

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
DEB NOLAN, CHAIR
TODD TENNIS
DIANNE HOLMAN
BRIAN McGRAIN
KARA HOPE
SARAH ANTHONY
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 21, 2014
AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the [April 7, 2014](#) Minutes
Additions to the Agenda
Limited Public Comment

Please Bring Your 2015 Strategic Planning Books to the Meeting

1. Interviews - Veterans Affairs Committee
2. Ingham Health Plan - Presentation on Use of Health Services Millage Funds and Discussion Regarding Millage Renewal
3. Facilities - Resolution Entering into an Agreement with [Safety Systems, Inc.](#) to Install Alarm Equipment to Monitor for Fire, Intrusion, Boiler and Generator at the New Ingham County Community Health Care Facility
4. Health Department
 - a. Resolution to Authorize Amendments to Two [Lease Agreements](#) with Sparrow Health System
 - b. Resolution to Authorize an Amendment to Agreement with Sparrow Hospital for [Medical Examiner Services](#)
5. Controller
 - a. Resolution to Authorize a Contract with [Capital Area United Way](#) to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth for 2014
 - b. Resolution Authorizing the Transfer of Funds to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties ([CMH](#)) and a 2014 Contract for Accounting with Respect Thereto
 - c. Resolution Establishing [Priorities](#) to Guide the Development of the 2015 Budget and Activities of County Staff
 - d. Discussion Item - Resolution Updating Various [Fees](#) for County Services

6. Board of Commissioners - Resolution to Honor [Nancy Hayward](#) for Serving as Acting Health Officer

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.

HUMAN SERVICES COMMITTEE

April 7, 2014

Draft – Minutes

Members Present: Deb Nolan, Todd Tennis, Dianne Holman, Brian McGrain, Kara Hope and Sarah Anthony.

Members Absent: Don Vickers

Others Present: Jared Cypher, Nancy Hayward, Linda Vail, Debbie Alexander, Jennifer Shuster and others.

The meeting was called to order by Chairperson Nolan at 6:30 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 17, 2014 Minutes

The minutes of the March 17, 2014 meeting were approved unanimously as presented without a motion. Absent: Comm. Vickers.

Additions to the Agenda

Substitute – 3b. Resolution to Authorize an Amendment to the NextGen Agreement for Technical Assistance and Training for EHR and EPM Systems Upgrades

Substitute - 3c. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Limited Public Comment

Chairperson Nolan recognized and welcomed Linda Vail as the new incoming Health Officer for Ingham County.

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

2. Michigan State University Extension - Resolution Amending the 2014 Agreement with Michigan State University for Extension Services
3. Health Department
 - a. Resolution to Amend Resolution #13-486 to Change the Date for the Elimination of a Position
 - b. Resolution to Authorize an Amendment to the NextGen Agreement for Technical Assistance and Training for EHR and EPM Systems Upgrades

- c. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center
- d. Resolution to Authorize an Amendment to the Agreement with the National Association of County and City Health Officials (NACCHO) to Coordinate “Building Networks” Initiative in Michigan

4. Controller’s Office - First Quarter 2014 Budget Adjustments and Contingency Fund Update

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers.

1. Presentation - CATA Bus Rapid Transit Route Update

Debbie Alexander, Executive Assistant Director of CATA, addressed the Committee and presented an update on the proposed CATA Bus Rapid Transit Route.

Ms. Alexander defined a Bus Rapid Transit (BRT) as a transportation system that operates somewhat like a light-rail system and that it will operate along the Michigan Avenue – Grand River Avenue corridor. She discussed the East Lansing Charrette Outcome. Ms. Alexander then highlighted the benefits of BRT, the environmental impact, and also informed the Committee of upcoming stakeholder group meetings scheduled April 14-17 in different locations of Lansing, East Lansing and Okemos.

Discussion.

Commissioner Anthony asked how this corridor was selected over the others. She also asked about future plans of the other corridors.

Ms. Alexander stated that if this BRT works and results in successful economic development, then long-term plans could result in further BRT’s, such as to the Lansing Mall.

Commissioner Tennis expressed his gratitude to Ms. Alexander for the presentation and inquired about how many other groups she had presented to.

Ms. Alexander stated that she has presented to several groups, including the Lansing City Council and the East Lansing City Council.

Commissioner Anthony asked how this proposed BRT would impact the current trolley.

Ms. Alexander stated that the trolley route would be removed.

Commissioner McGrain asked about the timeframe of the BRT. He also asked about opposition to the BRT.

Ms. Alexander stated that the hope is that construction will begin the end of 2015. She also stated that she will find out at a future meeting if they have met all of the sticking points with the City of East Lansing.

Chairperson Nolan asked if the trees and option of local art are part of the financial plan.

Ms. Alexander stated that both options are included.

5. Board Referral - Letter from Capital Area Community Services Regarding the Need for a Potential Human Services Millage

Chairperson Nolan asked what the pleasure of the Committee would be regarding this referral.

Discussion.

The consensus of the Committee was to have Ivan W. Love, Jr., Executive Director of CACS, attend a future Human Services Committee meeting to discuss the requested millage.

A discussion then ensued regarding future strategic planning for possible financial surplus and/or millages. Chairperson Nolan stated that she would speak to BOC Chairperson Victor Celentino regarding this discussion and an opportunity to discuss this further with Board Leadership.

Announcements

Commissioner Tennis stated that Commissioner Bahar-Cook agreed to have the “goat resolution” on the next agenda for the Law & Courts Committee meeting to be held on April 17.

Commissioner Hope stated that she was able to visit the Jackson Health Center. She also gave an update on the condemnation of Life O’Riley Mobile Home Park and Campground.

Jared Cypher, Deputy Controller, stated that he will be attending a kick-off meeting on Wednesday at 9 a.m. with the architect at the McLaren building.

Public Comment

None.

The meeting was adjourned at approximately 7:55 p.m.

APRIL 21, 2014 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. *Facilities – Resolution Entering into an Agreement with Safety Systems, Inc. to Install Alarm Equipment to Monitor for Fire, Intrusion, Boiler and Generator at the New Ingham County Community Health Care Facility*

This resolution authorizes an agreement with Safety Systems, Inc. to install alarm equipment to monitor for fire, intrusion, boiler and generator at the new Ingham County Community Health Care Facility. An installation cost of \$7,374 is due upon completion as well as an annual cost of \$948 due for a period of one year. After that first year, the agreement will automatically renew on a month to month basis at a yearly cost not to exceed \$948, until terminated by either party upon thirty days' notice. Funds for this agreement are available in the Community Health Center budget.

4. *Health Department*

- a. *Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System*

This resolution authorizes a one-month extension of the lease agreements with Sparrow for the Sparrow and St. Lawrence Community Health Centers. This extension will provide additional flexibility in the timeline for relocation of those health centers to a new facility. All other terms and conditions of the agreement remain unchanged.

- b. *Resolution to Authorize an Amendment to Agreement with Sparrow Hospital for Medical Examiner Services*

This resolution extends the agreement with Sparrow Hospital to provide Medical Examiner services through February 28, 2015. The cost for the one year agreement will not exceed \$355,000 all other terms of the agreement shall remain unchanged. The extension of this agreement allows for the time period of the agreement with Sparrow to coincide with the time period of the appointment of Dr. Joyce deJong as Ingham County's Chief Medical Examiner.

5. *Controller*

- a. *Resolution to Authorize a Contract with Capital Area United Way to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth for 2014*

This resolution authorizes a contract with Capital Area United Way for the period January 1, 2014 through June 30, 2014 in an amount not to exceed \$13,500 as Ingham County's share of funding to provide administrative oversight and programmatic leadership to the Community Coalition for Youth for 2014.

- b. *Resolution Authorizing the Transfer of Funds to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) and a 2014 Contract for Accounting with Respect Thereto*

This resolution will authorize the transfer of State Liquor tax funds to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use the funds for substance abuse prevention and treatment programs per the terms of the state statute, along with the accounting and auditing requirements. MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an

equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment services. The Board of Commissioners chose to keep one-half of the funds for the General Fund budget in 2014, and is now required to give the other half to the designated substance abuse coordinating agency for their use as described above. The expected/budgeted total distribution for 2014 is \$2,199,176 with CMH receiving \$1,099,588 and the County General Fund receiving the other half.

c. *Resolution Establishing Priorities to Guide the Development of the 2015 Budget and Activities of County Staff*

This resolution establishes areas of priority to guide the 2015 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2015. There are significant changes from last year's resolution. Please see the attached memorandum for details.

OTHER ITEMS:

1. *Interviews – Veterans Affairs Committee*

2. *Ingham Health Plan – Presentation on Use of Health Services Millage Funds and Discussion Regarding Millage Renewal*

Ingham Health Plan (IHP) will be attending the meeting to give a presentation on the use of Health Services Millage funds in 2013. IHP is also planning to discuss the possibility of a millage renewal.

5. *Controller*

d. *Discussion Item - Resolution Updating Various Fees for County Services*

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 2015 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. A draft version of the resolution is attached for your review and consideration. See the attached spreadsheets for more details.

6. *Board of Commissioners - Resolution to Honor Nancy Hayward for Serving as Acting Health Officer*

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: April 8, 2014

SUBJECT: **RESOLUTION ENTERING INTO AN AGREEMENT WITH SAFETY SYSTEMS, INC. TO INSTALL ALARM EQUIPMENT TO MONITOR FOR FIRE, INTRUSION, BOILER AND GENERATOR AT THE NEW INGHAM COUNTY COMMUNITY HEALTH CARE FACILITY**

The resolution before you authorizes entering into an agreement with Safety Systems, Inc. to install alarm equipment to monitor for fire, intrusion, boiler and generator at the new Ingham County Community Health Care Facility.

Ingham County has recently acquired the property formerly known as the McLaren Building and it is in need of monitoring equipment and services. The Purchasing and Facilities Departments both agree that to keep monitoring services consistent with the rest of the county; we should enter into an agreement with Safety Systems, Inc.

An installation cost of \$7,374.00 is due upon completion as well as an annual cost of \$948.00 due for a period of one year.

After that first year, the agreement will automatically renew on a month to month basis at a yearly cost not to exceed \$948.00, until terminated by either party upon thirty days' notice.

Funds are available within the approved CIP Line Item 511-61553-743000-02012.

I recommend approval of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ENTERING INTO AN AGREEMENT WITH SAFETY SYSTEMS, INC. TO INSTALL ALARM EQUIPMENT TO MONITOR FOR FIRE, INTRUSION, BOILER AND GENERATOR AT THE NEW INGHAM COUNTY COMMUNITY HEALTH CARE FACILITY

WHEREAS, Ingham County has recently acquired the property formerly known as the McLaren Building to be used for a community health care facility; and

WHEREAS, this building is in need of alarm equipment and fire, intrusion, boiler and generator monitoring services; and

WHEREAS, the Purchasing and Facilities Departments both agree that to keep monitoring services consistent with the rest of the county, we should enter into an agreement with Safety Systems; and

WHEREAS, funds are available within the approved CIP Line Item 511-61553-743000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn Street, Lansing, Michigan 48906, to provide alarm equipment and fire, intrusion, boiler and generator monitoring services at the new Ingham County Community Health Care Facility.

BE IT FURTHER RESOLVED, an installation cost of \$7,374.00 is due upon completion as well as an annual cost of \$948.00 due for a period of one year; and

BE IT FURTHER RESOLVED, upon completion of the initial year, the agreement will automatically renew on a month to month basis at a yearly cost not to exceed \$948.00; and

BE IT FURTHER RESOLVED, the agreement may be terminated by either party upon thirty days' notice.

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 Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 15, 2014

RE: Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System

The Health Department operates its St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing, and Suite 308, 1322 E. Michigan Avenue in Lansing. The period of the leases are September 1, 2013 through August 31, 2014 at the rental rate of \$20.21 per square foot.

The Sparrow and St. Lawrence Health Centers are set to relocate operations to a new site October 1, 2014. Sparrow Health Centers has agreed to extend both lease agreements at the same terms for one month, through September 30, 2014. All other terms of the agreements, including the rental rates, will remain the same.

I recommend that the Ingham County Board of Commissioners authorize the amendments to the lease agreements with Sparrow Health System for the St. Lawrence and Sparrow Health Centers extending the terms through September 30, 2014.

c: John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS
WITH SPARROW HEALTH SYSTEM**

WHEREAS, the Health Department operates its St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing, and Suite 308, 1322 E. Michigan Avenue in Lansing; and

WHEREAS, the current rental rate at the 1322 E. Michigan Avenue property is \$20.21 and the rental rate at the 1100 W. Saginaw property is \$20.21 per square foot per month; and

WHEREAS, the current terms of the leases are for a period of September 1, 2013 through August 31, 2014; and

WHEREAS, Sparrow Health System has agreed to extend the term of these lease agreements through September 30, 2014 at no rate increase maintaining a rental rate of \$20.21 per square foot per month; and

WHEREAS, the Ingham Community Health Center Board supports amending the Sparrow and St. Lawrence Community Health Center agreements to extend the term of the leases through September 30, 2014; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an amendment to the lease agreements for the St. Lawrence and Sparrow Health Centers.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendments to the leases for the St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing, and Suite 308, 1322 E. Michigan Avenue in Lansing.

BE IT FURTHER RESOLVED, the terms of the lease agreements shall be extended through September 30, 2014.

BE IT FURTHER RESOLVED, the continued rate of the leases will be \$20.21 per square foot per month and all other terms of the agreement shall remain the same.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 10, 2014

RE: Resolution to Authorize an Amendment to the Agreement with Sparrow Hospital
for Medical Examiner Services

Under Michigan law, a Medical Examiner is responsible for determining the cause and manner of deaths that meet the definition of a medical examiner case. This process can be complex and expensive. It requires professional staff coverage to receive calls from those reporting a death (e.g. police, hospital emergency room staff), physicians to provide medical oversight of the process and sign death certificates and cremation permits, and pathologists with access to appropriate facilities for autopsies, when necessary.

In Resolution #10-406, the Ingham County Board of Commissioners authorized an agreement with Sparrow Hospital for Medical Examiner Services for the period of March 1, 2011 through February 28, 2014. Upon the retirement of Dr. Dean Sienko, this Agreement was amended in Resolution #11-335 to include the appointment of Dr. Joyce deJong, Medical Director of Sparrow Forensic Pathology Services, as the Chief Medical Examiner for Ingham County for the period of March 1, 2011 through February 28, 2015.

It is my recommendation that the agreement with Sparrow Hospital to provide Medical Examiner services be extended through February 28, 2015. The cost for the one year agreement shall be \$355,000 all other terms of the agreement shall remain unchanged.

Attachment

c: Dr. Joyce deJong, w/attachment
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO AGREEMENT WITH SPARROW HOSPITAL FOR MEDICAL EXAMINER SERVICES

WHEREAS, P.A. 1953, No. 181, the Medical Examiner “. . . shall make investigations as to the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion . . .”; and

WHEREAS, a system for determining the cause and manner of death requires professional staff to receive calls from those reporting a death (e.g. police, hospital emergency room staff), physicians to provide medical oversight of the process, and pathologists to conduct autopsies, when necessary, and

WHEREAS, in Resolution #10-406 the Ingham County Board of Commissioners authorized an agreement with Sparrow Hospital for Medical Examiner Services for the period of March 1, 2011 through February 28, 2014; and

WHEREAS, in Resolution #11-335, the Agreement was amended to include the appointment of Dr. Joyce deJong, Medical Director of Sparrow Forensic Pathology Services, as the chief Medical Examiner for Ingham County for the period of March 1, 2011 through February 28, 2015.

WHEREAS, in the agreement, Ingham County will reimburse Sparrow Hospital a base amount of \$320,000 per year provided that Sparrow Hospital investigated no more than 787 deaths for any 12 month period; and

WHEREAS, the Health Officer recommends that the agreement for Medical Examiner Services be extended through February 28, 2015.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension to the Agreement with Sparrow Hospital for Medical Examiner Services.

THEREFORE BE IT RESOLVED, that the term of the agreement shall be extended through February 28, 2015.

BE IT FURTHER RESOLVED, that Ingham County will reimburse Sparrow Hospital \$355,000 for this service, and

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement shall remain unchanged.

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

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Contract with Capital Area United Way for Community Coalition for Youth
DATE: April 15, 2014

This resolution authorizes a contract with Capital Area United Way for the period January 1, 2014 through June 30, 2014 in an amount not to exceed \$13,500 as Ingham County's share of funding to provide administrative oversight and programmatic leadership to the Community Coalition for Youth for 2014.

In consideration of a \$13,500 contract with Ingham County, Capital Area United Way proposes to facilitate the Capital Area Mentoring Partnership's in:

- Developing and adopting universal child safety standards
- Developing and implementing shared outcome measurements
- Develop a capacity building plan for 2014/2015

Capital Area United Way will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings will be scheduled on a set date and time each month. Monthly meeting will include a pre-determined agenda that will address the three project goals listed above.

The membership of Community Coalition for Youth will identify and prioritize community issues relative to youth, share pertinent data relative to youth and youth services, and foster a collaborative network of services.

On a quarterly basis, Capital Area United Way will report progress toward project goals, outcome measurements and contract funds.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL AREA UNITED WAY TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH FOR 2014

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, the coalition, since renamed the Community Coalition for Youth (CCY), is a collaborative effort between Ingham County and the City of Lansing; and

WHEREAS, CCY targets its collective efforts on a number of community-based initiatives focusing on youth violence and delinquency prevention; and

WHEREAS, resolution #02-194, the Ingham County Board of Commissioners recognized that the Ingham County/City of Lansing Youth Violence Prevention Coalition as the appropriate body for advising the Board of Commissioners in the implementation of the comprehensive strategy for preventing and treating delinquency; and

WHEREAS, resolution #02-194 also directed the Ingham County/City of Lansing Youth Violence Prevention Coalition to continue to advise the Ingham County Board of Commissioners regarding policies and programs involving the juvenile justice system; and

WHEREAS, CCY has adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth has been formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, Capital Area United Way (CAUW) has proposed an Annual Plan of Work to provide administrative oversight and programmatic leadership to CCY/CAMP; and

WHEREAS, this will be the second annual contract with CAUW to provide this service, the first being authorized through Resolution #13-10; and

WHEREAS, the Ingham County budget includes \$27,000 as the County's share of funding for CCY in the fiscal year 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Capital Area United Way for the period January 1, 2014 through June 30, 2014 in an amount not to exceed \$13,500 as Ingham County's share of funding to provide administrative oversight and programmatic leadership according to the scope of services described in Attachment A.

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

Attachment A:

Community Coalition for Youth
Scope of Work
January 2014 – June 2014

1. Plan Year: January 1, 2014 – June 30, 2014

2. Project: Community Coalition of Youth and Capital Area Mentoring Partnership

3. Project Goals:

In consideration of a \$13,500 contract with Ingham County, Capital Area United Way proposes to facilitate the Capital Area Mentoring Partnership's in:

- Developing and adopting universal child safety standards
- Developing and implementing shared outcome measurements
- Develop a capacity building plan for 2014/2015

4. Planned Activities:

Capital Area United Way will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings will be scheduled on a set date and time each month. Monthly meeting will include a pre-determined agenda that will address the three project goals listed above.

The membership of Community Coalition for Youth will identify and prioritize community issues relative to youth, share pertinent data relative to youth and youth services, and foster a collaborative network of services.

5. Outcome Measurements:

- 80% of the partnership's membership will adopt child safety standards.
- 80% of the partnership's membership will begin utilizing joint outcome measures.

6. Program Evaluation:

On a quarterly basis, Capital Area United Way will report progress toward project goals, outcome measurements and contract funds.

7. Staffing:

Capital Area United Way will be staffed primarily by Carey Ann McLamara, Community Investment Associate. Teresa Kmetz, President of Capital Area United Way, will serve as the primary contact for funders.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Agreement with CMH for the Distribution of Liquor Tax Revenue

DATE: April 3, 2014

This resolution will authorize the transfer of State Liquor tax funds to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use the funds for substance abuse prevention and treatment programs per the terms of the state statute, along with the accounting and auditing requirements. MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment services. The Board of Commissioners chose to keep one-half of the funds for the General Fund budget in 2014, and is now required to give the other half to the designated substance abuse coordinating agency for their use as described above. The expected/budgeted total distribution for 2014 is \$2,199,176 with CMH receiving \$1,099,588 and the County General Fund receiving the other half.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS TO THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) AND A 2014 CONTRACT FOR ACCOUNTING WITH RESPECT THERETO

WHEREAS, MCL 211.24(e), commonly known as the State Liquor Tax Law, allowed Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment; and

WHEREAS, the Ingham County Board of Commissioners, during the 2014 budget process, chose to retain one-half of these liquor tax revenues for the General Fund and is now required to distribute the other one-half of these revenues to the designated coordinating agency, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Statute requires CMH to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Department of Treasury has recommended certain accounting and/or auditing procedures to be used with respect thereto.

THEREFORE BE IT RESOLVED, that a contract be entered into with CMH in an amount not to exceed one-half of liquor tax revenues received by Ingham County for the time period of January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED, CMH will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

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 and approved as to form by the County Attorney.

MEMORANDUM

TO: Board of Commissioners

FROM: Jared Cypher, Deputy Controller

RE: Priorities Guiding 2015 Activities and Budget

DATE: April 10, 2014

Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2015 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2015.

There are two resolutions included in your agenda packet. One that includes proposed changes from the 2014 resolution establishing areas of priority that are indicated through bolded and struck-out language. The other is a clean version. There are significant changes from last year's resolution.

Changes include:

- There are now only 5 long-term objectives. All of the old long-term objectives seem to fit within one of the 5 new ones. The new objectives were written to be more outcome based.
- Words such as enhancing, maintaining, supporting, etc. have all been removed from the long term objectives. Those words obligate the County to a specific course of action and as times change, the words must be changed to reflect what is happening.
- There are fewer specific priorities listed for 2015, to keep more focus on what is important and to make things simpler.

As Ingham County moves toward a more outcome based approach to strategic planning, this provides an opportunity for a multitude of measurable tasks developed at the department level, but is not overwhelming in presentation. Second, in measuring tasks, we can relate to three primary questions of performance measure as cited in Chapter 4, Performance Accountability: *How much did we do? How well did we do it? Is anyone better off?* of Mark Friedman's book "Trying Hard Is Not Good Enough."

The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2015, and will be used to guide the development of the Controller/Administrator's Recommended Budget. Thank you for your consideration of these priorities as we begin to develop the budget for 2015. Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2014 2015
BUDGET AND ACTIVITIES OF COUNTY STAFF**

RESOLUTION # 13-186

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- ~~*Enhancing access to county records~~
- ~~*Providing a quality transportation system network including roads~~
- ~~*Providing a suitable and ecologically sensitive drainage system~~
- ~~*Providing recreational opportunities~~
- ~~*Fostering economic well being~~
- ~~*Promoting environmental protection, smart growth and conservation~~
- ~~*Preventing and controlling disease~~
- ~~*Promoting accessible health care~~
- ~~*Assisting in meeting basic needs~~
- ~~*Fostering youth development~~
- ~~*Supporting public safety~~
- ~~*Assuring judicial processing~~
- ~~*Providing appropriate evidence based sanctions for adult offenders~~
- ~~*Providing appropriate evidence based treatment and sanctions for at risk juveniles; and~~

- **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**
- **A safe place to work, live, visit, and raise a family**
- **Attract and retain an educated and participating citizenry by providing a high quality of life**
- **Protection of the environment and a thriving economy**
- **Innovative use of technology**

WHEREAS, ~~these services are to be delivered in a manner which emphasizes:~~

- ~~* An educated and participating citizenry~~
- ~~* An ongoing capacity for intergovernmental collaboration~~
- ~~* A quality workforce~~
- ~~* Cost effective delivery of county services~~
- ~~* Maximum use of technology~~
- ~~* A commitment to fairness, opportunity and eliminating inequalities; and~~

WHEREAS, ~~the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments, state cuts to revenue sharing, and potential elimination of portions of the personal property tax for 2014; and~~

~~WHEREAS, the Controller/Administrator is projecting approximately a \$3 million budget shortfall for 2014; and~~

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2014 2015 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2014 2015:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2014 2015 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2014 2015, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

~~3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, while recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.~~

4. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2014 2015.

5. Priority consideration should be given to all of the following long-term objectives:

a. ~~Promoting Accessible Health Care~~ **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**

1. Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Maximize implementation of the 2010 Patient Protection and Affordable Care Act and maximize implementation of the Affordable Care Act and the Ingham County Health Care Millage to benefit the County and enhance the delivery of public health services in Ingham County.

2. Maximize ability to draw down federal funds for health care.

3. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.

~~4. Develop a~~ **Implement the** long range plan for the operation and location of the Community Health Centers.

b. ~~Fostering Economic Well Being~~

~~Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.~~

c. ~~An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services~~

The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.

d. ~~Providing Appropriate Sanctions for Adult Offenders~~ **A safe place to work, live, visit, and raise a family**
Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.

e. ~~Provide Appropriate Treatment and Sanctions for at Risk Juveniles~~ **A safe place to work, live, visit, and raise a family**
Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

f. ~~Supporting Recreational Opportunities~~ **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**
Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.~~

~~BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology countywide will continue to the extent that efficiencies are created and/or funding is available.~~

~~BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners will explore efficiencies regarding the provision of employee and retiree health care benefits.~~

~~BE IT FURTHER RESOLVED, Ingham County will evaluate the budgetary effect of the potential phase out of the personal property tax.~~

~~BE IT FURTHER RESOLVED, that Ingham County will develop a plan to increase road maintenance services if an increase in operating revenue from the Michigan Transportation Fund is approved.~~

~~BE IT FURTHER RESOLVED, as part of other routine and long range planning processes transportation alternatives (such as mass transit and non motorized) will be given consideration when allowable.~~

~~BE IT FURTHER RESOLVED, that Ingham County will evaluate the budgetary and overall impact of the indigent defense system pending potential State legislation.~~

~~BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short term or long term) and present these to Commissioners for consideration.~~

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2015 BUDGET AND ACTIVITIES OF COUNTY STAFF

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- A healthy and active population with access to food and other basic needs, health care, and recreational opportunities
- A safe place to work, live, visit, and raise a family
- Attract and retain an educated and participating citizenry by providing a high quality of life
- Protection of the environment and a thriving economy
- Innovative service delivery and use of technology; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2015 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2015:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2015 Budget.
2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2015, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.
4. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2015.
5. Priority consideration should be given to all of the following long-term objectives:
 - a. A healthy and active population with access to food and other basic needs, health care, and recreational opportunities
 1. Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Maximize implementation of the 2010 Patient Protection and Affordable Care Act and maximize implementation of the Affordable Care Act and the Ingham County Health Care Millage to benefit the County and enhance the delivery of public health services in Ingham County.

2. Maximize ability to draw down federal funds for health care.
 3. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.
 4. Implement the long range plan for the operation and location of the Community Health Centers.
 5. Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.
- b. Innovative service delivery and use of technology
1. The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.
- c. A safe place to work, live, visit, and raise a family
1. Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.
 2. Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 4, 2014

SUBJECT: 2015 Update of County Fees

When the Board of Commissioners adopted Resolution 02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2015 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. 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, 2014, park and zoo winter seasonal fees on November 1, 2014, and for all other departments on January 1, 2015. As noted in the fee schedule, seasonal fees will continue through March 31, 2015.

The first set of spreadsheets offer analysis of proposed fees for 2015. 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 2014 cost as calculated in last year's fee update process.
4. The 2015 cost, which was calculated by multiplying the 2014 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 Board adopted a fee schedule for 2014 by way of Resolution 13-208. In September 2013, user fees for the Hawk Island Snow Park (County Services Attachment lines 161-179) were established through Resolution 13-375 at the recommendation of the Parks Department. In October 2013, the HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule (Law & Courts Attachment lines 55-56) was amended through Resolution 13-418 as recommended by the Sheriff/HazMat Team. Finally, the Rental House (County Services Attachment line 193) fee was reset after approval of Resolution 14-115 in March 2014 upon recommendation of the Parks Department.

7. The 2015 calculated fee is based on the 2015 cost multiplied by the target percent.
8. Although many fees were proposed to remain unchanged in 2015, 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**.
9. 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.
10. 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 seeks to maintain the 2014 rate for the Marriage Solemnize fee (line 10) in recognition of a significant increase a few years ago. The Clerk would also like to increase the Expedited Services fee (line 9) because of necessary staff time commitment for this service and U.S. Postal Service fees (\$19.99 per parcel).
 - b. CS: The Register of Deeds Office proposed maintaining 2014 rates for all office fees because most were added as new fees about a year ago, many are set by statute, and additional costs associated with fee changes. The Plat Administration fee (line 222) was adjusted on the spreadsheet to reflect the State law and what the Register of Deeds is currently charging.
 - c. CS: The Zoo has not responded as of yet, so we are assuming that all proposed fees are acceptable.
 - d. CS: The Parks Department proposed maintaining 2014 rates for all park fees. The department believes that most fees were increased over the past few years and that another increase would negatively affect usage of park facilities.
 - e. HS: MSU Extension Office reported that the Soil Box Analysis fee (line 7) is now handled statewide by MSU and the County no longer collects revenue from this fee.
 - f. HS: The Health Department/Office for Young Children (OYC) staff recommended that the OYC Consultation Request (line 23), the Agency Training Request Base (lines 26 through 29) and Advance Training fees (line 33) should be increased more than originally proposed based on the level of service provided. Also, the department recommends the OYC Agency Training Request Base (lines 24 and 25), Advertised Training (line 30) and Administrator Training fees (line 34) be reduced because the proposed rate might present a barrier to service. The Environmental Health division agreed with all proposed fees. However, the temporary campground inspections fee (line 130) is a new state-required fee set by the Bureau of Environmental Health. Also, Type II Non Community – Sanitary Survey fee (line 133) will be removed and split between Type II Non Community – Non Transient and Type II Non Community – Transient (lines 134 and 135), which is a new state category imposed because non-transient water supply requires more effort than transient.
 - g. L&C: The District Court does not recommend any fee increase for 2015.
 - h. L&C: The Sheriff's Office agreed with all fee adjustments except the Precious Metal/Gem Dealer fee (line 52). Pursuant to state statute (MCL 445.483 (4)), the fee cannot exceed \$50.00.

11. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2015 is presented in the final spreadsheet. The spreadsheet simply lists the 2014 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 \$196,000 in additional revenue in 2015. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 3.5%.

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 Attachments A and B at the rates established effective January 1, 2015 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2014 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2014.

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.

2015 County Fees Analysis
Human Services Committee

FEEES PROPOSED TO CHANGE ARE IN BOLD

	Location of Service	Fee Description	2014 Cost	2015 Cost Increase Factor	2015 Cost	Target Percent	2014 Fee	2015 Calc. Fee	2015 Initial Prop. Fee	Units	Department Recommend.	Additional Revenue
7	Coop. Ext.	Soil Box Analysis (1)	\$15.59	1.60%	\$15.84	100.0%	\$15.00	\$15.84	\$15.00	300	\$0.00	\$0
8	Comm. Health	GC Prob Tech	\$20.49	1.60%	\$20.82	100.0%	COST	\$20.82	COST	1,000	COST	\$0
9	Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$14.80	1.60%	\$15.04	100.0%	\$14.00	\$15.04	\$15.00	150	\$15.00	\$150
10	Comm. Health	INS Vaccination Verif Form I-693	\$37.00	1.60%	\$37.59	100.0%	\$37.00	\$37.59	\$37.00	450	\$37.00	\$0
11	Comm. Health	Immuniz Record Copying Fee	\$4.44	1.60%	\$4.51	100.0%	\$4.00	\$4.51	\$4.00	800	\$4.00	\$0
12	Comm. Health	MIHP Tran. Bus/Van	\$34.48	1.60%	\$35.04	100.0%	\$33.68	\$35.04	\$35.04	400	\$35.04	\$544
13	Comm. Health	MIHP - Trans Taxi	\$31.54	1.60%	\$32.04	100.0%	\$30.80	\$32.04	\$32.04	70	\$32.04	\$87
14	Comm. Health	MIHP Trans. Volunteer	\$0.34	1.60%	\$0.35	100.0%	\$0.33	\$0.35	\$0.35	50	\$0.35	\$1
15	Comm. Health	Compreh Envir Investigation	\$296.00	1.60%	\$300.74	100.0%	\$275.00	\$300.74	\$290.00	11	\$290.00	\$165
16	Comm. Health	Assessment of Home	\$125.80	1.60%	\$127.81	100.0%	\$120.00	\$127.81	\$125.00	5	\$125.00	\$25
17	Comm. Health	Immigration Physical Exams	\$195.68	1.60%	\$198.82	100.0%	\$190.00	\$198.82	\$195.00	10	\$195.00	\$50
18	Imm. Clinic	Internat'l Travel Consult	\$60.95	1.60%	\$61.92	100.0%	\$60.00	\$61.92	\$61.00	500	\$61.00	\$500
19	Imm. Clinic	Influenza - Mass Vacc. Clinic	\$29.71	1.60%	\$30.18	75.0%	market price	\$22.64	market price	4,000	market price	\$0
20	Med Examiner	Cremation Permits	\$26.82	1.60%	\$27.25	100.0%	\$26.00	\$27.25	\$27.00	950	\$27.00	\$950
21	Med Examiner	Autopsy Report Copies (family)	\$17.88	1.60%	\$18.17	100.0%	\$17.00	\$18.17	\$18.00	50	\$18.00	\$50
22	Med Examiner	Autopsy Report Copies (others)	\$44.70	1.60%	\$45.42	100.0%	\$44.00	\$45.42	\$45.00	25	\$45.00	\$25
23	OYC	Consultation Request (per hr.)	\$71.42	1.60%	\$72.56	100.0%	\$71.00	\$72.56	\$72.00	10	\$73.00	\$20
24	OYC	Agency Training Request- Base, 1.5 hr.	\$214.26	1.60%	\$217.69	100.0%	\$210.00	\$217.69	\$215.00	9	\$212.00	\$18
25	OYC	Agency Training Request- Base, 2.5 hr.	\$357.09	1.60%	\$362.81	100.0%	\$350.00	\$362.81	\$360.00	11	\$352.00	\$22
26	OYC	Agency Training Request- Base, 3.0 hr.	\$405.01	1.60%	\$411.49	100.0%	\$430.00	\$411.49	\$430.00	10	\$432.00	\$20
27	OYC	Agency Training Request- Base, 5.0 hr.	\$675.00	1.60%	\$685.80	100.0%	\$685.00	\$685.80	\$685.00	8	\$687.00	\$16
28	OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$14.28	1.60%	\$14.51	100.0%	\$14.00	\$14.51	\$14.00	0	\$16.00	\$0
29	OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$21.42	1.60%	\$21.77	100.0%	\$21.00	\$21.77	\$21.00	0	\$23.00	\$0
30	OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$28.57	1.60%	\$29.02	100.0%	\$25.00	\$29.02	\$28.00	100	\$27.00	\$200
31	OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$35.71	1.60%	\$36.28	100.0%	\$33.00	\$36.28	\$35.00	700	\$35.00	\$1,400
32	OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$71.42	1.60%	\$72.56	100.0%	\$68.00	\$72.56	\$70.00	120	\$70.00	\$240
33	OYC	OYC - Advanced Training - 10 hrs./per person	\$101.18	1.60%	\$102.80	100.0%	\$108.00	\$102.80	\$108.00	70	\$110.00	\$140
34	OYC	OYC - Administrator Training - 16 hrs./per person	\$184.88	1.60%	\$187.84	100.0%	\$136.00	\$187.84	\$145.00	100	\$138.00	\$200
35	Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT										
36	Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$2,759.65	1.60%	\$2,803.80	50.0%	\$1,320.00	\$1,401.90	\$1,350.00	48	\$1,350.00	\$1,440
37	Env. Health	FSE Restricted License Renewal (w/o PR)	\$1,371.25	1.60%	\$1,393.19	50.0%	\$660.00	\$696.60	\$675.00	0	\$675.00	\$0
38	Env. Health	FSE Initial License (Mobile)	\$971.31	1.60%	\$986.85	50.0%	\$470.00	\$493.42	\$490.00	0	\$490.00	\$0
39	Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$474.23	1.60%	\$481.81	50.0%	\$235.00	\$240.91	\$240.00	0	\$240.00	\$0
40	Env. Health	FSE Renewal Lic -At least \$750,000	\$2,285.42	1.60%	\$2,321.99	50.0%	\$1,100.00	\$1,161.00	\$1,150.00	231	\$1,150.00	\$11,550

41	Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000	\$1,871.19	1.60%	\$1,901.13	50.0%	\$900.00	\$950.57	\$925.00	77	\$925.00	\$1,925
42	Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000	\$1,442.67	1.60%	\$1,465.76	50.0%	\$700.00	\$732.88	\$725.00	124	\$725.00	\$3,100
43	Env. Health	FSE Renewal Lic-Less than \$250,000	\$1,028.44	1.60%	\$1,044.90	50.0%	\$500.00	\$522.45	\$520.00	211	\$520.00	\$4,220
44	Env. Health	FSE Non-profit License Renewal	\$1,028.44	1.60%	\$1,044.90	25.0%	\$250.00	\$261.22	\$260.00	74	\$260.00	\$740
45	Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$2,841.40	1.60%	\$2,886.87	25.0%	\$675.00	\$721.72	\$700.00	0	\$700.00	\$0
46	Env. Health	Reinstatement of Susp FSE	\$572.41	1.60%	\$581.57	100.0%	\$600.00	\$581.57	\$600.00	0	\$600.00	\$0
47	Env. Health	Surcharge-Fail submit plans/chg own	\$605.64	1.60%	\$615.33	100.0%	\$600.00	\$615.33	\$610.00	0	\$610.00	\$0
48	Env. Health	Critical Follow-up Inspection fee	\$144.27	1.60%	\$146.58	100.0%	\$140.00	\$146.58	\$140.00	105	\$140.00	\$0
49	Env. Health	Special food svc estab surchrq 2nd step of formal hearing	\$528.68	1.60%	\$537.13	100.0%	\$510.00	\$537.13	\$525.00	0	\$525.00	\$0
50	Env. Health	Special food svc estab surchrq 3rd step of formal hearing	\$1,057.35	1.60%	\$1,074.27	100.0%	\$1,020.00	\$1,074.27	\$1,050.00	0	\$1,050.00	\$0
51	Env. Health	Seasonal Renewal License, FSE										
52	Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$1,371.25	1.60%	\$1,393.19	50.0%	\$660.00	\$696.60	\$690.00	0	\$690.00	\$0
53	Env. Health	FSE Seasonl renewal- at least \$500,000,less \$750,000	\$1,122.71	1.60%	\$1,140.68	50.0%	\$540.00	\$570.34	\$560.00	1	\$560.00	\$20
54	Env. Health	FSE Seasonl Renewal -at least \$250,000,less \$500,000	\$865.60	1.60%	\$879.45	50.0%	\$420.00	\$439.73	\$430.00	2	\$430.00	\$20
55	Env. Health	FSE Seasonal renewal -less than \$250,000	\$617.06	1.60%	\$626.94	50.0%	\$300.00	\$313.47	\$310.00	8	\$310.00	\$80
56	Env. Health	FSE - DOE Schools Program - Production Kitchen	\$1,029.32	1.60%	\$1,045.79	50.0%	\$530.00	\$522.89	\$530.00	95	\$530.00	\$0
57	Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$696.53	1.60%	\$707.67	50.0%	\$340.00	\$353.84	\$350.00	21	\$350.00	\$210
58	Env. Health	Change of Ownership of FSE	\$817.04	1.60%	\$830.11	50.0%	\$395.00	\$415.06	\$405.00	38	\$405.00	\$380
59	Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$474.23	1.60%	\$481.81	50.0%	\$230.00	\$240.91	\$235.00	0	\$235.00	\$0
60	Env. Health	FSE - Indigent	\$474.23	1.60%	\$481.82	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
61	Env. Health	late renewal - additional	\$137.75	1.60%	\$139.95	100.0%	\$135.00	\$139.95	\$135.00	52	\$135.00	\$0
62	Env. Health	FOOD VARIANCE REQUEST FEE (BASED ON BEH HOURLY RATE, ESTIMATED TIME TO DELIVER SERVICE - ONE HOUR **	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
63	Env. Health	STFU (Special Transitory Food Unit)										
64	Env. Health	Initial STFU license Incl. Plan Review	\$742.76	1.60%	\$754.65	50.0%	\$350.00	\$377.32	\$375.00	8	\$375.00	\$200
65	Env. Health	STFU late inspection request	\$166.95	1.60%	\$169.62	100.0%	\$160.00	\$169.62	\$165.00	3	\$165.00	\$15
66	Env. Health	TEMPORARY LICENSE										
67	Env. Health	Temp. Food Svc Establmt- Fee-Exempt	\$0.00	1.60%	\$0.00	50.0%	\$0.00	\$0.00	\$0.00	14	\$0.00	\$0
68	Env. Health	Temp FSE - Non-Profit	\$477.94	1.60%	\$485.59	25.0%	\$115.00	\$121.40	\$120.00	33	\$120.00	\$165
69	Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$951.46	1.60%	\$966.68	25.0%	\$230.00	\$241.67	\$235.00	1	\$235.00	\$5
70	Env. Health	Temp FSE- Preparation Type - For Profit	\$477.94	1.60%	\$485.59	50.0%	\$230.00	\$242.79	\$240.00	50	\$240.00	\$500
71	Env. Health	Temp FSE-Ops Began Before Licg (double)	\$951.46	1.60%	\$966.68	50.0%	\$460.00	\$483.34	\$480.00	1	\$480.00	\$20
72	Env. Health	Temp FSE-each add'l lic. after 2 at 1 loc	\$154.27	1.60%	\$156.73	50.0%	\$75.00	\$78.37	\$78.00	0	\$78.00	\$0
73	Env. Health	Temp Event Inspection Request - Late Fee	\$473.86	1.60%	\$481.44	100.0%	\$460.00	\$481.44	\$480.00	0	\$480.00	\$0
74	Env. Health	VENDING										
75	Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$172.49	1.60%	\$175.25	50.0%	\$85.00	\$87.63	\$86.00	74	\$86.00	\$74
76	Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$229.63	1.60%	\$233.30	50.0%	\$110.00	\$116.65	\$115.00	5	\$115.00	\$25
77	Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$302.79	1.60%	\$307.64	50.0%	\$150.00	\$153.82	\$150.00	0	\$150.00	\$0
78	Env. Health	Vending: Larger Loc (Add'l Machine > 10)	\$15.18	1.60%	\$15.42	50.0%	\$7.00	\$7.71	\$7.00	0	\$7.00	\$0
79	Env. Health	Surcharge-Failure to apply for vending license-Fee	\$199.98	1.60%	\$203.18	100.0%	\$195.00	\$203.18	\$200.00	0	\$200.00	\$0
80	Env. Health	POOL										
81	Env. Health	Public Pool Inspection	\$237.11	1.60%	\$240.91	100.0%	\$235.00	\$240.91	\$240.00	130	\$240.00	\$650

82	Env. Health	Each add'l pool at same location	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	46	\$120.00	\$230
83	Env. Health	Pool Reinspection (after violation)	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
84	Env. Health	LATE POOL PAYMENT FEE - WHEN NO PAYMENT RECEIVED AFTER 30 DAYS INVOICED. (12) -est. time - 1 hour	\$115.78	1.60%	\$117.63	100.0%	\$115.00	\$117.63	\$115.00	20	\$115.00	\$0
85	Env. Health	DHS LICENSING										
86	Env. Health	DHS Licensing Inspection - municipal	\$220.40	1.60%	\$223.92	100.0%	\$220.00	\$223.92	\$220.00	48	\$220.00	\$0
87	Env. Health	DHS Licensing Inspection - well & septic	\$363.66	1.60%	\$369.48	100.0%	\$360.00	\$369.48	\$365.00	37	\$365.00	\$185
88	Env. Health	DHS Licensing - well & septic only	\$143.26	1.60%	\$145.55	100.0%	\$140.00	\$145.55	\$145.00	0	\$145.00	\$0
89	Env. Health	DHS Licensing re-inspection fee hourly rate **	\$121.83	1.60%	\$123.78	100.0%	\$115.00	\$123.78	\$120.00	0	\$120.00	\$0
90	Env. Health	DHS Initial Licensing Plan Review	\$418.76	1.60%	\$425.46	100.0%	\$410.00	\$425.46	\$420.00	0	\$420.00	\$0
91	Env. Health	BODY ART (TATTOO)										
92	Env. Health	Body Art Business Initial License	\$1,775.80	1.60%	\$1,804.21	50.0%	\$600.00	\$902.10	\$700.00	2	\$700.00	\$200
93	Env. Health	Body Art License Renewal	\$948.45	1.60%	\$963.63	50.0%	\$225.00	\$481.81	\$250.00	13	\$250.00	\$325
94	Env. Health	Body Art Lic-late renewal-additional	\$285.68	1.60%	\$290.25	50.0%	\$140.00	\$145.12	\$145.00	2	\$145.00	\$10
95	Env. Health	Body Art w/o initial license/reinstatement of revoked	\$1,189.52	1.60%	\$1,208.55	50.0%	\$590.00	\$604.28	\$600.00	0	\$600.00	\$0
96	Env. Health	Body Art non-compliant with inspection - hourly rate **	\$237.90	1.60%	\$241.71	50.0%	\$115.00	\$120.86	\$120.00	0	\$120.00	\$0
97	Env. Health	Reinstmt of Susp Body Art License (fine)	\$222.48	1.60%	\$226.04	100.0%	\$220.00	\$226.04	\$225.00	0	\$225.00	\$0
98	Env. Health	Body Art Initial License after July 1	\$303.05	1.60%	\$307.90	100.0%	\$300.00	\$307.90	\$305.00	0	\$305.00	\$0
99	Env. Health	Body Art Temp License (1-14 days)	\$110.20	1.60%	\$111.96	100.0%	\$110.00	\$111.96	\$110.00	1	\$110.00	\$0
100	Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS) **	\$115.78	1.60%	\$117.63	100.0%	\$115.00	\$117.63	\$120.00	0	\$120.00	\$0
101	Env. Health	DEMAND PROGRAM (per hour)										
102	Env. Health	Sewage Inspection (Only)	\$848.53	1.60%	\$862.11	100.0%	\$825.00	\$862.11	\$850.00	1	\$850.00	\$25
103	Env. Health	Well (Only) Inspection -private	\$607.07	1.60%	\$616.78	100.0%	\$600.00	\$616.78	\$615.00	3	\$615.00	\$45
104	Env. Health	Combined Well & Septic Inspection	\$1,183.10	1.60%	\$1,202.03	100.0%	\$1,150.00	\$1,202.03	\$1,175.00	30	\$1,175.00	\$750
105	Env. Health	Vacant Land Evaluation	\$584.61	1.60%	\$593.96	100.0%	\$580.00	\$593.96	\$590.00	30	\$590.00	\$300
106	Env. Health	On-Site Sewage repair/replace	\$848.53	1.60%	\$862.11	100.0%	\$825.00	\$862.11	\$850.00	95	\$850.00	\$2,375
107	Env. Health	Well Repair	\$355.67	1.60%	\$361.36	100.0%	\$325.00	\$361.36	\$350.00	85	\$350.00	\$2,125
108	Env. Health	Altern On-site Sewage Syst Plan Revw	\$444.01	1.60%	\$451.11	100.0%	\$440.00	\$451.11	\$450.00	75	\$450.00	\$750
109	Env. Health	Subdivision Evaluation of Preliminary Plat	\$374.68	1.60%	\$380.67	100.0%	\$370.00	\$380.67	\$380.00	0	\$380.00	\$0
110	Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service) **	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	13	\$120.00	\$65
111	Env. Health	Septic or Well ownershp trsr,not installed at time of transfer	\$198.25	1.60%	\$201.43	100.0%	\$195.00	\$201.43	\$200.00	2	\$200.00	\$10
112	Env. Health	Septic tank repair or replacement inspection fee	\$303.99	1.60%	\$308.85	100.0%	\$345.00	\$308.85	\$345.00	22	\$345.00	\$0
113	Env. Health	Irrigation Well/Non-potable well - commercial	\$345.00	1.60%	\$350.52	100.0%	\$345.00	\$350.52	\$350.00	5	\$350.00	\$25
114	Env. Health	Combined Well & Septic Repair	\$1,085.65	1.60%	\$1,103.02	100.0%	\$950.00	\$1,103.02	\$1,000.00	11	\$1,000.00	\$550
115	Env. Health	Septic Installers Certification (2 hr chrg) **	\$115.00	1.60%	\$116.84	100.0%	\$115.00	\$116.84	\$120.00	0	\$120.00	\$0

116	Env. Health	BATHING BEACHES										
117	Env. Health	Bathing Area Operational Permit	\$237.11	1.60%	\$240.91	100.0%	\$235.00	\$240.91	\$240.00	0	\$240.00	\$0
118	Env. Health	Reinstmt of bathing area permit	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
119	Env. Health	Sanitary Surv for Prop. Bathg Beach	\$474.23	1.60%	\$481.81	100.0%	\$470.00	\$481.81	\$480.00	0	\$480.00	\$0
120	Env. Health	CAMPGROUNDS										
121	Env. Health	Campground Inspection 0-99 Sites	\$149.90	1.60%	\$152.30	100.0%	\$160.00	\$152.30	\$160.00	3	\$160.00	\$0
122	Env. Health	Campground Inspection 100-199 Sites	\$224.85	1.60%	\$228.45	100.0%	\$240.00	\$228.45	\$240.00	3	\$240.00	\$0
123	Env. Health	Campground Inspection 200+ Sites	\$299.80	1.60%	\$304.60	100.0%	\$320.00	\$304.60	\$320.00	3	\$320.00	\$0
124	Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$224.81	1.60%	\$228.40	100.0%	\$240.00	\$228.40	\$240.00	0	\$240.00	\$0
125	Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$337.21	1.60%	\$342.60	100.0%	\$360.00	\$342.60	\$360.00	0	\$360.00	\$0
126	Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$449.61	1.60%	\$456.81	100.0%	\$480.00	\$456.81	\$480.00	0	\$480.00	\$0
127	Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$299.74	1.60%	\$304.54	100.0%	\$320.00	\$304.54	\$320.00	0	\$320.00	\$0
128	Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$449.61	1.60%	\$456.81	100.0%	\$480.00	\$456.81	\$480.00	0	\$480.00	\$0
129	Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$599.48	1.60%	\$609.08	100.0%	\$640.00	\$609.08	\$640.00	0	\$640.00	\$0
130	Env. Health	Temporary Campground Inspections***					\$0.00		\$240.00	2	\$240.00	\$480
131	Env. Health	MISC EH PROGRAMS										
132	Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr **	\$112.05	1.60%	\$113.84	100.0%	\$115.00	\$113.84	\$120.00	0	\$120.00	\$0
133	Env. Health	Type II Non Community - Sanitary Survey	\$470.57	1.60%	\$478.10	100.0%	\$470.00	\$478.10	\$470.00	0	\$0.00	\$0
134	Env. Health	Type II Non Community - Sanitary Survey (non - transient)					\$0.00		\$650.00	4	\$650.00	\$2,600
135	Env. Health	Type II Non Community - Sanitary Survey (Transient)					\$0.00		\$420.00	15	\$420.00	\$6,300
136	Env. Health	Board of Health appeal fee	\$124.92	1.60%	\$126.92	100.0%	\$130.00	\$126.92	\$130.00	0	\$130.00	\$0
137	Env. Health	POINT OF SALE PROGRAM										
138	Env. Health	Point of Sale- appl processing fee	\$208.57	1.60%	\$211.91	100.0%	\$205.00	\$211.91	\$210.00	500	\$210.00	\$2,500
139	Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$417.15	1.60%	\$423.82	100.0%	\$405.00	\$423.82	\$415.00	25	\$415.00	\$250
140	Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$243.34	1.60%	\$247.23	100.0%	\$240.00	\$247.23	\$245.00	0	\$245.00	\$0
141	Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals)	\$173.81	1.60%	\$176.59	100.0%	\$170.00	\$176.59	\$175.00	0	\$175.00	\$0
142	Env. Health	Point of Sale- Extension Evaluations -hourly rate - 2 hours minimum for svc **	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	10	\$120.00	\$50
143	Env. Health	Point of Sale- Annl Inspector renwl fee	\$139.05	1.60%	\$141.27	100.0%	\$135.00	\$141.27	\$140.00	16	\$140.00	\$80
144	Env. Health	TOBACCO PROGRAM										
145	Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$286.52	1.60%	\$291.10	100.0%	\$285.00	\$291.10	\$290.00	35	\$290.00	\$175
146	Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$330.42	1.60%	\$335.71	100.0%	\$330.00	\$335.71	\$335.00	230	\$335.00	\$1,150
147	Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach.	\$330.42	1.60%	\$335.71	100.0%	\$330.00	\$335.71	\$335.00	2	\$335.00	\$10
148	Env. Health	Tobacco -Temporary Sampling Permit Fee	\$132.17	1.60%	\$134.28	100.0%	\$130.00	\$134.28	\$130.00	0	\$130.00	\$0

149	Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$137.75	1.60%	\$139.95	150.0%	\$205.00	\$209.93	\$205.00	0	\$205.00	\$0
150	Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee	\$410.14	1.60%	\$416.71	150.0%	\$450.00	\$625.06	\$480.00	0	\$480.00	\$0
151	Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee	\$494.27	1.60%	\$502.18	150.0%	\$525.00	\$753.27	\$550.00	0	\$550.00	\$0
152	Env. Health	Tobacco Change of Ownership Fee - Non - East Lansing	\$152.49	1.60%	\$154.93	100.0%	\$150.00	\$154.93	\$150.00	0	\$150.00	\$0
153	Env. Health	Tobacco Chge of Ownership Fee-E.Lansing	\$131.46	1.60%	\$133.56	100.0%	\$130.00	\$133.56	\$130.00	0	\$130.00	\$0
154	Env. Health	Tobacco Failure to change ownership	\$189.30	1.60%	\$192.33	100.0%	\$185.00	\$192.33	\$190.00	0	\$190.00	\$0
155	Env. Health	POLLUTION PREVENTION PROGRAM										
156	Env. Health	Cat 1: 0-500 Gal report fee	\$144.64	1.60%	\$146.95	50.0%	\$70.00	\$73.48	\$70.00	141	\$70.00	\$0
157	Env. Health	Cat 2: 501-5000 Gal report fee	\$289.28	1.60%	\$293.91	50.0%	\$140.00	\$146.95	\$145.00	205	\$145.00	\$1,025
158	Env. Health	Cat 3: 5001 Gal report fee	\$433.91	1.60%	\$440.85	50.0%	\$210.00	\$220.42	\$220.00	107	\$220.00	\$1,070
159	Env. Health	Cat 1: 0-500 Gal Inspection fee	\$289.28	1.60%	\$293.91	50.0%	\$140.00	\$146.95	\$145.00	141	\$145.00	\$705
160	Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$462.84	1.60%	\$470.24	50.0%	\$230.00	\$235.12	\$235.00	205	\$235.00	\$1,025
161	Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$694.26	1.60%	\$705.37	50.0%	\$340.00	\$352.68	\$350.00	107	\$350.00	\$1,070
162	Env. Health	Hourly Rate Over Standard Service **	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
163	Env. Health	P2 On-Site Consultation (per hour)**	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
164	Env. Health	P2 Plan Review - hourly rate - 2 hour min. **	\$118.56	1.60%	\$120.45	100.0%	\$115.00	\$120.45	\$120.00	0	\$120.00	\$0
											\$56,622	

* Fee set by the State of Michigan

** The charges for these services average two hours or more, but in order to keep the rate consistent, the Bureau of Environmental Health hourly rate is established by the BOC fee process. The recommended fee for FY2015 is \$120 per hour. However, many of these services are charged at the 2 hour minimum time to deliver the service (\$240 for the service) and \$120 per hour for any additional time as necessary.

***New State of Michigan Requirement. Fee is set by the Bureau of Environmental Health with ICHD.

NOTE: For the Health Department, in many cases, a fee increase is proposed with no additional revenue projected. In these cases, fees are charged to Health Department clients on a sliding schedule based on income. An increase in fees will not necessarily result in an increased cost to clients. The fees are proposed to increase in order to collect increased revenue from third party payers.

(1) This fee is now being handled by MSU. No Revenue to the County any longer.

2015 County Fee Changes as Proposed
Human Services Committee

Location of Service	Fee Description	2014 Fee	Controller/ Department Recommend.	Additional Revenue
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$14.00	\$15.00	\$150
Comm. Health	MIHP Tran. Bus/Van	\$33.68	\$35.04	\$544
Comm. Health	MIHP - Trans Taxi	\$30.80	\$32.04	\$87
Comm. Health	MIHP Trans. Volunteer	\$0.33	\$0.35	\$1
Comm. Health	Compreh Envir Investigation	\$275.00	\$290.00	\$165
Comm. Health	Assessment of Home	\$120.00	\$125.00	\$25
Comm. Health	Immigration Physical Exams	\$190.00	\$195.00	\$50
Imm. Clinic	Internat'l Travel Consult	\$60.00	\$61.00	\$500
Med Examiner	Cremation Permits	\$26.00	\$27.00	\$950
Med Examiner	Autopsy Report Copies (family)	\$17.00	\$18.00	\$50
Med Examiner	Autopsy Report Copies (others)	\$44.00	\$45.00	\$25
OYC	Consultation Request (per hr.)	\$71.00	\$73.00	\$20
OYC	Agency Training Request- Base, 1.5 hr.	\$210.00	\$212.00	\$18
OYC	Agency Training Request- Base, 2.5 hr.	\$350.00	\$352.00	\$22
OYC	Agency Training Request- Base, 3.0 hr.	\$430.00	\$432.00	\$20
OYC	Agency Training Request- Base, 5.0 hr.	\$685.00	\$687.00	\$16
OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$14.00	\$16.00	\$0
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$21.00	\$23.00	\$0
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$25.00	\$27.00	\$200
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$33.00	\$35.00	\$1,400
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$68.00	\$70.00	\$240
OYC	OYC - Advanced Training - 10 hrs./per person	\$108.00	\$110.00	\$140
OYC	OYC - Administrator Training - 16 hrs./per person	\$136.00	\$138.00	\$200
Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,320.00	\$1,350.00	\$1,440
Env. Health	FSE Restricted License Renewal (w/o PR)	\$660.00	\$675.00	\$0
Env. Health	FSE Initial License (Mobile)	\$470.00	\$490.00	\$0
Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$235.00	\$240.00	\$0
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,100.00	\$1,150.00	\$11,550
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000	\$900.00	\$925.00	\$1,925
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000	\$700.00	\$725.00	\$3,100
Env. Health	FSE Renewal Lic-Less than \$250,000	\$500.00	\$520.00	\$4,220
Env. Health	FSE Non-profit License Renewal	\$250.00	\$260.00	\$740
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$675.00	\$700.00	\$0
Env. Health	Surcharge-Fail submit plans/chg own	\$600.00	\$610.00	\$0
Env. Health	Special food svc estab surchrg 2nd step of formal hearing	\$510.00	\$525.00	\$0
Env. Health	Special food svc estab surchrg 3rd step of formal hearing	\$1,020.00	\$1,050.00	\$0

Env. Health	Seasonal Renewal License, FSE			
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$660.00	\$690.00	\$0
Env. Health	FSE SeasnI renewal- at least \$500,000,less \$750,000	\$540.00	\$560.00	\$20
Env. Health	FSE SeasnI Renewal -at least \$250,000,less \$500,000	\$420.00	\$430.00	\$20
Env. Health	FSE Seasonal renewal -less than \$250,000	\$300.00	\$310.00	\$80
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$340.00	\$350.00	\$210
Env. Health	Change of Ownership of FSE	\$395.00	\$405.00	\$380
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$230.00	\$235.00	\$0
Env. Health	FOOD VARIANCE REQUEST FEE (BASED ON BEH HOURLY RATE, ESTIMATED TIME TO DELIVER SERVICE - ONE HOUR **	\$115.00	\$120.00	\$0
Env. Health	STFU (Special Transitory Food Unit)			
Env. Health	Initial STFU license Incl. Plan Review	\$350.00	\$375.00	\$200
Env. Health	STFU late inspection request	\$160.00	\$165.00	\$15
Env. Health	TEMPORARY LICENSE			
Env. Health	Temp FSE - Non-Profit	\$115.00	\$120.00	\$165
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$230.00	\$235.00	\$5
Env. Health	Temp FSE- Preparation Type - For Profit	\$230.00	\$240.00	\$500
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$460.00	\$480.00	\$20
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$75.00	\$78.00	\$0
Env. Health	Temp Event Inspection Request - Late Fee	\$460.00	\$480.00	\$0
Env. Health	VENDING			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$85.00	\$86.00	\$74
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$110.00	\$115.00	\$25
Env. Health	Surcharge-Failure to apply for vending license-Fee	\$195.00	\$200.00	\$0
Env. Health	POOL			
Env. Health	Public Pool Inspection	\$235.00	\$240.00	\$650
Env. Health	Each add'l pool at same location	\$115.00	\$120.00	\$230
Env. Health	Pool Reinspection (after violation)	\$115.00	\$120.00	\$0
Env. Health	DHS LICENSING			
Env. Health	DHS Licensing Inspection - well & septic	\$360.00	\$365.00	\$185
Env. Health	DHS Licensing - well & septic only	\$140.00	\$145.00	\$0
Env. Health	DHS Licensing re-inspection fee hourly rate **	\$115.00	\$120.00	\$0
Env. Health	DHS Initial Licensing Plan Review	\$410.00	\$420.00	\$0
Env. Health	BODY ART (TATTOO)			
Env. Health	Body Art Business Initial License	\$600.00	\$700.00	\$200
Env. Health	Body Art License Renewal	\$225.00	\$250.00	\$325
Env. Health	Body Art Lic-late renewal-additional	\$140.00	\$145.00	\$10
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$590.00	\$600.00	\$0
Env. Health	Body Art non-compliant with inspection - hourly rate **	\$115.00	\$120.00	\$0
Env. Health	Reinstmt of Susp Body Art License (fine)	\$220.00	\$225.00	\$0
Env. Health	Body Art Initial License after July 1	\$300.00	\$305.00	\$0
Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS) **	\$115.00	\$120.00	\$0

Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$825.00	\$850.00	\$25
Env. Health	Well (Only) Inspection -private	\$600.00	\$615.00	\$45
Env. Health	Combined Well & Septic Inspection	\$1,150.00	\$1,175.00	\$750
Env. Health	Vacant Land Evaluation	\$580.00	\$590.00	\$300
Env. Health	On-Site Sewage repair/replace	\$825.00	\$850.00	\$2,375
Env. Health	Well Repair	\$325.00	\$350.00	\$2,125
Env. Health	Altern On-site Sewage Syst Plan Revw	\$440.00	\$450.00	\$750
Env. Health	Subdivision Evaluation of Preliminary Plat	\$370.00	\$380.00	\$0
Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service) **	\$115.00	\$120.00	\$65
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$195.00	\$200.00	\$10
Env. Health	Irrigation Well/Non-potable well - commercial	\$345.00	\$350.00	\$25
Env. Health	Combined Well & Septic Repair	\$950.00	\$1,000.00	\$550
Env. Health	Septic Installers Certification (2 hr chrg) **	\$115.00	\$120.00	\$0
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$235.00	\$240.00	\$0
Env. Health	Reinstmt of bathing area permit	\$115.00	\$120.00	\$0
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$470.00	\$480.00	\$0
Env. Health	CAMPGROUNDS			
Env. Health	Temporary Campground Inspections***	\$0.00	\$240.00	\$480
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr **	\$115.00	\$120.00	\$0
Env. Health	Type II Non Community - Sanitary Survey (non - transient)	\$0.00	\$650.00	\$2,600
Env. Health	Type II Non Community - Sanitary Survey (Transient)	\$0.00	\$420.00	\$6,300
Env. Health	POINT OF SALE PROGRAM			
Env. Health	Point of Sale- appl processing fee	\$205.00	\$210.00	\$2,500
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$405.00	\$415.00	\$250
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$240.00	\$245.00	\$0
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals)	\$170.00	\$175.00	\$0
Env. Health	Point of Sale- Extension Evaluations -hourly rate - 2 hours minimum for svc **	\$115.00	\$120.00	\$50
Env. Health	Point of Sale- Annl Inspector renwl fee	\$135.00	\$140.00	\$80
Env. Health	TOBACCO PROGRAM			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$285.00	\$290.00	\$175
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$330.00	\$335.00	\$1,150
Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach.	\$330.00	\$335.00	\$10
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee	\$450.00	\$480.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee	\$525.00	\$550.00	\$0
Env. Health	Tobacco Failure to change ownership	\$185.00	\$190.00	\$0

Env. Health	POLLUTION PREVENTION PROGRAM			
Env. Health	Cat 2: 501-5000 Gal report fee	\$140.00	\$145.00	\$1,025
Env. Health	Cat 3: 5001 Gal report fee	\$210.00	\$220.00	\$1,070
Env. Health	Cat 1: 0-500 Gal Inspection fee	\$140.00	\$145.00	\$705
Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$230.00	\$235.00	\$1,025
Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$340.00	\$350.00	\$1,070
Env. Health	Hourly Rate Over Standard Service **	\$115.00	\$120.00	\$0
Env. Health	P2 On-Site Consultation (per hour)**	\$115.00	\$120.00	\$0
Env. Health	P2 Plan Review - hourly rate - 2 hour min. **	\$115.00	\$120.00	\$0
				\$56,622

** The charges for these services average two hours or more, but in order to keep the rate consistent, the Bureau of Environmental Health hourly rate is established by the BOC fee process. The recommended fee for FY2015 is \$120 per hour. However, many of these services are charged at the 2 hour minimum time to deliver the service (\$240 for the service) and \$120 per hour for any additional time as necessary.

***New State of Michigan Requirement. Fee is set by the Bureau of Environmental Health with ICHD.

NOTE: For the Health Department, in many cases, a fee increase is proposed with no additional

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO HONOR NANCY HAYWARD FOR SERVING AS ACTING HEALTH OFFICER

WHEREAS, Dr. Renee Canady resigned as Ingham County Health Officer; and

WHEREAS, Nancy Hayward was appointed Acting Health Officer effective January 22, 2014; and

WHEREAS, under Nancy's leadership, the Health Department continued to provide services to the Ingham County community in the excellent manner they have become known for; and

WHEREAS, her direction and assistance in resolving the situation at the Life O'Riley Mobile Home Park is appreciated and resulted in providing additional services to those Ingham County residents in need of housing, health care, and access to outreach programs; and

WHEREAS, Nancy is to be commended for the cooperative efforts in working with the City of Lansing Human Relations, City of Lansing building inspectors, Board of Water and Light, Michigan Department of Environmental Quality, and the Michigan Licensing and Regulations Bureau to address the issues at Life O'Riley Mobile Home Park as she strived to improve the quality of life for the Life O'Riley residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation to Nancy Hayward for the leadership she provided to the Health Department and the Ingham County community while serving as Acting Health Officer.

BE IT FURTHER RESOLVED, that the Board is grateful for her contributions and the difference she has made in the lives of the citizens of Ingham County.