

CHAIRPERSON  
DALE COPEDEGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

LAW ENFORCEMENT COMMITTEE  
PENELOPE TSEBNOGLOU, CHAIR  
DEBBIE DE LEON  
VICTOR CELENTINO  
CAROL KOENIG  
RANDY SCHAFFER  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, MAY 10, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 26, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Resolution Authorizing a Contract with [ImageSoft](#) Corporation for the Scanning Project for the Prosecutor's Office
2. Controller's Office
  - a. Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center [Budget](#) (*Budget to be Distributed at Meeting*)
  - b. Resolution Updating Various [Fees](#) for County Services
  - c. Update on the 911 Center (*No Materials*)

Announcements

Public Comment

Adjournment

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

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

LAW ENFORCEMENT COMMITTEE

April 26, 2012

Minutes

Members Present: Penelope Tsernoglou, Debbie De Leon, Victor Celentino, Carol Koenig, Randy Schafer, and Vince Dragonetti

Members Absent: None

Others Present: Board Chairperson Copedge and John Neilsen

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

Approval of the April 12, 2012 Minutes

The April 12, 2012 Minutes were approved as submitted.

Additions to the Agenda

1c. Update on the Ingham County 911 Central Dispatch Center Employee Transition

(Comm. Koenig arrived at 6:02 p.m.)

Limited Public Comment

None.

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

1. 911/Controller's Office
  - a. Resolution Authorizing an Interoperability Communication Project for the Ingham County Public Safety Wireless Voice Communication System
2. Controller's Office
  - a. First Quarter 2012 Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. 911/Controller's Office
  - b. Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING COMPREHENSIVE EMERGENCY TELEPHONE SERVICES (911 SERVICES).

Mr. Neilsen stated this resolution will authorize placing the renewal of the Comprehensive Emergency Telephone Services (911) millage for another 4 years on the August 3, 2012 Primary Ballot along with the Juvenile Millage. Mr. Neilsen stated the language has remained the same since it was initiated except the DDA language has been removed. He explained the County Attorneys recognized the DDA language was confusing to the public and for that reason they understand why the decision was made to remove it.

Comm. Celentino informed the Committee that Lansing Township will be placing a public safety millage renewal on the ballot. He then asked Mr. Neilsen if he was aware of any other renewals or millage requests. Mr. Neilsen stated Comm. Grebner has spoke about a special transportation millage and there was a suggestion during an Ingham Health Plan presentation at the Human Services meeting regarding a health related millage. He stated it was his understanding that there was a lack of support for placing the IHP millage on the ballot at this time; however, there may be more discussion at the May 7, 2012 Leadership Meeting. Comm. De Leon mentioned the IHP intent was broadcast on the local news. Mr. Neilsen stated at this time the only other millage being placed on the ballot is the Juvenile Millage renewal.

Comm. Schafer stated that he strongly supports the 911 Millage renewal.

MOTION CARRIED UNANIMOUSLY.

Comm. De Leon asked for the annual operating costs for the 911 Center expressing her concern that the millage is adequate for the new facility. Mr. Neilsen stated he would have information at the next round of meetings and noted an increase would not be considered a millage renewal.

- c. Update on the Ingham County 911 Central Dispatch Center Employee Transition

The Committee discussed emails received from employees and mentioned that Board Chairperson Copedge may have responded to an email.

The Committee discussed the differences between the city of Lansing and East Lansing employees transitioning into the County. The Committee asked that County Services be updated on the transition further indicating a Closed Session may be necessary.

Mr. Neilsen stated the County has received the occupancy permit for the new building and on-site training has begun.

2. Controller's Office  
b. Resolution Updating Various Fees for County Services

Mr. Neilsen informed the Committee that this was a draft for discussion purposes and the resolution will be presented at the next round of Liaison Meetings. He explained that in the past weighted averages were used for the recommended adjustments; however, the budget has declined and as a result the Consumer Price Index of 2.7% was applied. He reminded the Committee that fees charged by the County may not exceed the cost of providing the service.

Mr. Neilsen pointed out that if all fee increases were enacted it is projected that an additional \$233,608 would be generated in 2013; as a result, the fee adjustments would increase the base by about 4.7%. He noted the recommended changes are in bold.

(Board Chairperson Copedge arrived at 6:26 p.m.)

The Committee discussed the resolution regarding various fees and costs.

Chairperson Tsernoglou suggested lowering adoption fees in the summer months in order to increase adoption rather than spending money on extended care or euthanasia. Comm. De Leon asked for more details on revenue and expenses. The Committee was open to the suggestion and asked that more information be provided.

Comm. Dragonetti asked for year-over-year percentage increases by Department. Mr. Neilsen clarified that not all fees are at 100% of cost and hypothetically those fees could be increased to 100%; furthermore, fees that are at 100% may be increased by the CPI of 2.7%.

The Committee questioned the word "added" in the Sheriff Line Items: 52, 53, and 54. Mr. Neilsen will provide the information at the next meeting.

Announcements

Chairperson Tsernoglou stated the Sheriff invited the Commissioners to attend a press conference tomorrow at 10:00 a.m. regarding an Alternative Sentencing Program. The press conference will be held at the Sheriff's office. Mr. Neilsen briefly highlighted the program.

Public Comment

None.

The meeting adjourned at approximately 7:02 p.m.

Respectfully submitted,

Julie Buckmaster

## **MAY 10, 2012 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

1. *Prosecuting Attorney's Office - Resolution Authorizing a Contract with ImageSoft Corporation for the Scanning Project for the Prosecutor's Office*

This resolution authorizes entering into a contract with ImageSoft at a cost of \$134,737 to complete the Statement of Work No. 12261 by March 31, 2013.

Funds are available for this purpose within the Ingham County Prosecutor's Office CIP Budget. (See attached memo for details.)

2. *Controller's Office*

a. *Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center Budget*

This resolution authorizes adoption of an Interim Budget for the Ingham County 911 Central Dispatch Center Interim Budget to cover the time period of the scheduled opening of the Center May 30, 2012 through the remainder of the year. (See attached memo for details.)

b. *Resolution Updating Various Fees for County Services*

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

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT CORPORATION FOR THE SCANNING PROJECT FOR THE PROSECUTOR'S OFFICE**

WHEREAS, the Ingham County Prosecutor's Office has a need for an imaging solution in order to improve efficiency and document management; and

WHEREAS, Ingham County continues to be able to piggyback onto the Request for Proposal (RFP) previously administered by Genesee County that will guarantee On-Base software discounts of 20% (\$25,000 - \$50,000) or 25% (\$50,000 - \$100,000) for Ingham County departments through the end of 2012; and

WHEREAS, the Ingham County Prosecutor's Office to has implemented its scanning project for our Adult and Juvenile cases; and

WHEREAS, the Ingham County Prosecutor's Office believes that efficiency will be gained by having the ability to integrate with PACC/PAAM, our record management integration thus reducing data entry; and

WHEREAS, the Ingham County Prosecutor's Office believes TrueFiling for Law Enforcement will give the Police the ability to submit warrant requests which will automatically enter our system causing efficiency to our office; and

WHEREAS, ImageSoft provided a Statement of Work stating the budgetary pricing; and

WHEREAS, the Ingham County Prosecutor's Office has budgeted \$138,033 in its 2012 CIP budget; and

WHEREAS, the Ingham County Prosecutor's Office believes this project will be complete by the end of 2012 or early 2013.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with ImageSoft at a cost of \$134,737, to complete the Statement of Work No 12261 by March 31, 2013.

BE IT FURTHER RESOLVED, that the cost will be paid by the Ingham County Prosecutor's office CIP Budget, which has \$138,033 that has been approved for scanning/imaging purposes.

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

**Agenda Item 2a**

TO: Law Enforcement Committee  
Finance Committee

FROM: John Neilsen, Deputy Controller

DATE: May 7, 2012

RE: Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center Budget

Commissioners:

Attached is an Ingham County 911 Central Dispatch Center Interim Budget to cover the time period of May 30, 2012 through the remainder of the year.

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project as well as legacy Agreements with our partners the Cities of Lansing and East Lansing.

The current Construction Schedule has established an effective date of integration of May 30, 2012 to begin operations at the new 911 Central Dispatch Center.

Therefore, the Controller's Office and 911 Director are recommending that the Board of Commissioners approve this Resolution and authorize the establishment of Ingham County 911 Central Dispatch Center Interim Budget.

Please contact us if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN INTERIM INGHAM COUNTY 911 CENTRAL  
DISPATCH CENTER BUDGET**

WHEREAS, the electorate of Ingham County has approved several millage proposals to maintain financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the Ingham County Board of Commissioners has entered into Legacy Cost Agreements as negotiated between Ingham County and the Cities of East Lansing and Lansing, in order to proceed with Ingham County transitioning to a Ingham County 911 Central Dispatch Center Department and the development of the Ingham County 911 Central Dispatch Center Facility; and

WHEREAS, the Ingham County Board of Commissioners has previously approved a Final Staffing level of sixty five and one half FTE's; and

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds.

THEREFORE BE IT RESOLVED, that the 2012 Interim Ingham County 911 Central Dispatch Center Department from May 30, 2012 through December 31, 2012 as attached, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolution #94-93 and #04-253.

BE IT FURTHER RESOLVED, that the expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed.



BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than that is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that funds generated by the 911 millage, surcharges, radio participation policy and other 911 related revenue but not spent by the end of the fiscal year for specific Board approved projects, may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certified that the funds are available.

**Agenda Item 2b**

**MEMORANDUM**

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: May 5, 2012

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2012, for the Park and Zoo winter seasonal fees on November 1, 2012, and for all other departments on January 1, 2013. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

During the last round of Committee meetings, some questions pertaining to specific fees were discussed. Many of these have been answered in previous correspondence and the remaining questions for the Health Department and Animal Control are addressed in the attached memos. The Law Enforcement Committee suggested lowering the adoption fees in the summer months in order to increase adoption rather than spending money on extended care or euthanasia. Attached is a memo from the Animal Control Director proposing a reduction in adoption fees one day per week in order to promote increased adoption of shelter animals and reduce costs. Also attached is a memo from the Health Department in response to the questions from the Human Services Committee.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$233,608. Any additional revenue will be recognized in the 2013 Controller Recommended Budget.

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

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

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

WHEREAS, the consumer price index, a rate of 2.7%, was used for the cost increase factor due the continuous decline in budgets; and

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2013 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2012 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012.

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

**ATTACHMENT A: FEES WHICH ARE ADJUSTED**

**County Services Committee**

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Drain Comm.	Topography	\$530.00	\$535.00	100%
Drain Comm.	Preliminary Comm. Site Plan Review	\$650.00	\$655.00	75%
Drain Comm.	Preliminary Plat Review	\$650.00	\$655.00	75%
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$650.00	\$655.00	100%
Drain Comm.	Plat Drain Administration Fee	\$2,100.00	\$2,200.00	75%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$460.00	\$470.00	100%
Drain Comm.	Escrow account-1/2 acre or less	\$500.00	\$535.00	100%
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,500.00	\$1,600.00	100%
Drain Comm.	Escrow account - 1 to 5 acres	\$3,000.00	\$3,200.00	100%
Drain Comm.	Escrow account - 5 to 10 acres	\$5,000.00	\$5,300.00	100%
Drain Comm.	Escrow account - each add'l 10 acres	\$2,500.00	\$2,600.00	100%
Drain Comm.	Soil Erosion Permit - 9 month duration	\$230.00	\$235.00	75%
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.00	\$12.00	100%
	Digitally Produced Paper Maps- Parcel Layer			
Equalization	8.5" x 11"	\$5.00	\$6.00	100%
Equalization	11" x 17"	\$11.00	\$12.00	100%
Equalization	17" x 22"	\$17.00	\$18.00	100%
Equalization	22" x 34"	\$22.00	\$24.00	100%
Equalization	28" x 40"	\$28.00	\$30.00	100%
Equalization	34" x 44"	\$34.00	\$36.00	100%
	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer			
Equalization	8.5" x 11"	\$11.00	\$12.00	100%
Equalization	11" x 17"	\$22.00	\$24.00	100%
Equalization	17" x 22"	\$34.00	\$36.00	100%
Equalization	22" x 34"	\$45.00	\$48.00	100%
Equalization	28" x 40"	\$57.00	\$60.00	100%
Equalization	34" x 44"	\$68.00	\$72.00	100%
Equalization	Custom Maps	\$64.00	\$67.00	100%
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - per hr	\$5.00	\$6.00	100%
Parks	In-Park Canoe/Kayak - 2nd hr	\$5.00	Eliminate	100%
Parks	In-Park Canoe/Kayak hrly after 2nd	\$2.00	Eliminate	100%
Parks	In-Park Canoe/Kayak -Max. per day	\$12.00	Eliminate	100%
Parks	Canoe/Kayak Trips - McNamara	\$12.00	\$15.00	100%
Parks	Canoe/Kayak Trips - Bunker Rd	\$18.00	\$22.00	100%
Parks	Canoe/Kayak Trips - Eaton Rapids	\$25.00	\$28.00	100%
Parks	Row Boat - 1st hour	\$5.00	\$7.00	100%
Parks	Row Boat - 2nd hour - fee per hour	\$5.00	Eliminate	100%
Parks	Row Boat - Hourly Thereafter	\$2.00	\$3.00	100%
Parks	Row Boat - Maximum	\$20.00	Eliminate	100%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Parks	Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only)			
Parks	3rd hour	\$1.00	Eliminate	100%
Parks	Maximum	\$6.00	Eliminate	100%
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N)			
Parks	1st hour	\$7.00	\$8.00	100%
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child			
Parks	Poles per hour	\$2.00	\$3.00	100%
Parks	Hawk Island Snow Park Operational Rates (Mon-Fri 4-9 pm Sat-Sun 10am-9pm)			
Parks	Comb. Snow Board/Tube Adult Pass	\$10.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Child Pass	\$7.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Family Pass	\$30.00	Eliminate	100%
Parks	Comb Group Rate (20-100 p)/person	\$6.00	Eliminate	100%
Parks	Game Rental (for 4 hours)			
Parks	Moonwalk	\$250.00	\$275.00	100%
Parks	Dunk Tank	\$200.00	\$225.00	100%
Parks	Giant Slide	\$350.00	\$400.00	100%
Parks	Admission Fees (group rate)			
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$0.00	\$2.00	25%
Zoo	Children (age 3-12) (November - March)	\$0.00	\$1.00	25%
Animal Control	Enforcement/Dog License Fees			
Animal Control	Un-Sterilized	\$50.00	\$60.00	75.0%
Animal Control	Un-Sterilized - Delinquent	\$120.00	\$130.00	75.0%
Animal Control	Un-Sterilized - 3 year License	\$135.00	\$145.00	75.0%
Animal Control	Boarding Fee-Dangerous Animals	\$30.00	\$40.00	75.0%
Animal Control	Boarding Fee per day-others	\$20.00	\$30.00	75.0%
Animal Control	Euthanasia Fee	\$100.00	\$125.00	100.0%
Animal Control	Owner Pick-up Fee	\$30.00	\$40.00	100.0%
Animal Control	Tranq. at-large	\$30.00	\$40.00	100.0%
Animal Control	Rabies vaccination on redeemed dogs	\$10.00	\$15.00	100.0%
Animal Control	Bordatella Vaccination-redeemed dogs	\$6.00	\$15.00	100.0%
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$15.00	\$75.00	0.0%
Pros Atty	Diversion - Felony Offender	\$760.00	\$770.00	50.0%
Pros Atty	Costs for eligible convictions - Trial	\$200.00	\$210.00	10.0%
Comm. Health	INS Vaccination Verif Form I-693	\$35.00	\$36.00	100.0%
Comm. Health	MIHP Tran. Bus/Van	\$31.29	\$33.68	100.0%
Comm. Health	MIHP - Trans Taxi	\$28.62	\$30.80	100.0%
Comm. Health	MIHP Trans. Volunteer	\$0.31	\$0.33	100.0%
Comm. Health	Compreh Envir Investigation	\$265.00	\$275.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Comm. Health	Assessment of Home	\$110.00	\$120.00	100.0%
Comm. Health	Immigration Physical Exams	\$170.00	\$180.00	100.0%
Imm. Clinic	Internat'l Travel Consult	\$57.00	\$59.00	100.0%
OYC	Consultation Request (per hr.)	\$67.00	\$69.00	100.0%
OYC	Agency Training Request- Base, 1.5 hr.	\$200.00	\$205.00	100.0%
OYC	Agency Training Request- Base, 2.5 hr.	\$330.00	\$340.00	100.0%
OYC	Agency Training Request- Base, 3.0 hr.	\$400.00	\$420.00	100.0%
OYC	Agency Training Request- Base, 5.0 hr.	\$650.00	\$675.00	100.0%
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$22.00	\$25.00	100.0%
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$28.00	\$30.00	100.0%
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$60.00	\$65.00	100.0%
OYC	OYC - Advanced Training - 10 hrs./per person	\$100.00	\$105.00	100.0%
OYC	OYC - Administrator Training - 16 hrs./per person	\$130.00	\$133.00	100.0%
Env. Health	Fixed Food Service Estab-Profit			
Env. Health	Mobile Unit Renewal License (4 hours)	N/A	\$230.00	50.0%
Env. Health	Food Variance Request Fee (Based on BEH Hourly Rate, estimated time to deliver services - one hour	N/A	\$115.00	100.0%
Env. Health	Pool			
Env. Health	Public Pool Inspection	\$220.00	\$230.00	100.0%
Env. Health	Each add'l pool at same location	\$110.00	\$115.00	100.0%
Env. Health	Pool Reinspection (after violation)	\$110.00	\$115.00	100.0%
Env. Health	Late Pool Payment Fee - when no payment received after 30 days invoiced -est. time - one hour	N/A	\$115.00	100.0%
Env. Health	DHS Licensing			
Env. Health	DHS Licensing Inspection - municipal	\$205.00	\$215.00	100.0%
Env. Health	DHS Licensing Inspection - well & septic	\$345.00	\$355.00	100.0%
Env. Health	DHS Licensing re-inspection fee hourly rate	\$110.00	\$115.00	100.0%
Env. Health	DHS Initial Licensing Plan Review	\$395.00	\$405.00	100.0%
Env. Health	Body Art (Tattoo)			
Env. Health	Body Art Business Initial License	\$550.00	\$575.00	50.0%
Env. Health	Body Art License Renewal	\$175.00	\$200.00	50.0%
Env. Health	Body Art Lic-late renewal-additional	\$125.00	\$135.00	50.0%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$550.00	\$575.00	50.0%
Env. Health	Body Art non-compliant with inspection -hourly rate	\$110.00	\$115.00	50.0%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$210.00	\$215.00	100.0%
Env. Health	Body Art Initial License after July 1	\$275.00	\$295.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Env. Health	Body Art Temp License (1-14 days)	\$100.00	\$105.00	100.0%
Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS)	n/a	\$115.00	\$1.00
Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$770.00	\$800.00	100.0%
Env. Health	Well (Only) Inspection -private	\$575.00	\$590.00	100.0%
Env. Health	Combined Well & Septic Inspection	\$1,125.00	\$1,130.00	100.0%
Env. Health	Vacant Land Evaluation	\$555.00	\$570.00	100.0%
Env. Health	On-Site Sewage repair/replace	\$770.00	\$800.00	100.0%
Env. Health	Well Repair	\$200.00	\$345.00	100.0%
Env. Health	Altern On-site Sewage Syst Plan Rewv	\$420.00	\$430.00	100.0%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$340.00	\$360.00	100.0%
Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service)	\$110.00	\$115.00	100.0%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$185.00	\$190.00	100.0%
Env. Health	Septic tank repair or replacement inspection fee	\$285.00	\$345.00	\$1.00
Env. Health	Irrigation Well/Non-potable well - commercial	N/A	\$345.00	\$1.00
Env. Health	Combined Well & Septic Repair	n/a	\$915.00	\$1.00
Env. Health	Septic Installers Certification (2 hr chrg)	n/a	\$115.00	\$0.00
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$225.00	\$230.00	100.0%
Env. Health	Reinstrmt of bathing area permit	\$110.00	\$115.00	100.0%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$450.00	\$460.00	100.0%
Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$150.00	\$155.00	100.0%
Env. Health	Campground Inspection 100-199 Sites	\$225.00	\$235.00	100.0%
Env. Health	Campground Inspection 200+ Sites	\$300.00	\$310.00	100.0%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$225.00	\$232.00	100.0%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$340.00	\$352.00	100.0%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$450.00	\$465.00	100.0%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$300.00	\$310.00	100.0%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$450.00	\$470.00	100.0%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$600.00	\$620.00	100.0%
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$110.00	\$115.00	100.0%
Env. Health	Type II Non Community - Sanitary Survey	\$440.00	\$450.00	100.0%
Env. Health	Board of Health appeal fee	\$125.00	\$130.00	100.0%







# Memo

To: Finance Committee Members  
From: Renee Canady  
Date: 5/7/2012  
Re: Response to questions about Health Department Fees

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- 1) What is our quality control process for assuring the caliber of the inspectors that we contract with? Inspectors contracted for services as part of our Point of Sale program are held to the following requirements:
  - Must be a Registered Sanitarian (RS),
  - Take classes offered by their professional association such as MOWTEC, MOWEC, or Michigan Groundwater Association and pass an exam associated with the course.
  - Hold Ingham County certification, received after successful completion of ICHD Administrative course
  - If not certified by Ingham County, they must be certified in a county we have reciprocity with as noted in our Point of Sale policy and guidance authored 9/29/10 (Barry-Eaton, Shiawassee)
- 2) Are land bank houses subject to inspections?
  - Yes, land bank is required under state to comply with all local law ordinances (noted in legal opinion received March 28, 2011)
- 3) Why are East Lansing rates different?
  - Ingham County Tobacco Regulation, section 4-3 (2) License Fee allows for adjustment of County fee's if a facility is licensed and pay fees to a Township or Municipality in Ingham County. It has been our practice to lower the fees for East Lansing businesses as a result of this regulation.
- 4) Septic installer certification: Will we charge less if more people are enrolled?
  - No adjustments are planned at this time. The fee is for registration, training, and certification processing. Similar to our other certification processes (e.g., Point of Sale), we charge a set fee for attending the course. Ingham County is one of a few counties that do not have such a course or fee at this time.
- 5) Please explain the 150% on the tobacco late fee notices? It is a late fee for updating their license after it has expired (as opposed to updating prior to expiration which is required). This is the fee for late registration; it is not a fine for breaching the regulation (per clarification from County legal counsel).

# Memorandum

**To:** Law Enforcement Committee  
**CC:** Elizabeth Hamilton  
**From:** Jamie McAloon Lampman, Director  
**Date:** May, 3, 2012  
**Re:** Reduced Adoption Fee Proposal

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## **Proposal to Reduce Adoption Fees.**

I am proposing a reduction in fees one day per week. This proposal is an effort to promote and increase adoption of shelter animals. It will reduce euthanasia and reduce expenses related to the care and maintenance of shelter animals.

Despite multiple strategies used to promote the adoption of animals in 2011 it was only when the shelter offered huge discounts on adoption fees that we saw an active increase in adoptions. The current fee structure for adopting cats is not competitive with the thousands of free kittens on the corner and the limited discretionary funds families have. Adoption fees have become cost prohibitive in these times.

In 2010 the shelter experienced a decline in adoptions. In 2011 to avoid a continued decline fee reductions were implemented that were augmented by donors who sponsored the adoptions. With the reduced adoption fees and collaborations with regional shelters to conduct shelter to shelter transfers we were able to increase adoptions. This helped immensely resulting in 102 additional adoptions.

In 2012 we implemented the Whiskers Wednesday's promotion whereas cats are free on Wednesdays and dogs are half price. This promotion has not only resulted in dozens of extra adoptions each month but has brought new visitors and people from all over the region to the shelter who have adopted, donated and volunteered. It has also prevented the death of dozens of animals who certainly would have been killed due to lack of space. Although the fees are a loss to the revenue line item—in the long and short term the benefits are far greater. Total adoption fees range from \$71-\$35 dollars per cat (depending on age). For each "Free" cat adopted we average a loss of \$53. However, if we don't adopt the cat we will be forced to kill the animal due to the fact we have limited space and our department is an "Open Admission" shelter (we take in all Ingham County animals regardless of space available). Our staff must euthanize animals to make room when none exist.

The cost to euthanize an animal exceeds the \$53, by almost double. Plus the cost to maintain that animal each day it is at the shelter until it is euthanized. Keeping the shelter's animal population as low as possible is very desirable for purposes of

providing optimum care for those animals that must be there. And more important, the community strongly supports ICAC's commitment to give each animal the option for a home rather than death.

It is of greater benefit to the county to reduce the cost of adoption fees at least once a day to promote adoptions, create good will and reduce the animal population at the shelter through a positive outcome rather than a negative one. Please see attached flyer. This promotion has been sponsored by donors and businesses in the community. These are very limited funds and will soon run out.