$60.40        | \$60.00                | 0      | \$60.00                           | \$0                |
| 32 | Drain Comm.         | Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)  | \$529.84   | 100.0%         | \$520.00        | \$529.84       | \$525.00               | 0      | \$525.00                          | \$0                |
| 33 | Drain Comm.         | Soil Erosion (9 mo.) - Commercial- each add'l acre (3)                   | \$52.98    | 100.0%         | \$52.00         | \$52.98        | \$52.00                | 0      | \$52.00                           | \$0                |
| 34 | Drain Comm.         | Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3) | \$455.67   | 100.0%         | \$440.00        | \$455.67       | \$450.00               | 0      | \$450.00                          | \$0                |
| 35 | Drain Comm.         | Soil Erosion (6 mo.) - Commercial- each add'l acre (3)                   | \$45.57    | 100.0%         | \$44.00         | \$45.57        | \$45.00                | 0      | \$45.00                           | \$0                |
| 36 | Drain Comm.         | Soil Erosion Permit Transfer   | \$96.58    | 100.0%         | \$90.00         | \$96.58        | \$95.00                | 0      | \$95.00                           | \$0                |
| 37 | Drain Comm.         | Soil Erosion Permit Renewal (3)  | \$48.29    | 100.0%         | 1/2 of orig fee | \$48.29        | 1/2 of orig fee        | 0      | 1/2 of orig fee                   | \$0                |

| 2016 County Fees Analysis<br>County Services Committee |  | FEES PROPOSED TO CHANGE ARE IN BOLD |                |            |                |                        |       |                                  |                    |  |
|--|--|-------------------------------------|----------------|------------|----------------|------------------------|-------|----------------------------------|--------------------|--|
| Location of Service                                    | Fee Description  | 2016 Cost                           | Target Percent | 2015 Fee   | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units | Controller/Department Recommend. | Additional Revenue |  |
| 38   | Drain Comm. Escrow account-1/2 acre or less  | \$568.09                            | 100.0%         | \$555.00   | \$568.09       | \$565.00               | 20    | \$565.00                         | \$200              |  |
| 39   | Drain Comm. Escrow account - 1/2 to 1 acre   | \$1,704.27                          | 100.0%         | \$1,675.00 | \$1,704.27     | \$1,685.00             | 10    | \$1,685.00                       | \$100              |  |
| 40   | Drain Comm. Escrow account - 1 to 5 acres  | \$3,408.55                          | 100.0%         | \$3,350.00 | \$3,408.55     | \$3,375.00             | 15    | \$3,375.00                       | \$375              |  |
| 41   | Drain Comm. Escrow account - 5 to 10 acres   | \$5,680.92                          | 100.0%         | \$5,590.00 | \$5,680.92     | \$5,600.00             | 5     | \$5,600.00                       | \$50               |  |
| 42   | Drain Comm. Escrow account - each add'l 10 acres                                     | \$2,840.46                          | 100.0%         | \$2,795.00 | \$2,840.46     | \$2,800.00             | 5     | \$2,800.00                       | \$25               |  |
| 43   | Drain Comm. Soil Erosion Permit-Residential-12 mo.                                   | \$261.32                            | 100.0%         | \$255.00   | \$261.32       | \$260.00               | 2     | \$260.00                         | \$10               |  |
| 44   | Drain Comm. Soil Erosion Permit - 9 month duration                                   | \$337.31                            | 75.0%          | \$245.00   | \$252.98       | \$250.00               | 5     | \$250.00                         | \$25               |  |
| 45   | Drain Comm. Soil Erosion Permit - 6 month duration                                   | \$273.49                            | 75.0%          | \$200.00   | \$205.12       | \$200.00               | 40    | \$200.00                         | \$0                |  |
| 46   | Drain Comm. Soil Erosion Permit - Renewal  | \$136.75                            | 75.0%          | \$100.00   | \$102.56       | 1/2 of orig fee        | 25    | 1/2 of orig fee                  | \$0                |  |
| 47   | Drain Comm. Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection     | \$436.91                            | 75.0%          | \$310.00   | \$327.68       | \$320.00               | 15    | \$320.00                         | \$150              |  |
| 48   | Drain Comm. Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection    | \$63.81                             | 75.0%          | \$45.00    | \$47.86        | \$46.00                | 10    | \$46.00                          | \$10               |  |
| 49   | Drain Comm. Violation and Cease&Desist Order   | \$298.35                            | 100.0%         | \$290.00   | \$298.35       | \$295.00               | 6     | \$295.00                         | \$30               |  |
| 50   | Drain Comm. Title Search - Drain Assessments   | \$5.42                              | 100.0%         | \$5.00     | \$5.42         | \$5.00                 | 1,694 | \$5.00                           | \$0                |  |
| 51   | Equalization Pre-2005 Paper Maps/Aerial photos (blueprints)                          | \$12.88                             | 100.0%         | \$12.00    | \$12.88        | \$12.00                | 100   | \$12.00                          | \$0                |  |
| 52   | Equalization Digitally Produced Paper Maps- Parcel Layer                             |                                     |                |            |                |                        |       |                                  | \$0                |  |
| 53   | Equalization 8.5" x 11"  | \$6.37                              | 100.0%         | \$6.00     | \$6.37         | \$6.00                 | 5     | \$6.00                           | \$0                |  |
| 54   | Equalization 11" x 17"   | \$12.74                             | 100.0%         | \$12.00    | \$12.74        | \$12.00                | 5     | \$12.00                          | \$0                |  |
| 55   | Equalization 17" x 22"   | \$19.11                             | 100.0%         | \$18.00    | \$19.11        | \$19.00                | 5     | \$19.00                          | \$5                |  |
| 56   | Equalization 22" x 34"   | \$25.48                             | 100.0%         | \$25.00    | \$25.48        | \$25.00                | 5     | \$25.00                          | \$0                |  |
| 57   | Equalization 28" x 40"   | \$31.85                             | 100.0%         | \$31.00    | \$31.85        | \$31.00                | 5     | \$31.00                          | \$0                |  |
| 58   | Equalization 34" x 44"   | \$38.22                             | 100.0%         | \$37.00    | \$38.22        | \$38.00                | 5     | \$38.00                          | \$5                |  |
| 59   | Equalization Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer |                                     |                |            |                |                        |       |                                  | \$0                |  |
| 60   | Equalization 8.5" x 11"  | \$12.74                             | 100.0%         | \$12.00    | \$12.74        | \$12.00                | 1,250 | \$12.00                          | \$0                |  |
| 61   | Equalization 11" x 17"   | \$25.48                             | 100.0%         | \$25.00    | \$25.48        | \$25.00                | 25    | \$25.00                          | \$0                |  |
| 62   | Equalization 17" x 22"   | \$38.22                             | 100.0%         | \$37.00    | \$38.22        | \$38.00                | 20    | \$38.00                          | \$20               |  |
| 63   | Equalization 22" x 34"   | \$50.95                             | 100.0%         | \$50.00    | \$50.95        | \$50.00                | 5     | \$50.00                          | \$0                |  |
| 64   | Equalization 28" x 40"   | \$63.69                             | 100.0%         | \$62.00    | \$63.69        | \$63.00                | 5     | \$63.00                          | \$5                |  |
| 65   | Equalization 34" x 44"   | \$76.43                             | 100.0%         | \$75.00    | \$76.43        | \$76.00                | 5     | \$76.00                          | \$5                |  |
| 66   | Equalization Custom Maps   | \$71.86                             | 100.0%         | \$70.00    | \$71.86        | \$71.00                | 50    | \$71.00                          | \$50               |  |
| 67   | Parks Administrative/Office Fees   |                                     |                |            |                |                        |       |                                  |                    |  |
| 68   | Parks Administrative -Returned Check Fee   | \$32.57                             | 100.0%         | \$30.00    | \$32.57        | \$32.00                | 0     | \$30.00                          | \$0                |  |
| 69   | Parks Cancellation Fee (for all park reservations)                                   | \$21.14                             | 100.0%         | \$20.00    | \$21.14        | \$21.00                | 0     | \$20.00                          | \$0                |  |

| 2016 County Fees Analysis<br>County Services Committee |                 | FEES PROPOSED TO CHANGE ARE IN BOLD                                       |                |               |                |                        |               |                                   |                    |            |
|--|-----------------|---|----------------|---------------|----------------|------------------------|---------------|-----------------------------------|--------------------|------------|
| Location of Service                                    | Fee Description | 2016 Cost   | Target Percent | 2015 Fee      | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units         | Controller/ Department Recommend. | Additional Revenue |            |
| 70   | <b>Parks</b>    | <b>Parking/Vehicle Entrance Fees ****</b>                                 |                |               |                |                        |               |                                   |                    |            |
| 71   | Parks           | Resident Daily  | \$4.27         | 75.0%         | \$3.00         | \$3.20                 | \$3.00        | 40,000                            | \$3.00             | \$0        |
| 72   | Parks           | Resident Annual   | \$42.65        | 75.0%         | \$30.00        | \$31.99                | \$31.00       | 4,000                             | \$30.00            | \$0        |
| 73   | Parks           | Non-Resident Daily  | \$5.29         | 100.0%        | \$5.00         | \$5.29                 | \$5.00        | 9,000                             | \$5.00             | \$0        |
| 74   | Parks           | Non-Resident Annual   | \$42.65        | 100.0%        | \$40.00        | \$42.65                | \$42.00       | 30                                | \$40.00            | \$0        |
| 75   | <b>Parks</b>    | <b>Shelters</b>   |                |               |                |                        |               |                                   |                    |            |
| 76   | Parks           | Winter Sports Building (100 Person Capacity) ****                         | \$97.70        | 100.0%        | \$90.00        | \$97.70                | \$95.00       | 0                                 | \$90.00            | \$0        |
| 77   | <b>Parks</b>    | <b>NEW - Winter Sports Building - reservation fee/non operational hrs</b> | <b>\$30.00</b> | <b>100.0%</b> | <b>\$0.00</b>  | <b>\$30.00</b>         | <b>\$0.00</b> | <b>0</b>                          | <b>\$30.00</b>     | <b>\$0</b> |
| 78   | <b>Parks</b>    | <b>Shelters - 60 Person Capacity ****</b>                                 |                |               |                |                        |               |                                   |                    |            |
| 79   | Parks           | Lake Lansing South Lakeview   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 61                                | \$75.00            | \$0        |
| 80   | Parks           | Lake Lansing North Oak Knoll  | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 41                                | \$75.00            | \$0        |
| 81   | Parks           | Lake Lansing North Sandhill   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 41                                | \$75.00            | \$0        |
| 82   | Parks           | Hawk Island Kestrel   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 143                               | \$75.00            | \$0        |
| 83   | Parks           | Hawk Island 1/2 of Peregrine  | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 73                                | \$75.00            | \$0        |
| 84   | Parks           | Burchfield Deer Run   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 27                                | \$75.00            | \$0        |
| 85   | Parks           | Burchfield Pine Knoll   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 23                                | \$75.00            | \$0        |
| 86   | Parks           | Burchfield Southridge   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$78.00       | 38                                | \$75.00            | \$0        |
| 87   | <b>Parks</b>    | <b>Shelters - 120 Person Capacity ****</b>                                |                |               |                |                        |               |                                   |                    |            |
| 88   | Parks           | Lake Lansing - North - 1/2 of Main  | \$105.70       | 100.0%        | \$100.00       | \$105.70               | \$105.00      | 13                                | \$100.00           | \$0        |
| 89   | Parks           | Hawk Island Peregrine   | \$132.13       | 100.0%        | \$125.00       | \$132.13               | \$130.00      | 47                                | \$125.00           | \$0        |
| 90   | Parks           | Burchfield 1/2 of North Bluff   | \$105.70       | 100.0%        | \$100.00       | \$105.70               | \$105.00      | 15                                | \$100.00           | \$0        |
| 91   | Parks           | Burchfield 1/2 of Woodsong  | \$105.70       | 100.0%        | \$100.00       | \$105.70               | \$105.00      | 8                                 | \$100.00           | \$0        |
| 92   | <b>Parks</b>    | <b>Shelters - 150 Person Capacity ****</b>                                |                |               |                |                        |               |                                   |                    |            |
| 93   | Parks           | Lake Lansing - South - 1/2 of Main  | \$105.70       | 100.0%        | \$100.00       | \$105.70               | \$105.00      | 60                                | \$100.00           | \$0        |
| 94   | <b>Parks</b>    | <b>Shelters - 240 Person Capacity ****</b>                                |                |               |                |                        |               |                                   |                    |            |
| 95   | Parks           | Lake Lansing - North - Main   | \$184.98       | 100.0%        | \$175.00       | \$184.98               | \$180.00      | 28                                | \$175.00           | \$0        |
| 96   | Parks           | Burchfield - North Bluff  | \$184.98       | 100.0%        | \$175.00       | \$184.98               | \$180.00      | 23                                | \$175.00           | \$0        |
| 97   | Parks           | Burchfield - Woodsong   | \$184.98       | 100.0%        | \$175.00       | \$184.98               | \$180.00      | 19                                | \$175.00           | \$0        |
| 98   | <b>Parks</b>    | <b>Shelters - 300 Person Capacity ****</b>                                |                |               |                |                        |               |                                   |                    |            |
| 99   | Parks           | Lake Lansing - South - Main   | \$184.98       | 100.0%        | \$175.00       | \$184.98               | \$180.00      | 17                                | \$175.00           | \$0        |
| 100  | Parks           | Burchfield - Overlook   | \$184.98       | 100.0%        | \$175.00       | \$184.98               | \$180.00      | 30                                | \$175.00           | \$0        |
| 101  | Parks           | Shelters - 375 Person Capacity ****                                       |                |               |                |                        |               |                                   |                    | \$0        |
| 102  | Parks           | Hawk Island - Red Tail  | \$264.26       | 100.0%        | \$250.00       | \$264.26               | \$260.00      | 51                                | \$250.00           | \$0        |
| 103  | <b>Parks</b>    | <b>Cabanas - Mini semi permanent shelters/30 p cap.</b>                   |                |               |                |                        |               |                                   |                    |            |
| 104  | Parks           | Hawk Island   | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$76.00       | 35                                | \$75.00            | \$0        |
| 105  | Parks           | Lake Lansing South  | \$79.28        | 100.0%        | \$75.00        | \$79.28                | \$76.00       | 15                                | \$75.00            | \$0        |

| 2016 County Fees Analysis<br>County Services Committee |  | FEES PROPOSED TO CHANGE ARE IN BOLD |                |          |                |                        |       |                                   |                    |  |
|--|--|-------------------------------------|----------------|----------|----------------|------------------------|-------|-----------------------------------|--------------------|--|
| Location of Service                                    | Fee Description  | 2016 Cost                           | Target Percent | 2015 Fee | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units | Controller/ Department Recommend. | Additional Revenue |  |
| 106  | Parks Burchfield   | \$79.28                             | 100.0%         | \$75.00  | \$79.28        | \$76.00                | 10    | \$75.00                           | \$0                |  |
| 107  | Parks Wedding Gazebo   |                                     |                |          |                |                        |       |                                   |                    |  |
| 108  | Parks Lake Lansing Wedding Gazebo  | \$264.26                            | 100.0%         | \$250.00 | \$264.26       | \$260.00               | 5     | \$250.00                          | \$0                |  |
| 109  | Parks Boating Fees ****  |                                     |                |          |                |                        |       |                                   |                    |  |
| 110  | Parks In-Park Canoe/Kayak - per hr   | \$6.34                              | 100.0%         | \$6.00   | \$6.34         | \$6.00                 | 2,262 | \$6.00                            | \$0                |  |
| 111  | Parks Abandonment Recovery Fee   | \$43.42                             | 100.0%         | \$40.00  | \$43.42        | \$41.00                | 0     | \$40.00                           | \$0                |  |
| 112  | Parks Late Fee (arriving 1/2 hour or later after closing)                              | \$21.71                             | 100.0%         | \$20.00  | \$21.71        | \$21.00                | 0     | \$20.00                           | \$0                |  |
| 113  | Parks Canoe/Kayak Trips - McNamara   | \$15.86                             | 100.0%         | \$15.00  | \$15.86        | \$15.00                | 146   | \$15.00                           | \$0                |  |
| 114  | Parks Canoe/Kayak Trips - Bunker Rd  | \$23.25                             | 100.0%         | \$22.00  | \$23.25        | \$23.00                | 64    | \$22.00                           | \$0                |  |
| 115  | Parks Canoe/Kayak Trips - Eaton Rapids   | \$29.60                             | 100.0%         | \$28.00  | \$29.60        | \$29.00                | 15    | \$28.00                           | \$0                |  |
| 116  | Parks Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more) | \$5.43                              | 100.0%         | \$5.00   | \$5.43         | \$5.00                 | 0     | \$5.00                            | \$0                |  |
| 117  | Parks Pedal Boat - per 1/2 hour (Weekday)  | \$5.16                              | 100.0%         | \$5.00   | \$5.16         | \$5.00                 | 0     | \$5.00                            | \$0                |  |
| 118  | Parks Pedal Boat - per 1/2 hr (Weekend)  | \$6.60                              | 100.0%         | \$6.00   | \$6.60         | \$6.00                 | 8,092 | \$6.00                            | \$0                |  |
| 119  | Parks Pedal Boat - Senior (+60) - per 1/2 hr   | \$1.20                              | 100.0%         | \$1.00   | \$1.20         | \$1.00                 | 0     | \$1.00                            | \$0                |  |
| 120  | Parks Pedal Boat - 1/2 hour - NEW  | \$6.00                              | 100.0%         | \$0.00   | \$6.00         | \$0.00                 | 0     | \$6.00                            | \$0                |  |
| 121  | Parks Row Boat - 1st hour  | \$7.40                              | 100.0%         | \$7.00   | \$7.40         | \$7.00                 | 0     | \$7.00                            | \$0                |  |
| 122  | Parks Row Boat - Hourly Thereafter   | \$3.17                              | 100.0%         | \$3.00   | \$3.17         | \$3.00                 | 0     | \$3.00                            | \$0                |  |
| 123  | Parks Boat Launch - Daily  | \$5.29                              | 100.0%         | \$5.00   | \$5.29         | \$5.00                 | 2,689 | \$5.00                            | \$0                |  |
| 124  | Parks Boat Launch - Annual   | \$52.85                             | 100.0%         | \$50.00  | \$52.85        | \$51.00                | 119   | \$50.00                           | \$0                |  |
| 125  | Parks Ski Rental (Burchfield only) ****  |                                     |                |          |                |                        |       |                                   |                    |  |
| 126  | Parks Moonlight Ski- Adult   | \$10.57                             | 100.0%         | \$10.00  | \$10.57        | \$10.00                | 0     | \$10.00                           | \$0                |  |
| 127  | Parks Moonlight Ski - Child (12 & under)   | \$3.60                              | 100.0%         | \$3.00   | \$3.60         | \$3.00                 | 0     | \$3.00                            | \$0                |  |
| 128  | Parks Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****      |                                     |                |          |                |                        |       |                                   |                    |  |
| 129  | Parks 1st hour   | \$4.23                              | 100.0%         | \$4.00   | \$4.23         | \$4.00                 | 0     | \$4.00                            | \$0                |  |
| 130  | Parks Each additional hour   | \$1.06                              | 100.0%         | \$1.00   | \$1.06         | \$1.00                 | 0     | \$1.00                            | \$0                |  |
| 131  | Parks Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****                   |                                     |                |          |                |                        |       |                                   | \$0                |  |
| 132  | Parks 1st hour   | \$8.46                              | 100.0%         | \$8.00   | \$8.46         | \$8.00                 | 0     | \$8.00                            | \$0                |  |
| 133  | Parks Each additional hour   | \$3.17                              | 100.0%         | \$3.00   | \$3.17         | \$3.00                 | 0     | \$3.00                            | \$0                |  |
| 134  | Parks ****   |                                     |                |          |                |                        |       |                                   | \$0                |  |
| 135  | Parks 1st hour   | \$4.23                              | 100.0%         | \$4.00   | \$4.23         | \$4.00                 | 0     | \$4.00                            | \$0                |  |

| 2016 County Fees Analysis<br>County Services Committee |                 | FEES PROPOSED TO CHANGE ARE IN BOLD  |                |          |                |                        |          |                                   |                    |     |
|--|-----------------|--|----------------|----------|----------------|------------------------|----------|-----------------------------------|--------------------|-----|
| Location of Service                                    | Fee Description | 2016 Cost  | Target Percent | 2015 Fee | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units    | Controller/ Department Recommend. | Additional Revenue |     |
| 136  | Parks           | Each additional hour   | \$1.06         | 100.0%   | \$1.00         | \$1.06                 | \$1.00   | 0                                 | \$1.00             | \$0 |
| 137  | Parks           | NEW - Cross Country Ski Rental- adult per hour                             | \$7.00         | 100.0%   | \$0.00         | \$7.00                 | \$0.00   | 0                                 | \$7.00             | \$0 |
| 138  | Parks           | NEW - Cross Country Ski Rental - child per hour                            | \$5.00         | 100.0%   | \$0.00         | \$5.00                 | \$0.00   | 0                                 | \$5.00             | \$0 |
| 139  | Parks           | Cross Country Ski Rental Fees for separate equipment - Adult or Child **** |                |          |                |                        |          |                                   |                    |     |
| 140  | Parks           | Skis per hour  | \$3.17         | 100.0%   | \$3.00         | \$3.17                 | \$3.00   | 0                                 | \$3.00             | \$0 |
| 141  | Parks           | Boots per hour   | \$3.17         | 100.0%   | \$3.00         | \$3.17                 | \$3.00   | 0                                 | \$3.00             | \$0 |
| 142  | Parks           | Poles per hour   | \$3.17         | 100.0%   | \$3.00         | \$3.17                 | \$3.00   | 0                                 | \$3.00             | \$0 |
| 143  | Parks           | Day Camp ****  |                |          |                |                        |          |                                   |                    |     |
| 144  | Parks           | Resident Monday-Friday 9am-4pm   | \$97.70        | 100.0%   | \$90.00        | \$97.70                | \$95.00  | 0                                 | \$90.00            | \$0 |
| 145  | Parks           | Non-Resident Monday-Friday 9am-4pm   | \$108.56       | 100.0%   | \$100.00       | \$108.56               | \$105.00 | 0                                 | \$100.00           | \$0 |
| 146  | Parks           | Resident Mon-Fri 7:30am-5:30pm   | \$130.27       | 100.0%   | \$120.00       | \$130.27               | \$125.00 | 0                                 | \$120.00           | \$0 |
| 147  | Parks           | Non-Resident Mon-Fri 7:30am-5:30pm   | \$141.12       | 100.0%   | \$130.00       | \$141.12               | \$135.00 | 0                                 | \$130.00           | \$0 |
| 148  | Parks           | Disc Golf ****   |                |          |                |                        |          |                                   |                    | \$0 |
| 149  | Parks           | Day Pass - 12 & Under (with an adult) FREE                                 | \$0.00         | 100.0%   | \$0.00         | \$0.00                 | \$0.00   | 0                                 | \$0.00             | \$0 |
| 150  | Parks           | Day Pass (13 and older)  | \$4.34         | 100.0%   | \$4.00         | \$4.34                 | \$4.00   | 0                                 | \$4.00             | \$0 |
| 151  | Parks           | Season Pass  | \$43.42        | 100.0%   | \$40.00        | \$43.42                | \$43.00  | 0                                 | \$40.00            | \$0 |
| 152  | Parks           | Equipment Rental per round of Disc Golf                                    | \$1.09         | 100.0%   | \$1.00         | \$1.09                 | \$1.00   | 0                                 | \$1.00             | \$0 |
| 153  | Parks           | Equipment Replacement-lost,damaged,stolen Discs                            | \$10.86        | 100.0%   | \$10.00        | \$10.86                | \$10.00  | 0                                 | \$10.00            | \$0 |
| 154  | Parks           | Dog Park (12 Month Pass) ****  |                |          |                |                        |          |                                   |                    | \$0 |
| 155  | Parks           | Regular Pass   | \$32.57        | 100.0%   | \$30.00        | \$32.57                | \$32.00  | 0                                 | \$30.00            | \$0 |
| 156  | Parks           | Student (college ID)   | \$16.28        | 100.0%   | \$15.00        | \$16.28                | \$16.00  | 0                                 | \$15.00            | \$0 |
| 157  | Parks           | Senior (+60)   | \$16.28        | 100.0%   | \$15.00        | \$16.28                | \$16.00  | 0                                 | \$15.00            | \$0 |
| 158  | Parks           | Veteran  | \$16.28        | 100.0%   | \$15.00        | \$16.28                | \$16.00  | 0                                 | \$15.00            | \$0 |
| 159  | Parks           | Owner of Service Animal  | \$16.28        | 100.0%   | \$15.00        | \$16.28                | \$16.00  | 0                                 | \$15.00            | \$0 |
| 160  | Parks           | Daily Pass   | \$5.43         | 100.0%   | \$5.00         | \$5.43                 | \$5.00   | 0                                 | \$5.00             | \$0 |
| 161  | Parks           | Replacement FOB  | \$5.43         | 100.0%   | \$5.00         | \$5.43                 | \$5.00   | 0                                 | \$5.00             | \$0 |
| 162  | Parks           | Snow Tube Rental -Burchfield ****  |                |          |                |                        |          |                                   |                    |     |
| 163  | Parks           | Burchfield - Tube Rental (2 hours)   | \$2.17         | 100.0%   | \$2.00         | \$2.17                 | \$2.00   | 1,000                             | \$2.00             | \$0 |
| 164  | Parks           | Hawk Island Snow Hill **** Rates   |                |          |                |                        |          |                                   |                    |     |
| 165  | Parks           | Adult Pass - Snow Tubing (2 hours) Mon-Fri                                 | \$10.86        | 100.0%   | \$10.00        | \$10.86                | \$10.00  | 0                                 | \$10.00            | \$0 |
| 166  | Parks           | Child Pass - Snow Tubing (12 & under 2 hours) Mon-Fri                      | \$5.43         | 100.0%   | \$5.00         | \$5.43                 | \$5.00   | 0                                 | \$5.00             | \$0 |
| 167  | Parks           | Family Pass - Snow Tubing ( 2 adults & 2 children 2hrs) Mon-Fri            | \$27.14        | 100.0%   | \$25.00        | \$27.14                | \$27.00  | 0                                 | \$25.00            | \$0 |
| 168  | Parks           | Adult Pass - Snow Tubing (2 hours) Sat, Sun and Holidays                   | \$13.03        | 100.0%   | \$12.00        | \$13.03                | \$13.00  | 0                                 | \$12.00            | \$0 |



| 2016 County Fees Analysis<br>County Services Committee |  |                 | FEES PROPOSED TO CHANGE ARE IN BOLD |               |                 |                        |          |                                   |                    |  |
|--|--|-----------------|-------------------------------------|---------------|-----------------|------------------------|----------|-----------------------------------|--------------------|--|
| Location of Service                                    | Fee Description  | 2016 Cost       | Target Percent                      | 2015 Fee      | 2016 Calc. Fee  | 2016 Initial Prop. Fee | Units    | Controller/ Department Recommend. | Additional Revenue |  |
| 169  | Parks —Child Pass—Snow Tubing (12 & under-2 hours) S, S and hol-                       | \$8.68          | 100.0%                              | \$8.00        | \$8.68          | \$8.00                 | 0        | \$8.00                            | \$0                |  |
| 170  | Parks Family Pass—Snow Tubing ( 2 adults & 2 children-2hrs) S, S, hol-                 | \$37.99         | 100.0%                              | \$35.00       | \$37.99         | \$37.00                | 0        | \$35.00                           | \$0                |  |
| 171  | Parks —Group Rate (30-100 people, 2 hours)/per person                                  | \$5.43          | 100.0%                              | \$5.00        | \$5.43          | \$5.00                 | 0        | \$5.00                            | \$0                |  |
| 172  | Parks Each add'l child for Snow Tubing   | \$3.26          | 100.0%                              | \$5.00        | \$3.26          | \$5.00                 | 0        | \$5.00                            | \$0                |  |
| 173  | Parks —Adult Pass—Snowboarding (open to close) Mon-Fri (5)                             |                 | 100.0%                              | \$15.00       | \$15.24         | \$15.00                | 0        | \$15.00                           | \$0                |  |
| 174  | Parks —Adult Pass—Snowboarding S,S, Holidays (5)                                       |                 | 100.0%                              | \$20.00       | \$20.32         | \$20.00                | 0        | \$20.00                           | \$0                |  |
| 175  | Parks —Child Pass—Snowboarding— all day (12 & under) Mon-Fri (5)                       |                 | 100.0%                              | \$12.00       | \$12.19         | \$12.00                | 0        | \$12.00                           | \$0                |  |
| 176  | Parks —Child Pass—Snowboarding (12 & under) S,S, holiday (5)                           |                 | 100.0%                              | \$15.00       | \$15.24         | \$15.00                | 0        | \$15.00                           | \$0                |  |
| 177  | Parks Season Pass for Adults ** Resident (5)   |                 | 100.0%                              | \$149.00      | \$151.38        | \$149.00               | 0        | \$149.00                          | \$0                |  |
| 178  | Parks Season Pass-Children 12 & under ** (5)   |                 | 100.0%                              | \$99.00       | \$100.58        | \$99.00                | 0        | \$99.00                           | \$0                |  |
| 179  | Parks Season Pass for Adults ** Non-Resident (5)                                       |                 | 100.0%                              | \$159.00      | \$161.54        | \$159.00               | 0        | \$159.00                          | \$0                |  |
| 180  | Parks Season Pass-Children 12 & under ** Non-Resident (5)                              |                 | 100.0%                              | \$109.00      | \$110.74        | \$109.00               | 0        | \$109.00                          | \$0                |  |
| 181  | Parks <b>NEW - Per person (adults and children) (2 hours)</b>                          | <b>\$10.00</b>  | <b>100.0%</b>                       | <b>\$0.00</b> | <b>\$10.00</b>  | <b>\$0.00</b>          | <b>0</b> | <b>\$10.00</b>                    | <b>\$0</b>         |  |
| 182  | Parks <b>NEW - Group Rate - (4 + people) (per person) (2 hours)</b>                    | <b>\$8.00</b>   | <b>100.0%</b>                       | <b>\$0.00</b> | <b>\$8.00</b>   | <b>\$0.00</b>          | <b>0</b> | <b>\$8.00</b>                     | <b>\$0</b>         |  |
| 183  | Parks Hawk Island Snow Tube ****<br>Non-Operational Rates (Reservation Only)           |                 |                                     |               |                 |                        |          |                                   |                    |  |
| 184  | Parks <b>NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00</b> | <b>\$100.00</b> | <b>100.0%</b>                       | <b>\$0.00</b> | <b>\$100.00</b> | <b>\$0.00</b>          | <b>0</b> | <b>\$100.00</b>                   | <b>\$0</b>         |  |
| 185  | Parks —Group Rate (1-50 people) 2 hours (normal fee pp + \$50)-                        | \$324.59        | 100.0%                              | \$299.00      | \$324.59        | varies                 | 0        | \$299.00                          | \$0                |  |
| 186  | Parks —Group Rate (50+ people) 2 hours (normal fee pp + \$100)-                        | \$433.14        | 100.0%                              | \$399.00      | \$433.14        | varies                 | 0        | \$399.00                          | \$0                |  |
| 187  | Parks —Per additional adult  | \$10.32         | 100.0%                              | \$10.00       | \$10.32         | \$10.00                | 0        | \$10.00                           | \$0                |  |
| 188  | Parks —Per additional child  | \$5.16          | 100.0%                              | \$5.00        | \$5.16          | \$5.00                 | 0        | \$5.00                            | \$0                |  |
| 189  | Parks Snow Board & Boot rental-  | \$15.48         | 100.0%                              | \$15.00       | \$15.48         | \$15.00                | 0        | \$15.00                           | \$0                |  |
| 190  | Parks Board or Boot rental   | \$10.32         | 100.0%                              | \$10.00       | \$10.32         | \$10.00                | 0        | \$10.00                           | \$0                |  |
| 191  | Parks Helmet rental  | \$5.16          | 100.0%                              | \$5.00        | \$5.16          | \$5.00                 | 0        | \$5.00                            | \$0                |  |
| 192  | Parks Test rental-   | \$5.16          | 100.0%                              | \$5.00        | \$5.16          | \$5.00                 | 0        | \$5.00                            | \$0                |  |
| 193  | Parks Utility Vehicle/Golf Cart Rental   |                 |                                     |               |                 |                        |          |                                   |                    |  |
| 194  | Parks 1/2 day = up to 4 hours  | \$52.85         | 100.0%                              | \$50.00       | \$52.85         | \$52.00                | 10       | \$50.00                           | \$0                |  |
| 195  | Parks full day = up to 8 hours   | \$105.70        | 100.0%                              | \$100.00      | \$105.70        | \$105.00               | 5        | \$100.00                          | \$0                |  |
| 196  | Parks Game Rental (for 4 hours) ****   |                 |                                     |               |                 |                        |          |                                   | \$0                |  |
| 197  | Parks Moonwalk   | \$290.68        | 100.0%                              | \$250.00      | \$290.68        | \$280.00               | 4        | \$250.00                          | \$0                |  |
| 198  | Parks Dunk Tank  | \$237.83        | 100.0%                              | \$200.00      | \$237.83        | \$230.00               | 0        | \$200.00                          | \$0                |  |
| 199  | Parks Giant Slide  | \$422.81        | 100.0%                              | \$350.00      | \$422.81        | \$410.00               | 2        | \$350.00                          | \$0                |  |
| 200  | Parks Rental House (4)   | \$812.80        | 100.0%                              | \$930.00      | \$812.80        | \$800.00               | 0        | \$800.00                          | \$0                |  |

| 2016 County Fees Analysis<br>County Services Committee |                 | FEES PROPOSED TO CHANGE ARE IN BOLD                        |                |          |                |                        |          |                                   |                    |       |
|--|-----------------|--|----------------|----------|----------------|------------------------|----------|-----------------------------------|--------------------|-------|
| Location of Service                                    | Fee Description | 2016 Cost  | Target Percent | 2015 Fee | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units    | Controller/ Department Recommend. | Additional Revenue |       |
| 201  | Zoo             | <b>Parking Fees ****</b>                                   |                |          |                |                        |          |                                   |                    |       |
| 202  | Zoo             | Resident - daily (April - October)                         | \$5.43         | 75.0%    | \$3.00         | \$4.07                 | \$4.00   | 0                                 | \$3.00             | \$0   |
| 203  | Zoo             | Non-Resident daily (April - October)                       | \$5.43         | 100.0%   | \$5.00         | \$5.43                 | \$5.00   | 0                                 | \$5.00             | \$0   |
| 204  | Zoo             | Resident Annual  | \$43.42        | 75.0%    | \$30.00        | \$32.57                | \$32.00  | 0                                 | \$30.00            | \$0   |
| 205  | Zoo             | Non-Resident Annual  | \$43.42        | 100.0%   | \$40.00        | \$43.42                | \$42.00  | 0                                 | \$40.00            | \$0   |
| 206  | Zoo             | Ingham County (non-profit) School Bus                      | \$5.43         | 0.0%     | \$0.00         | \$0.00                 | \$0.00   | 0                                 | \$0.00             | \$0   |
| 207  | Zoo             | <b>Admission Fees (group rate ****)</b>                    |                |          |                |                        |          |                                   |                    |       |
| 208  | Zoo             | Resident Adult (April - October)                           | \$13.03        | 50.0%    | \$4.00         | \$6.51                 | \$6.00   | 0                                 | \$4.00             | \$0   |
| 209  | Zoo             | Non-Resident Adult (April - October)                       | \$13.03        | 100.0%   | \$10.00        | \$13.03                | \$12.00  | 0                                 | \$10.00            | \$0   |
| 210  | Zoo             | Resident Senior (April - October)                          | \$13.03        | 25.0%    | \$3.00         | \$3.26                 | \$3.00   | 0                                 | \$3.00             | \$0   |
| 211  | Zoo             | Non-Resident Senior (April - October)                      | \$13.03        | 100.0%   | \$8.00         | \$13.03                | \$10.00  | 0                                 | \$8.00             | \$0   |
| 212  | Zoo             | <b>Children (age 3-12) (April - October)</b>               | \$13.03        | 25.0%    | \$2.00         | \$3.26                 | \$3.00   | 0                                 | \$3.00             | \$0   |
| 213  | Zoo             | Children under 3   | \$13.03        | 0.0%     | \$0.00         | \$0.00                 | \$0.00   | 0                                 | \$0.00             | \$0   |
| 214  | Zoo             | <b>All Adults(November-March): Res, Non-Res, or Senior</b> | \$13.03        | 25.0%    | \$2.00         | \$3.26                 | \$3.00   | 0                                 | \$3.00             | \$0   |
| 215  | Zoo             | <b>Children (age 3-12) (November - March)</b>              | \$8.68         | 25.0%    | \$1.00         | \$2.17                 | \$2.00   | 0                                 | \$2.00             | \$0   |
| 216  | Zoo             | Admission Fee for Charitable Events (5)                    | \$4.06         | 100.0%   | \$4.00         | \$4.06                 | \$4.00   | 0                                 | \$4.00             | \$0   |
| 217  | Zoo             | School Groups & Charitable Organizations ANY SHELTER       | \$25.40        | 100.0%   | \$25.00        | \$25.40                | \$25.00  | 0                                 | \$25.00            | \$0   |
| 218  | Zoo             | <b>Shelters - 60 Person Capacity ****</b>                  |                |          |                |                        |          |                                   |                    |       |
| 219  | Zoo             | Potter Park Penquin Cove                                   | \$79.28        | 100.0%   | \$75.00        | \$79.28                | \$79.00  | 35                                | \$79.00            | \$140 |
| 220  | Zoo             | <b>Shelters - 80 Person Capacity ****</b>                  |                |          |                |                        |          |                                   |                    |       |
| 221  | Zoo             | Potter Park Eagle Landing                                  | \$105.70       | 100.0%   | \$100.00       | \$105.70               | \$105.00 | 37                                | \$105.00           | \$185 |
| 222  | Zoo             | <b>Shelters - 150 Person Capacity ****</b>                 |                |          |                |                        |          |                                   |                    |       |
| 223  | Zoo             | Potter Park 1/2 of Tiger Den                               | \$105.70       | 100.0%   | \$100.00       | \$105.70               | \$105.00 | 27                                | \$105.00           | \$135 |
| 224  | Zoo             | <b>Shelters - 300 Person Capacity ****</b>                 |                |          |                |                        |          |                                   |                    |       |
| 225  | Zoo             | Potter Park - Tiger Den                                    | \$184.98       | 100.0%   | \$175.00       | \$184.98               | \$180.00 | 10                                | \$180.00           | \$50  |
| 226  | RoD             | <b>Register of Deeds</b>                                   |                |          |                |                        |          |                                   |                    |       |
| 227  | RoD             | Plat Administration Fee (1)                                | \$105.70       | 100.0%   | \$20.00        | \$105.70               | \$20.00  | 10                                | \$20.00            | \$0   |
| 228  | RoD             | AVA product print fee per copy                             | \$1.19         | 100.0%   | \$1.10         | \$1.19                 | \$1.15   | 0                                 | \$1.10             | \$0   |
| 229  | RoD             | Tapestry product per search                                | \$6.46         | 100.0%   | \$5.95         | \$6.46                 | \$6.00   | 0                                 | \$5.95             | \$0   |
| 230  | RoD             | Tapestry product print fee per copy                        | \$1.09         | 100.0%   | \$1.00         | \$1.09                 | \$1.00   | 0                                 | \$1.00             | \$0   |
| 231  | RoD             | Laredo product,0-250 minutes,chrq/month                    | \$54.28        | 100.0%   | \$50.00        | \$54.28                | \$53.00  | 0                                 | \$53.00            | \$0   |
| 232  | RoD             | Laredo Min. Overage for 0-250 min. plan                    | \$0.22         | 100.0%   | \$0.20         | \$0.22                 | \$0.21   | 0                                 | \$0.21             | \$0   |
| 233  | RoD             | Laredo product, 250-1000 mins.-chrq/mo.                    | \$108.56       | 100.0%   | \$100.00       | \$108.56               | \$105.00 | 0                                 | \$105.00           | \$0   |
| 234  | RoD             | Laredo Min. Ovrq for 250-1000 min. plan                    | \$0.16         | 100.0%   | \$0.15         | \$0.16                 | \$0.16   | 0                                 | \$0.16             | \$0   |
| 235  | RoD             | Laredo product,1001-3000 mins-chrq/mo                      | \$217.11       | 100.0%   | \$200.00       | \$217.11               | \$210.00 | 0                                 | \$210.00           | \$0   |

| 2016 County Fees Analysis  |   | FEES PROPOSED TO CHANGE ARE IN BOLD |                |          |                |                        |       |                                  |                    |
|--|---|-------------------------------------|----------------|----------|----------------|------------------------|-------|----------------------------------|--------------------|
| County Services Committee  |   |                                     |                |          |                |                        |       |                                  |                    |
| Location of Service  | Fee Description                               | 2016 Cost                           | Target Percent | 2015 Fee | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units | Controller/Department Recommend. | Additional Revenue |
| 236  | RoD Laredo Min. Ovrgr for 1000-3000 min. plan | \$0.13                              | 100.0%         | \$0.12   | \$0.13         | \$0.13                 | 0     | \$0.13                           | \$0                |
| 237  | RoD Laredo product,Unltd mins-chrg/mo.        | \$271.39                            | 100.0%         | \$250.00 | \$271.39       | \$260.00               | 0     | \$260.00                         | \$0                |
| 238  | Treasurer NSF Checks                          | \$32.41                             | 100.0%         | \$30.00  | \$32.41        | \$31.00                | 75    | \$31.00                          | \$75               |
| 239  | Treasurer Tax service fee                     | \$4.23                              | 100.0%         | \$4.00   | \$4.23         | \$4.00                 | 100   | \$4.00                           | \$0                |
| 240  | <b>TOTALS</b>                                 |                                     |                |          |                |                        |       |                                  | \$2,350            |
| (1) Set per the State Guidelines   |   |                                     |                |          |                |                        |       |                                  |                    |
| (2) These Fees must be the same as the 1st acre  |   |                                     |                |          |                |                        |       |                                  |                    |
| **** FEE EXCEPTIONS - <u>Waiver of Fees</u> : all school and non-profit groups Mon-Friday (PB#10-21), Big Brother/Sister (PB#04-25), Special Events (PB#11-53), Annual hardship pass -free to low income(PB#93-78) |   |                                     |                |          |                |                        |       |                                  |                    |

| ATTACHMENT B              |   |            |            |                                   |                    |
|---------------------------|---|------------|------------|-----------------------------------|--------------------|
| 2016 County Fees Analysis |   |            |            |                                   |                    |
| County Services Committee |   |            |            |                                   |                    |
| Location of Service       | Fee Description   | 2016 Cost  | 2015 Fee   | Controller/ Department Recommend. | Additional Revenue |
| Drain Comm.               | Photography   | \$284.05   | \$275.00   | \$280.00                          | \$15               |
| Drain Comm.               | Topography  | \$568.09   | \$555.00   | \$565.00                          | \$30               |
| Drain Comm.               | Preliminary Comm. Site Plan Review                                      | \$1,311.79 | \$680.00   | \$690.00                          | \$200              |
| Drain Comm.               | Preliminary Plat Review   | \$1,685.45 | \$680.00   | \$690.00                          | \$30               |
| Drain Comm.               | Plat and Commercial Drainage Review - First acre                        | \$695.87   | \$680.00   | \$690.00                          | \$150              |
| Drain Comm.               | Additional acre   | \$79.53    | \$76.00    | \$77.00                           | \$15               |
| Drain Comm.               | Re-submission Admin fee   | \$227.24   | \$220.00   | \$225.00                          | \$0                |
| Drain Comm.               | Plat Drain Administration Fee   | \$7,069.52 | \$2,400.00 | \$2,450.00                        | \$150              |
| Drain Comm.               | Drain Crossing Permit- (Residential)                                    | \$131.27   | \$125.00   | \$130.00                          | \$5                |
| Drain Comm.               | Tap in Permit - Residential   | \$140.12   | \$100.00   | \$105.00                          | \$5                |
| Drain Comm.               | Tap-in Permit - Commercial  | \$547.00   | \$400.00   | \$410.00                          | \$100              |
| Drain Comm.               | Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less     | \$604.02   | \$590.00   | \$600.00                          | \$0                |
| Drain Comm.               | Soil Erosion (12 mo.) - Commercial- each additional acre                | \$60.40    | \$59.00    | \$60.00                           | \$0                |
| Drain Comm.               | Soil Erosion Permit - Commercial-9 mo. Duration - 1/2 acre or less      | \$529.84   | \$520.00   | \$525.00                          | \$0                |
| Drain Comm.               | Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less    | \$455.67   | \$440.00   | \$450.00                          | \$0                |
| Drain Comm.               | Soil Erosion (6 mo.) - Commercial- each add'l acre                      | \$45.57    | \$44.00    | \$45.00                           | \$0                |
| Drain Comm.               | Soil Erosion Permit Transfer  | \$96.58    | \$90.00    | \$95.00                           | \$0                |
| Drain Comm.               | Escrow account-1/2 acre or less   | \$568.09   | \$555.00   | \$565.00                          | \$200              |
| Drain Comm.               | Escrow account - 1/2 to 1 acre  | \$1,704.27 | \$1,675.00 | \$1,685.00                        | \$100              |
| Drain Comm.               | Escrow account - 1 to 5 acres   | \$3,408.55 | \$3,350.00 | \$3,375.00                        | \$375              |
| Drain Comm.               | Escrow account - 5 to 10 acres  | \$5,680.92 | \$5,590.00 | \$5,600.00                        | \$50               |
| Drain Comm.               | Escrow account - each add'l 10 acres                                    | \$2,840.46 | \$2,795.00 | \$2,800.00                        | \$25               |
| Drain Comm.               | Soil Erosion Permit-Residential-12 mo.                                  | \$261.32   | \$255.00   | \$260.00                          | \$10               |
| Drain Comm.               | Soil Erosion Permit - 9 month duration                                  | \$337.31   | \$245.00   | \$250.00                          | \$25               |
| Drain Comm.               | Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection    | \$436.91   | \$310.00   | \$320.00                          | \$150              |
| Drain Comm.               | Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection   | \$63.81    | \$45.00    | \$46.00                           | \$10               |
| Drain Comm.               | Violation and Cease&Desist Order  | \$298.35   | \$290.00   | \$295.00                          | \$30               |
| Equalization              | 17" x 22"   | \$19.11    | \$18.00    | \$19.00                           | \$5                |
| Equalization              | 34" x 44"   | \$38.22    | \$37.00    | \$38.00                           | \$5                |
| Equalization              | Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer |            |            |                                   | \$0                |
| Equalization              | 17" x 22"   | \$38.22    | \$37.00    | \$38.00                           | \$20               |
| Equalization              | 28" x 40"   | \$63.69    | \$62.00    | \$63.00                           | \$5                |
| Equalization              | 34" x 44"   | \$76.43    | \$75.00    | \$76.00                           | \$5                |
| Equalization              | Custom Maps   | \$71.86    | \$70.00    | \$71.00                           | \$50               |
| Parks                     | NEW - Winter Sports Building - reservation fee/non operational hrs      | \$30.00    | \$0.00     | \$30.00                           | \$0                |
| Parks                     | Pedal Boat -per 1/2 hour (Weekday)                                      | \$5.16     | \$5.00     | \$5.00                            | \$0                |
| Parks                     | Pedal Boat -per 1/2 hr (Weekend)  | \$6.60     | \$6.00     | \$6.00                            | \$0                |
| Parks                     | Pedal Boat -Senior (+60) -per 1/2 hr-                                   | \$1.20     | \$1.00     | \$1.00                            | \$0                |
| Parks                     | Pedal Boat - 1/2 hour - NEW   | \$6.00     | \$0.00     | \$6.00                            | \$0                |
| Parks                     | 1st hour  | \$4.23     | \$4.00     | \$4.00                            | \$0                |
| Parks                     | Each additional hour-   | \$1.06     | \$1.00     | \$1.00                            | \$0                |
| Parks                     | Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****          |            |            |                                   | \$0                |
| Parks                     | 1st hour  | \$8.46     | \$8.00     | \$8.00                            | \$0                |
| Parks                     | Each additional hour  | \$3.17     | \$3.00     | \$3.00                            | \$0                |
| Parks                     | ****  |            |            |                                   | \$0                |
| Parks                     | 1st hour-   | \$4.23     | \$4.00     | \$4.00                            | \$0                |

| 2016 County Fees Analysis |   |          |                                   |                    |
|---------------------------|---|----------|-----------------------------------|--------------------|
| County Services Committee |   |          |                                   |                    |
| Location of Service       | Fee Description   | 2015 Fee | Controller/ Department Recommend. | Additional Revenue |
| Parks                     | Each additional hour-   | \$1.00   | \$1.00                            | \$0                |
| Parks                     | NEW - Cross Country Ski Rental- adult per hour                            | \$0.00   | \$7.00                            | \$0                |
| Parks                     | NEW - Cross Country Ski Rental - child per hour                           | \$0.00   | \$5.00                            | \$0                |
| Parks                     | —Adult Pass— Snow Tubing (2 hours) Mon-Fri                                | \$10.00  | \$10.00                           | \$0                |
| Parks                     | —Child Pass— Snow Tubing (12 & under 2 hours) Mon-Fri                     | \$5.00   | \$5.00                            | \$0                |
| Parks                     | Family Pass— Snow Tubing ( 2 adults & 2 children-2hrs) Mon-Fri-           | \$25.00  | \$25.00                           | \$0                |
| Parks                     | —Adult Pass— Snow Tubing (2 hours) Sat, Sun and Holidays                  | \$12.00  | \$12.00                           | \$0                |
| Parks                     | —Child Pass— Snow Tubing (12 & under 2 hours) S, S and hol-               | \$8.00   | \$8.00                            | \$0                |
| Parks                     | Family Pass - Snow Tubing ( 2 adults & 2 children-2hrs) S, S, hol-        | \$35.00  | \$35.00                           | \$0                |
| Parks                     | —Group Rate (30-100 people, 2 hours)/per person                           | \$5.00   | \$5.00                            | \$0                |
| Parks                     | Each add'l child for Snow Tubing-   | \$5.00   | \$5.00                            | \$0                |
| Parks                     | — Adult Pass— Snowboarding (open to close) Mon-Fri                        | \$15.00  | \$15.00                           | \$0                |
| Parks                     | — Adult Pass— Snowboarding S,S, Holidays-                                 | \$20.00  | \$20.00                           | \$0                |
| Parks                     | — Child Pass— Snowboarding all day (12 & under) Mon-Fri-                  | \$12.00  | \$12.00                           | \$0                |
| Parks                     | — Child Pass— Snowboarding (12 & under) S,S, holiday-                     | \$15.00  | \$15.00                           | \$0                |
| Parks                     | Season Pass for Adults ** Resident-                                       | \$149.00 | \$149.00                          | \$0                |
| Parks                     | Season Pass-Children 12 & under **  | \$99.00  | \$99.00                           | \$0                |
| Parks                     | Season Pass for Adults ** Non-Resident-                                   | \$159.00 | \$159.00                          | \$0                |
| Parks                     | Season Pass Children 12 & under ** Non-Resident                           | \$109.00 | \$109.00                          | \$0                |
| Parks                     | NEW - Per person (adults and children) (2 hours)                          | \$0.00   | \$10.00                           | \$0                |
| Parks                     | NEW - Group Rate - (4 + people) (per person) (2 hours)                    | \$0.00   | \$8.00                            | \$0                |
| Parks                     | NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00 | \$0.00   | \$100.00                          | \$0                |
| Parks                     | —Snowtubing Group Rate (1-50 people) 2 hours (normal fee pp + \$50)       | \$299.00 | \$299.00                          | \$0                |
| Parks                     | —Snowtubing Group Rate (50+ people) 2 hours (normal fee pp + \$100)       | \$399.00 | \$399.00                          | \$0                |
| Parks                     | —Snowtubing Per additional adult  | \$10.00  | \$10.00                           | \$0                |
| Parks                     | —Snowtubing Per additional child  | \$5.00   | \$5.00                            | \$0                |
| Parks                     | Snow Board & Boot rental-   | \$15.00  | \$15.00                           | \$0                |
| Parks                     | Board or Boot rental  | \$10.00  | \$10.00                           | \$0                |
| Parks                     | Helmet rental   | \$5.00   | \$5.00                            | \$0                |
| Parks                     | Test rental-  | \$5.00   | \$5.00                            | \$0                |
| Zoo                       | Admission- Children (age 3-12) (April - October)                          | \$2.00   | \$3.00                            | \$0                |
| Zoo                       | Admission- All Adults(November-March): Res, Non-Res, or Senior            | \$2.00   | \$3.00                            | \$0                |
| Zoo                       | Admission- Children (age 3-12) (November - March)                         | \$1.00   | \$2.00                            | \$0                |
| Zoo                       | Potter Park Penguin Cove Shelter  | \$75.00  | \$79.00                           | \$140              |
| Zoo                       | Potter Park Eagle Landing Shelter   | \$100.00 | \$105.00                          | \$185              |
| Zoo                       | Potter Park 1/2 of Tiger Den Shelter                                      | \$100.00 | \$105.00                          | \$135              |
| Zoo                       | Potter Park - Tiger Den Shelter   | \$175.00 | \$180.00                          | \$50               |

| 2016 County Fees Analysis |   |          |                                   |                    |
|---------------------------|---|----------|-----------------------------------|--------------------|
| County Services Committee |   |          |                                   |                    |
| Location of Service       | Fee Description                           | 2015 Fee | Controller/ Department Recommend. | Additional Revenue |
| RoD                       | Laredo product,0-250 minutes,chg/month    | \$50.00  | \$53.00                           | \$0                |
| RoD                       | Laredo Min. Overage for 0-250 min. plan   | \$0.20   | \$0.21                            | \$0                |
| RoD                       | Laredo product, 250-1000 mins.-chg/mo.    | \$100.00 | \$105.00                          | \$0                |
| RoD                       | Laredo Min. Ovrgr for 250-1000 min. plan  | \$0.15   | \$0.16                            | \$0                |
| RoD                       | Laredo product,1001-3000 mins-chrg/mo     | \$200.00 | \$210.00                          | \$0                |
| RoD                       | Laredo Min. Ovrgr for 1000-3000 min. plan | \$0.12   | \$0.13                            | \$0                |
| RoD                       | Laredo product,Unltd mins-chrg/mo.        | \$250.00 | \$260.00                          | \$0                |
| Treasurer                 | NSF Checks                                | \$30.00  | \$31.00                           | \$75               |
| TOTALS                    |   |          |                                   | \$2,350            |



| Attachment B              |   |          |                                   |                    |
|---------------------------|---|----------|-----------------------------------|--------------------|
| 2016 County Fees Analysis |   |          |                                   |                    |
| Human Services Committee  |   |          |                                   |                    |
| Location of Service       | Fee Description   | 2015 Fee | Controller/ Department Recommend. | Additional Revenue |
| Comm. Health              | INS Vaccination Verif Form I-693                                  | \$37.00  | \$38.00                           | \$450              |
| Comm. Health              | MIHP Tran. Bus/Van  | \$35.04  | \$35.60                           | \$224              |
| Comm. Health              | MIHP - Trans Taxi   | \$32.04  | \$32.56                           | \$36               |
| Comm. Health              | Compreh Envir Investigation                                       | \$290.00 | \$300.00                          | \$110              |
| Comm. Health              | Immigration Physical Exams  | \$195.00 | \$200.00                          | \$50               |
| Imm. Clinic               | Internat'l Travel Consult   | \$61.00  | \$62.00                           | \$500              |
| Med Examiner              | Autopsy Report Copies (family)                                    | \$18.00  | \$0.00                            | (\$90)             |
| Med Examiner              | Autopsy Report Copies (others)                                    | \$45.00  | \$25.00                           | (\$100)            |
| OYC                       | Agency Training Request- Base, 1.5 hr.                            | \$212.00 | \$215.00                          | \$27               |
| OYC                       | Agency Training Request- Base, 2.5 hr.                            | \$352.00 | \$355.00                          | \$33               |
| OYC                       | Agency Training Request- Base, 5.0 hr.                            | \$687.00 | \$688.00                          | \$8                |
| OYC                       | OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)     | \$27.00  | \$28.00                           | \$100              |
| OYC                       | OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending) | \$35.00  | \$36.00                           | \$700              |
| OYC                       | OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).   | \$70.00  | \$71.00                           | \$100              |
| OYC                       | OYC-Agency Request Head Start CPR & 1st Aide                      | \$0.00   | \$70.00                           | \$10,500           |
| <b>TOTAL</b>              |   |          |                                   | <b>\$12,648</b>    |



Attachment A

2016 County Fees Analysis  
Law and Courts Committee

FEEES PROPOSED TO CHANGE ARE IN BOLD

|    | Location of Service | Fee Description                                 | 2015 Cost  | 2016 Cost Increase Factor | 2016 Cost  | Target Percent | 2015 Fee | 2016 Calc. Fee | 2016 Initial Prop. Fee | Units  | Department Recommend | Additional Revenue |
|----|---------------------|---|------------|---------------------------|------------|----------------|----------|----------------|------------------------|--------|----------------------|--------------------|
| 7  | Animal Control      | <b>Enforcement/Dog License Fees</b>             |            |                           |            |                |          |                |                        |        |                      |                    |
| 8  | Animal Control      | Sterilized                                      | \$59.83    | 1.60%                     | \$60.79    | 25.0%          | \$14.00  | \$15.20        | \$15.00                | 15,000 | \$14.00              | \$0                |
| 9  | Animal Control      | Sterilized - Delinquent                         | \$192.99   | 1.60%                     | \$196.08   | 25.0%          | \$46.00  | \$49.02        | \$47.00                | 2,500  | \$46.00              | \$0                |
| 10 | Animal Control      | Sterilized - 3 year License                     | \$136.46   | 1.60%                     | \$138.65   | 25.0%          | \$34.00  | \$34.66        | \$34.00                | 3,000  | \$34.00              | \$0                |
| 11 | Animal Control      | Un-Sterilized                                   | \$188.94   | 1.60%                     | \$191.97   | 75.0%          | \$70.00  | \$143.97       | \$75.00                | 4,000  | \$70.00              | \$0                |
| 12 | Animal Control      | Un-Sterilized - Delinquent                      | \$377.88   | 1.60%                     | \$383.93   | 75.0%          | \$140.00 | \$287.95       | \$145.00               | 500    | \$140.00             | \$0                |
| 13 | Animal Control      | Un-Sterilized - 3 year License                  | \$454.88   | 1.60%                     | \$462.16   | 75.0%          | \$155.00 | \$346.62       | \$160.00               | 250    | \$155.00             | \$0                |
| 14 | Animal Control      | Boarding Fee-Dangerous Animals                  | \$92.37    | 1.60%                     | \$93.85    | 100.0%         | \$75.00  | \$93.85        | \$80.00                | 300    | \$75.00              | \$0                |
| 15 | Animal Control      | Boarding Fee per day-others                     | \$45.49    | 1.60%                     | \$46.22    | 75.0%          | \$33.00  | \$34.66        | \$34.00                | 1,900  | \$33.00              | \$0                |
| 16 | Animal Control      | <b>Adoption Fee</b>                             |            |                           |            |                |          |                |                        |        |                      | \$0                |
| 17 | Animal Control      | Dogs(under six years of age)                    | \$97.48    | 1.60%                     | \$99.04    | 75.0%          | \$72.00  | \$74.28        | \$73.00                | 550    | \$73.00              | \$550              |
| 18 | Animal Control      | Dogs(six years or older)                        | \$25.19    | 1.60%                     | \$25.60    | 75.0%          | \$18.00  | \$19.20        | \$19.00                | 100    | \$19.00              | \$100              |
| 19 | Animal Control      | Puppies(age-four months or less)                | \$146.22   | 1.60%                     | \$148.56   | 75.0%          | \$110.00 | \$111.42       | \$110.00               | 190    | \$110.00             | \$0                |
| 20 | Animal Control      | Cats(under six years of age)                    | \$83.97    | 1.60%                     | \$85.32    | 75.0%          | \$62.00  | \$63.99        | \$63.00                | 450    | \$63.00              | \$450              |
| 21 | Animal Control      | Cats(six years or older)                        | \$33.59    | 1.60%                     | \$34.13    | 75.0%          | \$25.00  | \$25.60        | \$25.00                | 50     | \$25.00              | \$0                |
| 22 | Animal Control      | Kittens(age-four months or less)                | \$67.18    | 1.60%                     | \$68.25    | 75.0%          | \$59.00  | \$51.19        | \$59.00                | 190    | \$59.00              | \$0                |
| 23 | Animal Control      | <b>Animal Redemption</b>                        |            |                           |            |                |          |                |                        |        |                      | \$0                |
| 24 | Animal Control      | Animal Redemption - 1st offense                 | \$41.99    | 1.60%                     | \$42.66    | 75.0%          | \$31.00  | \$31.99        | \$31.00                | 350    | \$31.00              | \$0                |
| 25 | Animal Control      | Animal Redemption - 2nd offense                 | \$50.38    | 1.60%                     | \$51.19    | 100.0%         | \$50.00  | \$51.19        | \$51.00                | 50     | \$50.00              | \$0                |
| 26 | Animal Control      | Animal Redemption - 3rd offense                 | \$96.49    | 1.60%                     | \$98.04    | 100.0%         | \$100.00 | \$98.04        | \$100.00               | 20     | \$100.00             | \$0                |
| 27 | Animal Control      | Animal Redemption - after 3rd offense           | \$151.15   | 1.60%                     | \$153.57   | 100.0%         | \$150.00 | \$153.57       | \$150.00               | 3      | \$150.00             | \$0                |
| 28 | Animal Control      | <b>Euthanasia Fee</b>                           | \$179.62   | 1.60%                     | \$182.49   | 100.0%         | \$120.00 | \$182.49       | \$125.00               | 50     | \$125.00             | \$250              |
| 29 | Animal Control      | <b>Ten Dog Kennel Inspection Fee</b>            | \$153.96   | 1.60%                     | \$156.42   | 100.0%         | \$150.00 | \$156.42       | \$155.00               | 10     | \$155.00             | \$50               |
| 30 | Animal Control      | <b>Over Ten Dog Kennel Inspection Fee</b>       | \$179.62   | 1.60%                     | \$182.49   | 100.0%         | \$175.00 | \$182.49       | \$180.00               | 10     | \$180.00             | \$50               |
| 31 | Animal Control      | <b>Owner Surrender</b>                          | \$45.49    | 1.60%                     | \$46.22    | 100.0%         | \$44.00  | \$46.22        | \$45.00                | 1,100  | \$45.00              | \$1,100            |
| 32 | Animal Control      | <b>Owner Pick-up Fee</b>                        | \$45.49    | 1.60%                     | \$46.22    | 100.0%         | \$45.00  | \$46.22        | \$46.00                | 40     | \$46.00              | \$40               |
| 33 | Animal Control      | Rabies Decap                                    | \$45.49    | 1.60%                     | \$46.22    | 100.0%         | \$50.00  | \$46.22        | \$50.00                | 20     | \$50.00              | \$0                |
| 34 | Animal Control      | <b>Tranq. At-Large Fee</b>                      | \$45.49    | 1.60%                     | \$46.22    | 100.0%         | \$45.00  | \$46.22        | \$46.00                | 40     | \$46.00              | \$40               |
| 35 | Animal Control      | Rabies vaccination on redeemed dogs             | \$20.53    | 1.60%                     | \$20.86    | 100.0%         | \$20.00  | \$20.86        | \$20.00                | 350    | \$20.00              | \$0                |
| 36 | Animal Control      | Bordatella Vaccination-redeemed dogs            | \$19.39    | 1.60%                     | \$19.70    | 100.0%         | \$19.00  | \$19.70        | \$19.00                | 490    | \$19.00              | \$0                |
| 37 | Animal Control      | Spay/neuter deposit-Owners redeeming pet        | \$80.14    | 1.60%                     | \$81.42    | 100.0%         | \$80.00  | \$81.42        | \$81.00                | 212    | \$80.00              | \$0                |
| 38 | Pros Atty           | <b>Diversion - Initial Interview</b>            | \$70.11    | 1.60%                     | \$71.23    | 50.0%          | \$34.00  | \$35.61        | \$35.00                | 450    | \$35.00              | \$450              |
| 39 | Pros Atty           | <b>Diversion - Misdemeanor Offender</b>         | \$915.98   | 1.60%                     | \$930.63   | 50.0%          | \$445.00 | \$465.32       | \$450.00               | 488    | \$450.00             | \$2,440            |
| 40 | Pros Atty           | <b>Diversion - Felony Offender</b>              | \$1,648.76 | 1.60%                     | \$1,675.14 | 50.0%          | \$795.00 | \$837.57       | \$800.00               | 112    | \$800.00             | \$560              |
| 41 | Pros Atty           | <b>Costs-eligible convictions - Guilty Plea</b> | \$144.92   | 1.60%                     | \$147.23   | 75.0%          | \$106.00 | \$110.43       | \$110.00               | 600    | \$110.00             | \$2,400            |
| 42 | Pros Atty           | <b>Costs for eligible convictions - Trial</b>   | \$2,318.94 | 1.60%                     | \$2,356.04 | 10.0%          | \$225.00 | \$235.60       | \$230.00               | 11     | \$230.00             | \$55               |
| 43 | Jail                | Day Rate (1)                                    | \$53.66    | 1.60%                     | \$54.52    | 100.0%         | \$53.66  | \$54.52        | \$53.66                | 22,448 | \$53.66              | \$0                |



\* - \$5.00 per page for first two pages, \$1.00 per additional page after the first two pages (this includes Accident & Incident Reports, Proof of Incarceration, and Background Checks)

\*\*The additional revenue amount is not available at this time due to uncertainty of what will actually be charged by each individual case/judge and what will be collected.

(1) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83. The reimbursement rate for the contracted beds with the Michigan Department of Corrections is currently set at \$36.00.

(2) As stated in MCL 55.285, the fee charged for performing a notarial act shall not be more than \$10.00 for an individual transaction or notarial act.

(3) As stated in MCL 28.422a, a local police or sheriff may charge up to \$1.00 for the cost of providing, to the owner, a copy of information that was entered in the pistol entry database.

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

(5) As stated in in MCL 445.483 (4) the fee cannot exceed \$50.00

| Attachment B              |   |                    |                                  |                       |
|---------------------------|---|--------------------|----------------------------------|-----------------------|
| 2016 County Fees Analysis |   |                    |                                  |                       |
| Law and Courts Committee  |   |                    |                                  |                       |
|                           |   |                    |                                  |                       |
| Location of Service       | Fee Description                             | 2015 Fee           | Controller/ Department Recommend | Additional Revenue    |
| Animal Control            | Adoption Fee- Dogs(under six years of age)  | \$72.00            | \$73.00                          | \$550                 |
| Animal Control            | Adoption Fee - Dogs(six years or older)     | \$18.00            | \$19.00                          | \$100                 |
| Animal Control            | Adoption Fee - Cats(under six years of age) | \$62.00            | \$63.00                          | \$450                 |
| Animal Control            | Euthanasia Fee                              | \$120.00           | \$125.00                         | \$250                 |
| Animal Control            | Ten Dog Kennel Inspection Fee               | \$150.00           | \$155.00                         | \$50                  |
| Animal Control            | Over Ten Dog Kennel Inspection Fee          | \$175.00           | \$180.00                         | \$50                  |
| Animal Control            | Owner Surrender                             | \$44.00            | \$45.00                          | \$1,100               |
| Animal Control            | Owner Pick-up Fee                           | \$45.00            | \$46.00                          | \$40                  |
| Animal Control            | Tranq. At-Large Fee                         | \$45.00            | \$46.00                          | \$40                  |
| Pros Atty                 | Diversion - Initial Interview               | \$34.00            | \$35.00                          | \$450                 |
| Pros Atty                 | Diversion - Misdemeanor Offender            | \$445.00           | \$450.00                         | \$2,440               |
| Pros Atty                 | Diversion - Felony Offender                 | \$795.00           | \$800.00                         | \$560                 |
| Pros Atty                 | Costs-eligible convictions - Guilty Plea    | \$106.00           | \$110.00                         | \$2,400               |
| Pros Atty                 | Costs for eligible convictions - Trial      | \$225.00           | \$230.00                         | \$55                  |
| Sheriff                   | Costs for Command per hour                  | \$63.80            | \$64.82                          | \$0                   |
| Sheriff                   | Costs for Deputy per hour                   | \$57.22            | \$58.14                          | \$0                   |
| Sheriff                   | False Alarm Fee- third offense              | \$42.00            | \$43.00                          | \$0                   |
| Circuit Court             | Copies                                      | \$1.00             | \$1.50                           | \$12,500              |
| <del>Circuit Court</del>  | <del>Criminal Histories</del>               | <del>\$10.00</del> | <del>\$0.00</del>                | <del>(\$10,000)</del> |
| Circuit Court             | Felony Case Costs                           | \$650.00           | \$1,470.00                       | \$0                   |
| Circuit Court             | Show Cause - Probation                      | \$150.00           | \$175.00                         | \$2,000               |
| Circuit Court             | GTD Bench Warrants NEW                      | \$0.00             | \$150.00                         | \$7,500               |
| Family Division           | Delinquency Court Costs                     | \$250.00           | \$275.00                         | \$43,125              |
| Family Division           | Tether                                      | \$30.00            | \$31.00                          | \$2,625               |
| <b>TOTALS</b>             |   |                    |                                  | <b>\$66,285</b>       |



**CITY OF EAST LANSING**  
The Home of Michigan State University

AGENDA ITEM # 13

RECEIVED  
APR 06 2015

March 31, 2015

Mr. Brian McGrain  
Chief Operations Officer  
Ingham County Board of Commissioners  
P. O. Box 319  
Mason, MI 48854

**RE: P.A. 328 Personal Property Tax Abatement – IBM**

Dear Mr. McGrain:

The City of East Lansing has scheduled a public hearing for **Tuesday, April 21, 2015** to consider a Personal Property tax exemption for International Business Machines (IBM), 600 Crescent Road, East Lansing, MI 48823. Per the requirements of Public Act 328 of 1998, as amended, each taxing jurisdiction affected must be notified. The official public notice is enclosed and provides additional details on time and location.

IBM is proposing to expand their operations at 600 Crescent Road and invest \$200,000 in new equipment and hire 100 more employees. The exemption would be for five years and have an estimated annual value of \$7,955 and a total value of \$39,775. IBM received a previous personal property tax exemption in 2009 related to their original investment at this site. That exemption, which was related to personal property valued at \$2,250,000, expired last year. The current exemption DOES NOT include real property.

The East Lansing City Council welcomes your comments on the proposed tax exemption.

If you have any questions, please contact Lori Mullins, Community and Economic Development Administrator at 319-6887 or [lmullin@cityofeastlansing.com](mailto:lmullin@cityofeastlansing.com).

Sincerely,

Lori Mullins  
Community & Economic Administrator

Enclosure

410 Abbot Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

**NOTICE OF PUBLIC HEARING  
EAST LANSING CITY COUNCIL**

**Notice is hereby given** that a public hearing will be held by the East Lansing City Council on Tuesday, April 21, 2015 at 7:00 p.m. in Council Chambers, 101 Linden Street, to consider the following:

A public hearing will be held to consider an application from International Business Machines Corporation, located at 600 Crescent Road, East Lansing, MI, for exemption of new personal property tax, pursuant to PA328, 1998, as amended, of the Public Acts of the State of Michigan.

For additional information, contact the Department of Planning, Building and Development at (517) 319-6930, East Lansing City Hall, 410 Abbot Road, East Lansing. All interested persons will be given an opportunity to be heard.

The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at this meeting, upon notice to the City of East Lansing, prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should write or call the City Manager's Office, 410 Abbot Road, East Lansing, MI 48823 (517) 319-6920, TDD 1-800-649-3777.

Marie E. McKenna  
City Clerk

Dated: March 30, 2015  
East Lansing, MI 48823