

CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON  
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

## **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 22, 2013 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 1, 2013](#) Minutes  
Additions to the Agenda  
Limited Public Comment

#### **Please Review and/or bring your 2014 Strategic Planning Books to the Meeting**

1. Appointments - Veterans Affairs
2. Health Department - Resolution to Authorize an Agreement for [Call Center Services](#) at the Health Department
3. Controller's Office
  - a. Resolution Establishing [Priorities](#) to Guide the Development of the 2014 Budget and Activities of County Staff
  - b. Resolution Updating Various [Fees](#) for County Services
  - c. Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget

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).

## HUMAN SERVICES COMMITTEE

April 1, 2013

Minutes

Members Present: Todd Tennis, Kara Hope, Sarah Anthony, Brian McGrain, Deb Nolan, Don Vickers, and Randy Maiville

Members Absent: None

Others Present: Jared Cypher, Chuck Gray, Nancy Hayward, John Jacobs, Robin Reynolds, Albert Boyce, Hugh Haines, William Goupil and others

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

### Approval of the March 18, 2013 Minutes

The March 18, 2013 Minutes were approved as submitted.

### Additions to the Agenda

3. Late - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH payments to McLaren Greater Lansing and Sparrow Health System
- 2c. Late - Resolution Authorizing the Health Officer and Controller/Administrator to Enter into a Contract with a Vendor for Medication Passing Services at the Ingham County Jail
4. Late - Resolution Authorizing an Amendment to Resolution 12-370 to Revise the Scope of Services for the 2013 Community Agency Agreement with Habitat for Humanity of Greater Ingham County.

### Limited Public Comment

Mr. Tom Bergenn spoke on behalf of his son and daughter-in-law regarding an issue they are having with sewer system requirements on a recently purchased home. Chairperson Tennis informed Mr. Bergenn of an upcoming County Board of Health meeting.

### 1. Veterans Affairs – Interviews

The Committee interviewed Albert Boyce, Hugh Haines and William Goupil for the Veterans Affairs Advisory Board. There is one (1) vacancy.

Comm. Vickers disclosed he knows Mr. Haines. Comm. Maiville disclosed he is an acquaintance of Mr. Haines.

2. Health Department

- a. Resolution to Authorize Amendment #4 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
- b. Resolution Honoring Kathy Fitton

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE (a) THE RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH AND (b) THE RESOLUTION HONORING KATHY FITTON.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution Authorizing the Health Officer and Controller/Administrator to Enter into a Contract with a Vendor for Medication Passing Services at the Ingham County Jail

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING THE HEALTH OFFICER AND CONTROLLER/ADMINISTRATOR TO ENTER INTO A CONTRACT WITH A VENDOR FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL.

Chairperson Tennis explained the current vendor has decided not to continue their services and this is a request to immediately start searching for a new vendor. Comm. Maiville asked if there is a cancellation clause in the contract. Mr. Cypher answered yes and sufficient notice was given. Comm. McGrain asked if the Controller is supporting this. Mr. Cypher answered yes. Comm. Nolan questioned if this is a temporary solution or is this asking the Health Department to do the medication passing on a permanent basis. Mr. Cypher stated that the Health Department is responsible for Jail Medical therefore has the ultimate responsibility for medication passing at the Jail, but, what they are looking for through this resolution is a contract with another outside vendor. He explained the current contract will terminate on May 10<sup>th</sup> and time is of the essence. This is asking for flexibility to find an appropriate vendor and a resolution would come back once a vendor is selected; however, if a vendor is not immediately obtainable this allows the Controller to hire temporary employees.

Comm. Nolan asked why the current vendor wanted to terminate the contract. Mr. Cypher stated it is unclear they just wanted out of the contract. Comm. Vickers asked what kind of licensing or certification is needed for medication passing services. Ms. Hayward stated she does not have the specifics; however, a health care professional license is required. Comm. Nolan questioned if it is under the supervision of a nurse. The Committee asked that more information regarding the requirements for medication passing be provided to the Finance Committee on Wednesday as well as the Full Board next Tuesday. Ms. Hayward agreed to provide the information.

Comm. Nolan stated because the Health Department is responsible for Jail Medical she can see establishing a couple of positions for medication passing. Comm. McGrain asked for clarification in the near future of how Jail Medical will be handled. Chairperson Tennis stated it is his understanding that both the Sherriff's Office and Health Department prefer using a vendor for Jail Medical Services further understanding there have been discussion on this topic. Mr. Cypher stated the discussions are ongoing.

MOTION CARRIED UNANIMOUSLY.

3. Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH payments to McLaren Greater Lansing and Sparrow Health System

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO MCLAREN GREATER LANSING AND SPARROW HEALTH SYSTEM.

Ms. Reynolds stated the County enters into this agreement every year. She described funding and the timeliness of the resolution.

Ms. Reynolds updated the Committee on the Patient Affordable Care Act and the effects of the State of Michigan's decision on Medicaid expansion along with the future of DSH payments.

MOTION CARRIED UNANIMOUSLY.

4. Resolution Authorizing an Amendment to Resolution 12-370 to Revise the Scope of Services for the 2013 Community Agency Agreement with Habitat for Humanity of Greater Ingham County.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION 12-370 TO REVISE THE SCOPE OF SERVICES FOR THE 2013 COMMUNITY AGENCY AGREEMENT WITH HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY.

Mr. Cypher explained that Habitat for Humanity asked to change their scope of work noting they are not asking for more money. Mr. Cypher further explained Habitat for Humanity would like to set up a fund for upfront materials. Chairperson Tennis stated he understands there are matching funds for the upfront materials. Comm. McGrain informed the Committee that Habit for Humanity will be relocating their offices and the need for the truck is not their priority at this time.

MOTION CARRIED UNANIMOUSLY.

The Committee discussed theaters represented on the Veterans Affairs Advisory Committee, requirements and changes of the Committee's theater representation along with the current demographics and residency of the Committee members. Chairperson Tennis asked that this information is provided to the Committee. Mr. Cypher will contact the Board Office and have the information sent by email. Comm. McGrain suggested further discussion regarding the Veteran's Affairs appointment at the next Human Services Meeting.

Announcements

Comm. Nolan announced Hawk Island Snow Park will remain open this week and there is a 4' base of snow. Also, Potter Park Zoo will be fully staffed this week.

Public Comment

None.

The meeting adjourned at approximately 7:28 p.m.

Respectfully submitted,

Julie Buckmaster

## **APRIL 22, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

2. *Health Department – Resolution to Authorize an Agreement for Call Center Services at the Health Department*

This resolution authorizes an agreement with AMBS Call Center for overflow call center services Health Plan Management Services and the Health Department directory assistance line. AMBS Call Center will provide overflow call center services at a rate of \$895 per month for up to 1200 minutes with additional minutes costing .78 per minute. Patching time is .06 per call. Based on current call volume, the contract would not exceed \$20,500 per year, to be managed from within the Contractual Service line items of the Health Department budget. The term of the agreement shall commence June 1, 2013 through May 31, 2014 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

3. *Controller's Office*

a. *Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff*

This resolution establishes areas of priority to guide the 2014 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 2014. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2014, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

c. *2013 1<sup>st</sup> Quarter Budget Adjustments and Contingency Update*

This resolution authorizes adjustments to the 2013 budget. There are several adjustments related to Human Services. The 2013 Adopted Budget transferred jail medical services from the Health Department, where services are provided primarily by county employees, to the Sheriff's Office, to be provided by contract. This change was anticipated to save \$200,000 annually. When the services were bid out, the bids came in higher than the current cost. Therefore, for the time being, jail medical services will continue to be provided by Health Department employees and \$200,000 will be added back to the budget.

Non-general fund adjustments include a shift in revenue projections for the Health Fund of \$400,000. The general fund appropriation of \$400,000 for the Intergovernmental Transfer will not be necessary in 2013, as this expense will be absorbed by the Health Services Millage. The \$400,000 in general fund savings will be used to offset a revenue shortfall in the Health Plan Management Services area. The 2013 Adopted budget included revenues associated with a proposed contract with the newly established Health Care Cooperative, which will not be realized.

This resolution will also appropriate up to \$2,881,681 of Health Care Services millage funds for the Intergovernmental Transfer and the Ingham Health Plan to provide health services consistent with the millage language.

**OTHER ITEMS:**

1. *Appointments: Veterans Affairs*

3. *Controller's Office*

*b. 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. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item. A resolution recommending any fee increases will be presented at the next round of meetings. A draft version for discussion is included in this packet.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: April 11, 2013

RE: Recommendation to Authorize an Agreement for Call Center Services at the Health Department.

The Health Plan Management Services (HPMS) Bureau of the Health Department contracts with fourteen County Health Plans covering 21 of Michigan's 83 counties. HPMS provides administrative services, including the operation of three call centers: Claims Services, Provider Services and Member Services. An essential service provided by HPMS through these call centers is one-on-one customer service with a live person. Each Call Center operates Monday through Friday, 8:00 am to 5:00 pm. HPMS currently has a short term contract through May 31, 2013 with AMBS Inc. to receive overflow calls when HPMS staff was unavailable. Overflow calls accounted for about 15-20% of the daily call volume. HPMS' original overflow call center vendor (Peckham) recently terminated their contract with the County. A short term contract is currently in place with AMBS Call Center while the RFP process is completed.

AMBS Call Center also provides directory assistance for the Health Department. The Health Department's directory assistance line is currently answered by a representative who transfers the caller to the appropriate unit within the Health Department. This line receives an average of 50 calls per day.

ICHHD and HPMS are in need of a new vendor to perform these services to ensure that HPMS can continue to meet its contractual obligations with the County Health Plans and that the ICHD can continue to serve its clients. The Health Department worked in conjunction with the Purchasing Department to release a Request for Proposals for call center services in February 2013.

Nine vendors responded to the RFP. Health Plan Management Services Manager, Medical Services Coordinator, and Quality and Safety Coordinator evaluated the responses and unanimously agreed to recommend AMBS Call Center for the contract. AMBS was not the lowest bid, however, had comparable pricing, extensive experience and references related to healthcare call center services, and are ATSI and CAMX Award of Excellence recipients. They also have an excellent training and coaching program for their employees and are a local Michigan vendor. The vendor with the lowest bid did not have any experience with respect to healthcare, employees received limited training, and ongoing quality and reporting activities seemed vague. The committee also had concerns regarding the length of time before the call would be answered.

Reference checks confirm that AMBS Call Center has extensive experience providing overflow call center services in the healthcare industry. Many Michigan healthcare businesses use AMBS and were very satisfied with their services. AMBS proposes to provide services for a total of \$895 per month for up to 1200 minutes with additional minutes costing .78 per minute. Patching time is .06 per call. Based on current call volume, the contract would not exceed \$20,500 per year. Funds are included in the Contractual Service line item of the FY 2012- 2013 and 2013-2014 HPMS and Health Department Budgets.



The term of the agreement shall commence June 1, 2013 through May 31, 2014 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

I recommend that the Ingham County Board of Commissioners authorize an agreement with AMBS Call Center.

c: Nancy Hayward, w/attachment  
John Jacobs, w/attachment  
Jim Hudgins, w/attachment

**MEMORANDUM**

TO: Human Service & Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 11, 2013

SUBJECT: Proposal Summary for Call Center Services for the Ingham County Health Department

Project Description:

Proposals were sought from vendors experienced in providing overflow call services for a Message Center Service on behalf of the Ingham County Health Department’s Bureau of Health Plan Management Services Division and in providing directory assistance on behalf of the Ingham County Health Department.

Proposal Summary:

Vendors contacted: 13            Local: 1  
 Vendors responding: 9        Local: 0

Company Name	Fees	Local
AMBS Call Center	\$895 includes 1,200 agent minutes and \$0.78/excess minute	N – Jackson, MI
A Personal Answering Service Inc	\$607.50 includes 1,500 incoming/outgoing calls and \$0.60 for each additional incoming/outgoing call	N - Baltimore, MD
New Orleans Teleport Inc. DBA: Calls Plus	\$0.89 per operator minute and \$0.04 patch minute Additional Costs: \$199 Monthly Access Charge; \$175 Set up; \$0.97 per Directory Assistance Call and \$1.64 per HPMS/Message Taking Call	N - Lafayette, LA
Rosario Incorporated	\$0.60 per minute cost	N - Winston Salem, NC
Issues & Answers Network Inc.	\$0.40 includes all requested services - inbound calls, directory assistance/transfers, emails of call information to HPMS, and reporting; \$750 fee for initial set up	N - Iron Mountain, MI
Aardvarks Answering Service Inc, DBA: 1-800 We Answer	\$0.65 per minute cost	N - New York, NY
1 NW Contact	\$0.85 per minute cost	N - Thousand Oaks, CA
iVox Solutions	\$0.515 per minute cost; \$1.28 per call	N - Palm City, FL
Allegheny Answering Service	\$0.66 per minute cost; \$2.99 per call	N - Pittsburg, PA

Vendors Not Responding:

Anchor Solutions, Crystal Lake, IL – No bid submitted since vendor has no training with HIPPA requirements.

Central Michigan 2-1-1, Jackson, MI – No bid submitted, missed deadline.

Recommendation:

The Evaluation Committee recommends awarding AMBS Call Center a contract from June 1, 2013 through May 31, 2014 with the option to automatically renew from year to year unless terminated as set forth in the agreement based on its proposal dated February 25, 2013 (\$895 per month for up to 1,200 minutes with additional minutes costing \$0.78 per minute. Patching time is .06 per call). Total value of yearly contract is estimated to be \$20,500 based on current usage. AMBS Call Center is a registered vendor and has the experience and has previous experience working with the Health Department.

Advertisement:

The RFP was advertised in the City Pulse, the Michigan Bulletin and posted on the Purchasing Department Web Page.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR  
CALL CENTER SERVICES AT THE HEALTH DEPARTMENT**

WHEREAS, the Ingham County Health Department's Health Plan Management Services (HPMS) assumed the responsibility of providing administrative support services for the Ingham Health Plan Corporation and its 14 County Health Plans throughout Michigan; and

WHEREAS, one function HPMS provides is to operate three toll-free call centers to assist the enrolled members and medical providers; and

WHEREAS, the Ingham County Health Department is responsible for providing directory assistance to its callers; and

WHEREAS, the Health Department and the Health Plan Management Services unit are committed to providing high quality and efficient services to its customers; and

WHEREAS, call center services are a necessity in the delivery of contractual services to Health Department callers and County Health Plan members and providers; and

WHEREAS, the Purchasing Department issued a Request for Proposals in February 2013 for overflow call center services to support the customer service needs of the County Health Plan providers and members and health department callers; and

WHEREAS, the responses were evaluated by the Health Plan Management Services Manager, Medical Services Coordinator, and Quality and Safety Coordinator; and

WHEREAS, the group unanimously agreed that AMBS Call Center presented the best response and their proposal showed extensive health care call center experience; and

WHEREAS, the Health Officer recommends a contract with AMBS Call Center for overflow call center services for Health Plan Management Services and the Health Department directory assistance line; and

WHEREAS, AMBS Call Center shall provide overflow call center services at a rate of \$895 per month for up to 1200 minutes with additional minutes costing .78 per minute. Patching time is .06 per call. Based on current call volume, the contract would not exceed \$20,500 per year, to be managed from within the Contractual Service line items of the FY 2012-2013 and FY 2013-2014 HPMS and Health Department Budgets.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with AMBS Call Center for overflow call center services Health Plan Management Services and the Health Department directory assistance line at a rate of \$895 per month for up to 1200 minutes with additional minutes costing .78 per minute. Patching time is .06 per call. Based on current call volume, the contract would not exceed \$20,500 per year, to be managed from within the Contractual Service line items of the FY 2012-2013 and FY 2013-2014 HPMS and Health Department Budgets.

BE IT FURTHER RESOLVED, the period of the agreement shall be June 1, 2013 through May 31, 2014 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**MEMORANDUM**

TO: Board of Commissioners

FROM: Jared Cypher, Assistant Deputy Controller

RE: Priorities Guiding 2014 Activities and Budget

DATE: April 11, 2013

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Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2014 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 2014.

The resolution included in your agenda packet includes proposed changes from the 2013 resolution establishing areas of priority that are indicated through bolded and struck-out language. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2014, 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 what promises to be a challenging year. 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  
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:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

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; 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** a ~~\$3.5 to \$6.4~~ million budget shortfall for 2014; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2014 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:

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 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, 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.

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

a. Promoting Accessible Health Care

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** ~~Evaluate the effect of~~ **implementation of** the 2010 Patient Protection and Affordable Care Act **to benefit the County and enhance** ~~on~~ 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 long range plan for the operation 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

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 enhancement of 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

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, including exploring the cost benefits of providing a male group home.

f. Supporting 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, that the Board of Commissioners support exploring the possibility of consolidation of the Judicial Districts in Ingham County.~~

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 County will pursue in the collective bargaining process long term strategies to restructure retirement benefits that are financially sustainable for the County and appropriate for all new employees including a hybrid pension plan.~~

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, that if completed, the transition from Mid-South Substance Abuse Commission to Community Mental Health as Ingham County's substance abuse service coordinating agency, will be evaluated.~~

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.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: April 11, 2013

SUBJECT: 2014 Update of County Fees

When the Board of Commissioners adopted Resolution 02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item. A resolution recommending any fee increases will be presented at the next round of meetings. A draft version for discussion is included in this packet.

Attached are spreadsheets detailing the recommended adjustments to fees to be effective for the Health Department and the Friend of the Court on October 1, 2013 and for all other departments on January 1, 2014, except for the Park and Zoo winter seasonal fees which will be effective starting November 1, 2013. As noted by the fee schedule, these seasonal fees will continue through March 31, 2014.

The first set of spreadsheets is an analysis of the 2014 update of county fees. In previous years, a cost increase factor was used to calculate the current year cost. This cost increase factor was based on a 3-year average increase in the department's adopted general fund budget. Since budgets continue to decrease, this calculation was not used. Instead, the annual average United States' consumer price index was used. This rate of 2.4% is also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2013 cost as calculated in last year's fee update process.
4. The 2014 cost, which is calculated by multiplying the 2013 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution 02-155. For other fees added after the passage of Resolution 02-155, in most cases, it is assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

6. The 2013 fees were passed by Resolution 12-158. In August 2012, the Parks Department, at the request of the Soccer Advisory Board, amended the Hope Soccer Complex fees through Resolution 12-255. In November 2012, the Parks Department, after consulting with SUPERPARKS, LLC, amended the Hawk Island Snow Park fees through Resolution 12-366. Then, in January 2013 through Resolution 13-08, the Parks Department amended the Nature Day Camp fees. In March, 2013 through Resolution 13-117, the County Clerk added fees for notarizing documents, witness to marriage ceremony, and filing non-resident's consent to service of process. These fees are noted as "ADDED" on the schedule, rather than "NEW" fees.
7. The 2014 calculated fee is based on the 2014 cost multiplied by the target percent.
8. Although many fees were proposed to remain unchanged in 2014, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount, and, in some of the larger fees, rounded to the lower \$5 or \$10 increment. In some cases, the cost multiplied by the target percent is much more than the current fee, so only an incremental increase is proposed, with the full cost times target percent planned to be reached after several years. Fees that are proposed to increase are presented in bold.
9. Units. This information is used to calculate revenue to be generated by the proposed fees. This information was initially provided in the Maximus study, and in some cases, has been updated by the departments.
10. Department/Controller Recommendation. In most cases, the department agreed with the initial proposed fees. In cases where there is disagreement, information such as a memo of explanation from the department has been included. In all cases, the Controller agreed with the department recommendations.
11. Additional revenue is projected from the Department/Controller Recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2014. They simply list the 2013 fee, the Department and Controller recommendations, and projected additional revenue, for each of the fees where an increase is proposed.

As shown in the attached correspondence, some of the departments disagreed with the initially proposed fees. The Controller took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) CS: The Treasurer's office wants to maintain the 2013 rate for the NSF return check (line 247) fee.
- (b) CS: The Register of Deeds office wants to maintain the 2013 rate for all of their fees since most were just added as new fees about a year ago, many are set by statute, and it would cost more money to change them at this point.
- (c) CS: The Zoo recommends that all their fees remain the same as 2013. They are in the process of discussing blending the parking and admissions fee into one.

- (d) CS: The Parks Department maintains the same county-wide fee (lines 69) for NSF returned checks. The Parks Department is recommending a higher fee for the Burchfield shelters (lines 85 & 86). Initially, the Parks Department felt the reduced fee might increase the usage but it has not occurred. Yet, administratively, it is challenging for customer service staff to recall that these shelter fees are different from all other small shelter fees. Consistency in fees will ease administrative tasks. The Parks Department is also recommending that the Dog Park (lines 167-174), Special Event fees (lines 175-182), and soccer fees (lines 150-159) remain the same as they were in 2013. The contract between Ingham County and the City of Lansing to operate the Hope Soccer Complex ends in July 2013. Until the status of that arrangement is determined, no fee adjustments are recommended. Parks is recommending maintaining the 2013 Dog Park and Special Event fees which were recently established in 2011. Lastly, the Parks Department has added some fees including fees for Cabanas (lines 109-112), a Wedding Gazebo (line 114), Utility Vehicle/Golf Cart Rentals (lines 207-209), and Boat Launch Fees (lines 127&128). Due to the fact that Hawk Island and Lake Lansing are at capacity for picnic shelter reservations during the summer months, the Park intends to build new “mini” shelters or Cabanas for rental purposes. The Wedding Gazebo has been added as a new park enterprise activity to provide a place for the many wedding requests. The price was determined by researching costs at similar facilities. The Utility Vehicle/Golf Cart Rental fee was established to accommodate the groups holding special events who routinely request the use of a golf cart.
- (e) HS: The Health Department recommends that the MIHP (lines 12-14) fees remain at the 2013 levels as the Medicaid reimbursement is less than the fee and any increase will not result in increased revenue. Also, the department recommends some of the OYC training fees (lines 27, 31, 32 &34) at a lower rate as the staff is concerned that the proposed increase will cause providers to look elsewhere for training and result in less total revenue. However, the OYC staff is projecting some additional units which will defray the reduced fee increase. Environmental Health agreed with all proposed fees.
- (f) L&C: The District Court does not intend upon raising the Presentence Report (line 59) or Probation Oversight (line 61) fees in 2014.
- (g) L&C: Animal Control wants to maintain the 2013 rate for the Boarding Fee per day for non-dangerous animals (line 15), Owner Surrender (line 31), Rabies vaccination (line 35) and Bordatella vaccination (line 36) on redeemed dogs and reduce the Euthanasia fee (line 28) to a rate lower than the 2013 and proposed rates. The fees related to these services create a burden for citizens seeking those services. Therefore, the fee costs will result in more work for Animal Control due to an increase in abandonment and neglect due to the cost associated with humanely euthanizing a pet owner’s personal pet due to illness, injury or aggression and the cost to redeem their pet which includes vaccinations. The cost benefit of raising the fee would be far outweighed by the issues that will result. The correlation is assumed based on the increase in such cases last year. The Department is also recommending a higher than proposed fee for the Adoption of puppies (line 19) and kittens (line 22), the animal redemption 3<sup>rd</sup> offense (line 25) and after 3<sup>rd</sup> offense (line 26), the rabies decap (line 32), and tranquilize at large fee (line 33). The puppies and kittens are in high demand and the increased fees are comparable or less than regional shelters. The other increased fees are time consuming and tedious work and often involve repeated follow-ups by staff and officers.

If all fee increases were enacted as recommended by the Controller's Office, it is projected that an additional \$160,755 would be generated in 2014. The current total revenue generated by the listed fees is approximately \$5.3 million, so the fee adjustments would increase the base by about 3.5%.

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

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

WHEREAS, this process begins with the calculation of a cost increase factor, which was equal to the previous three year average increase in general fund adopted budget for the appropriate departments. Since budgets continue to decrease, this calculation was not used. Instead, the annual average United States’ consumer price index was used;

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, 2014 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2013 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2013.

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  
SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

County Services Committee

Loc of Svc	Fee Description	2013 Cost	2014 Cost	Target %	2013 Fee	Dept/Controll. Recomm.	Add'l Rev
BOC	FOIA Request Copies	\$0.16	\$0.17	100%	\$0.16	\$0.17	0.10
Drain Comm.	Photography	\$268.72	\$275.17	100%	\$265.00	\$275.00	\$30
Drain Comm.	Topography	\$537.44	\$550.34	100%	\$535.00	\$550.00	\$45
Drain Comm.	Floodplain/wetland	\$107.49	\$110.07	100%	\$105.00	\$110.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review	\$1,241.02	\$1,270.80	75%	\$655.00	\$670.00	\$300
Drain Comm.	Preliminary Plat Review	\$1,594.52	\$1,632.78	75%	\$655.00	\$670.00	\$45
Drain Comm.	Plat and Commercial Drainage Review						
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$658.33	\$674.13	100%	\$655.00	\$670.00	\$300
Drain Comm.	Re-submission Admin fee	\$214.98	\$220.14	100%	\$210.00	\$220.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$6,688.10	\$6,848.62	75%	\$2,200.00	\$2,300.00	\$300
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$471.14	\$482.45	100%	\$470.00	\$480.00	\$450
Drain Comm.	Tap in Permit - Residential	\$132.56	\$135.75	75%	\$95.00	\$100.00	\$5
Drain Comm.	Tap-in Permit - Commercial	\$517.49	\$529.91	75%	\$385.00	\$390.00	\$90
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$571.43	\$585.15	100%	\$570.00	\$580.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	\$57.14	\$58.51	100%	\$57.00	\$58.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	\$501.26	\$513.29	100%	\$500.00	\$510.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	\$50.13	\$51.33	100%	\$50.00	\$51.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	\$431.08	\$441.43	100%	\$430.00	\$440.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	\$43.11	\$44.14	100%	\$43.00	\$44.00	\$0
Drain Comm.	Escrow account-1/2 acre or less	\$537.44	\$550.34	100%	\$535.00	\$550.00	\$570
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,612.32	\$1,651.02	100%	\$1,600.00	\$1,650.00	\$900
Drain Comm.	Escrow account - 1 to 5 acres	\$3,224.65	\$3,302.04	100%	\$3,200.00	\$3,300.00	\$2,700
Drain Comm.	Escrow account - 5 to 10 acres	\$5,374.41	\$5,503.40	100%	\$5,300.00	\$5,500.00	\$1,200
Drain Comm.	Escrow account - each add'l 10 acres	\$2,687.21	\$2,751.70	100%	\$2,600.00	\$2,700.00	\$600
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$247.22	\$253.16	100%	\$240.00	\$250.00	\$20
Drain Comm.	Soil Erosion Permit - 9 month duration	\$319.11	\$326.77	75%	\$235.00	\$240.00	\$30
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$393.33	\$402.77	75%	\$295.00	\$300.00	\$90
Drain Comm.	Violation and Cease&Desist Order	\$282.25	\$289.02	100%	\$280.00	\$285.00	\$30
Equalization	Digitally Produced Paper Maps- Parcel Layer						
Equalization	34" x 44"	\$36.15	\$37.02	100%	\$36.00	\$37.00	\$5
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer						
Equalization	17" x 22"	\$36.15	\$37.02	100%	\$36.00	\$37.00	\$20
Equalization	22" x 34"	\$48.21	\$49.36	100%	\$48.00	\$49.00	\$5
Equalization	28" x 40"	\$60.26	\$61.70	100%	\$60.00	\$61.00	\$5
Equalization	34" x 44"	\$72.31	\$74.04	100%	\$72.00	\$74.00	\$10
Equalization	Custom Maps	\$67.98	\$69.61	100%	\$67.00	\$69.00	\$100
Parks	Administrative/Office Fees						
Parks	Cancellation Fee (for all park reservations)	\$20.00	\$20.48	100%	\$15.00	\$20.00	\$0
Parks	Shelters - 60 Person Capacity						
Parks	Burchfield Deer Run	\$75.00	\$76.80	100%	\$60.00	\$75.00	\$405
Parks	Burchfield Pine Knoll	\$75.00	\$76.80	100%	\$60.00	\$75.00	\$345
Parks	Cabanas - Mini semi permanent shelters/30 p cap. - NEW						
Parks	Hawk Island	\$0.00	\$0.00	100%	NEW	\$75.00	\$0
Parks	Lake Lansing South	\$0.00	\$0.00	100%	NEW	\$75.00	\$0
Parks	Burchfield	\$0.00	\$0.00	100%	NEW	\$75.00	\$0
Parks	Wedding Gazebo - NEW						
Parks	Lake Lansing Wedding Gazebo	\$0.00	\$0.00	100%	NEW	\$250.00	\$0
Parks	Boating Fees						
Parks	Boat Launch - Daily NEW	\$0.00	\$0.00	100%	NEW	\$5.00	\$0
Parks	Boat Launch - Annual NEW	\$0.00	\$0.00	100%	NEW	\$50.00	\$0
Parks	Snow Tube Rental -Burchfield						
Parks	Burchfield - Tube Rental (2 hours)	\$1.03	\$1.05	100%	\$1.00	\$2.00	\$1,000
Parks	Utility Vehicle/Golf Cart Rental - NEW FEE						
Parks	1/2 day = up to 4 hours	\$0.00	\$0.00	100%	\$0.00	\$50.00	\$500
Parks	full day = up to 8 hours	\$0.00	\$0.00	100%	\$0.00	\$100.00	\$500



ATTACHMENT A  
SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

Law & Courts Committee

Loc of Svc	Fee Description	2013 Cost	2014 Cost	Target %	2013 Fee	Dept/Control. Recomm.	Add'l Rev
Animal Control	Enforcement/Dog License Fees						
Animal Control	Sterilized - Delinquent	\$185.50	\$189.95	25%	\$40.00	\$45.00	\$12,500
Animal Control	Un-Sterilized	\$181.61	\$185.97	75%	\$60.00	\$65.00	\$20,000
Animal Control	Un-Sterilized - Delinquent	\$363.22	\$371.93	75%	\$130.00	\$135.00	\$2,500
Animal Control	Un-Sterilized - 3 year License	\$437.23	\$447.72	75%	\$145.00	\$150.00	\$1,250
Animal Control	Boarding Fee-Dangerous Animals	\$88.79	\$90.92	100%	\$67.00	\$70.00	\$900
Animal Control	Adoption Fee						
Animal Control	Puppies(age-four months or less)	\$140.54	\$143.92	75%	\$106.00	\$110.00	\$760
Animal Control	Kittens(age-four months or less)	\$64.57	\$66.12	75%	\$49.00	\$59.00	\$1,900
Animal Control	Animal Redemption						
Animal Control	Animal Redemption - 3rd offense	\$92.75	\$94.97	100%	\$94.00	\$100.00	\$120
Animal Control	Animal Redemption - after 3rd offense	\$145.29	\$148.77	100%	\$147.00	\$150.00	\$9
Animal Control	Euthanasia Fee	\$172.65	\$176.79	100%	\$125.00	\$100.00	(\$1,250)
Animal Control	Owner Pick-up Fee	\$43.72	\$44.77	100%	\$40.00	\$44.00	\$160
Animal Control	RABIES DECAP	\$43.72	\$44.77	100%	\$40.00	\$50.00	\$200
Animal Control	TRANQ. AT-LARGE FEE	\$43.72	\$44.77	100%	\$40.00	\$45.00	\$200
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$77.03	\$78.87	100%	\$75.00	\$78.00	\$636
Pros Atty	Diversion - Felony Offender	\$1,584.76	\$1,622.80	50%	\$770.00	\$780.00	\$1,120
Pros Atty	Costs-eligible convictions - Guilty Plea	\$139.29	\$142.63	75%	\$105.00	\$106.00	\$600
Pros Atty	Costs for eligible convictions - Trial	\$2,228.93	\$2,282.42	10%	\$210.00	\$220.00	\$110
Jail	Day Rate	\$51.58	\$52.81	100%	\$52.44	\$52.81	\$8,306
Sheriff	Costs for Command (2) per hour	\$61.32	\$62.79	100%	\$62.35	\$62.79	\$0
Circuit Court	Felony Case Costs	\$708.88	\$725.89	100%	\$625.00	\$635.00	\$6,000
Circuit Court	Show Cause - Probation	\$446.98	\$457.71	100%	\$125.00	\$130.00	\$0
Family Division	Delinquency Court Costs	\$389.98	\$399.34	100%	\$225.00	\$230.00	\$8,625
Family Division	Tether	\$131.21	\$134.35	25%	\$25.00	\$30.00	\$13,125
Family Division	Traffic - Fail to Appear	\$100.48	\$102.90	25%	\$24.00	\$25.00	\$355
FOC	FOC Bench Warrants	\$645.25	\$660.73	100%	\$250.00	\$260.00	\$10,000

Human Services Committee

Loc of Svc	Fee Description	2013 Cost	2014 Cost	Target %	2013 Fee	Dept/Control. Recomm.	Add'l Rev
Comm. Health	INS Vaccination Verif Form I-693	\$36.13	\$37.00	100%	\$36.00	\$37.00	\$450
Comm. Health	Immigration Physical Exams	\$191.10	\$195.68	100%	\$180.00	\$190.00	\$100
Imm. Clinic	Internat'l Travel Consult	\$59.52	\$60.95	100%	\$59.00	\$60.00	\$500
OYC	Consultation Request (per hr.)	\$69.74	\$71.42	100%	\$69.00	\$71.00	\$20
OYC	Agency Training Request- Base, 1.5 hr.	\$209.24	\$214.26	100%	\$205.00	\$210.00	\$45
OYC	Agency Training Request- Base, 2.5 hr.	\$348.72	\$357.09	100%	\$340.00	\$350.00	\$110
OYC	Agency Training Request- Base, 3.0 hr.	\$424.11	\$434.29	100%	\$420.00	\$430.00	\$100
OYC	Agency Training Request- Base, 5.0 hr.	\$706.84	\$723.80	100%	\$675.00	\$685.00	\$80
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$20.92	\$21.42	100%	\$20.00	\$21.00	\$0
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$27.90	\$28.57	100%	\$25.00	\$28.00	\$300
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$34.87	\$35.71	100%	\$30.00	\$33.00	\$2,100
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$69.74	\$71.42	100%	\$65.00	\$68.00	\$360
OYC	OYC - Advanced Training - 10 hrs./per person	\$105.95	\$108.50	100%	\$105.00	\$108.00	\$210
OYC	OYC - Administrator Training - 16 hrs./per person	\$193.60	\$198.24	100%	\$133.00	\$136.00	\$300

ATTACHMENT A  
SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

Human Services Committee (cont'd)

Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT						
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$2,694.97	\$2,759.65	50%	\$1,300.00	\$1,320.00	\$1,000
Env. Health	FSE Restricted License Renewal (w/o PR)	\$1,339.12	\$1,371.25	50%	\$650.00	\$660.00	\$20
Env. Health	FSE Initial License (Mobile)	\$948.54	\$971.31	50%	\$460.00	\$470.00	\$0
Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$463.11	\$474.23	50%	\$230.00	\$235.00	\$5
Env. Health	FSE Renewal Lic -At least \$750,000	\$2,231.86	\$2,285.42	50%	\$1,050.00	\$1,100.00	\$10,900
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000	\$1,827.34	\$1,871.19	50%	\$880.00	\$900.00	\$1,500
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000	\$1,408.86	\$1,442.67	50%	\$685.00	\$700.00	\$2,220
Env. Health	FSE Renewal Lic-Less than \$250,000	\$1,004.34	\$1,028.44	50%	\$480.00	\$500.00	\$3,900
Env. Health	FSE Non-profit License Renewal	\$1,004.34	\$1,028.44	25%	\$240.00	\$250.00	\$730
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$2,774.81	\$2,841.40	25%	\$650.00	\$675.00	\$50
Env. Health	Reinstatement of Susp FSE	\$599.40	\$613.79	100%	\$580.00	\$600.00	\$0
Env. Health	Surcharge-Fail submit plans/chg own	\$591.44	\$605.64	100%	\$575.00	\$600.00	\$50
Env. Health	Critical Follow-up Inspection fee	\$140.89	\$144.27	100%	\$135.00	\$140.00	\$500
Env. Health	Special food svc estab surchrg 2nd step of formal hearing	\$516.28	\$528.68	100%	\$500.00	\$510.00	\$0
Env. Health	Special food svc estab surchrg 3rd step of formal hearing	\$1,032.57	\$1,057.35	100%	\$1,000.00	\$1,020.00	\$0
Env. Health	Seasonal Renewal License, FSE						
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$1,339.12	\$1,371.25	50%	\$650.00	\$660.00	\$0
Env. Health	FSE Seasonal renewal- at least \$500,000,less \$750,000	\$1,096.40	\$1,122.71	50%	\$530.00	\$540.00	\$0
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$845.32	\$865.60	50%	\$410.00	\$420.00	\$0
Env. Health	FSE Seasonal renewal -less than \$250,000	\$602.60	\$617.06	50%	\$290.00	\$300.00	\$40
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$1,077.86	\$1,103.73	50%	\$520.00	\$530.00	\$750
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$680.20	\$696.53	50%	\$330.00	\$340.00	\$200
Env. Health	Change of Ownership of FSE	\$797.89	\$817.04	50%	\$385.00	\$395.00	\$290
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$463.11	\$474.23	50%	\$220.00	\$230.00	\$0
Env. Health	late renewal - additional	\$134.52	\$137.75	100%	\$130.00	\$135.00	\$200
Env. Health	STFU (Special Transitory Food Unit)						
Env. Health	Initial STFU license Incl. Plan Review *	\$725.35	\$742.76	50%	\$321.00	\$350.00	\$319
Env. Health	STFU late inspection request	\$163.04	\$166.95	100%	\$150.00	\$160.00	\$50
Env. Health	TEMPORARY LICENSE						
Env. Health	Temp FSE - Non-Profit	\$466.74	\$477.94	25%	\$110.00	\$115.00	\$185
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$929.16	\$951.46	25%	\$220.00	\$230.00	\$0
Env. Health	Temp FSE- Preparation Type - For Profit	\$466.74	\$477.94	50%	\$225.00	\$230.00	\$250
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$929.16	\$951.46	50%	\$450.00	\$460.00	\$0
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$150.65	\$154.27	50%	\$73.00	\$75.00	\$6
Env. Health	Temp Event Inspection Request - Late Fee	\$462.75	\$473.86	100%	\$430.00	\$460.00	\$0
Env. Health	VENDING						
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$168.45	\$172.49	50%	\$80.00	\$85.00	\$340
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$224.25	\$229.63	50%	\$105.00	\$110.00	\$30
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$295.70	\$302.79	50%	\$140.00	\$150.00	\$0
Env. Health	Surcharge-Failure to apply for vending license- Fee	\$195.30	\$199.98	100%	\$190.00	\$195.00	\$0
Env. Health	POOL						
Env. Health	Public Pool Inspection	\$231.56	\$237.11	100%	\$230.00	\$235.00	\$630
Env. Health	DHS LICENSING						
Env. Health	DHS Licensing Inspection - municipal	\$215.23	\$220.40	100%	\$215.00	\$220.00	\$175
Env. Health	DHS Licensing Inspection - well & septic	\$355.13	\$363.66	100%	\$355.00	\$360.00	\$170
Env. Health	DHS Licensing - well & septic only	\$139.90	\$143.26	100%	\$135.00	\$140.00	\$30
Env. Health	DHS Initial Licensing Plan Review	\$408.94	\$418.76	100%	\$405.00	\$410.00	\$0
Env. Health	BODY ART (TATTOO)						
Env. Health	Body Art Business Initial License	\$1,734.18	\$1,775.80	50%	\$575.00	\$600.00	\$50
Env. Health	Body Art License Renewal	\$926.22	\$948.45	50%	\$200.00	\$225.00	\$325
Env. Health	Body Art Lic-late renewal-additional	\$278.98	\$285.68	50%	\$135.00	\$140.00	\$0
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$1,161.64	\$1,189.52	50%	\$575.00	\$590.00	\$0
Env. Health	Reinstmt of Susp Body Art License (fine)	\$217.27	\$222.48	100%	\$215.00	\$220.00	\$0
Env. Health	Body Art Initial License after July 1	\$295.94	\$303.05	100%	\$295.00	\$300.00	\$0
Env. Health	Body Art Temp License (1-14 days)	\$107.62	\$110.20	100%	\$105.00	\$110.00	\$0

ATTACHMENT A  
SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED

Human Services Committee (cont'd)

Env. Health	DEMAND PROGRAM (per hour)						
Env. Health	Sewage Inspection (Only)	\$828.65	\$848.53	100%	\$800.00	\$825.00	\$50
Env. Health	Well (Only) Inspection -private	\$592.84	\$607.07	100%	\$590.00	\$600.00	\$20
Env. Health	Combined Well & Septic Inspection	\$1,155.38	\$1,183.10	100%	\$1,130.00	\$1,150.00	\$400
Env. Health	Vacant Land Evaluation	\$570.91	\$584.61	100%	\$570.00	\$580.00	\$200
Env. Health	On-Site Sewage repair/replace	\$828.65	\$848.53	100%	\$800.00	\$825.00	\$2,125
Env. Health	Well Repair	\$347.33	\$355.67	100%	\$300.00	\$325.00	\$2,500
Env. Health	Altern On-site Sewage Syst Plan Reww	\$433.60	\$444.01	100%	\$430.00	\$440.00	\$500
Env. Health	Subdivision Evaluation of Preliminary Plat	\$365.90	\$374.68	100%	\$360.00	\$370.00	\$0
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$193.61	\$198.25	100%	\$190.00	\$195.00	\$10
Env. Health	Combined Well & Septic Repair	\$1,060.20	\$1,085.65	100%	\$915.00	\$950.00	\$350
Env. Health	BATHING BEACHES						
Env. Health	Bathing Area Operational Permit	\$231.56	\$237.11	100%	\$230.00	\$235.00	\$0
Env. Health	Reinstmt of bathing area permit	\$115.78	\$118.56	100%	\$115.00	\$115.00	\$0
Env. Health	CAMPGROUNDS						
Env. Health	Campground Inspection 0-99 Sites	\$156.97	\$160.74	100%	\$155.00	\$160.00	\$15
Env. Health	Campground Inspection 100-199 Sites	\$235.45	\$241.11	100%	\$235.00	\$240.00	\$15
Env. Health	Campground Inspection 200+ Sites	\$313.94	\$321.47	100%	\$310.00	\$320.00	\$30
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection - 150%	\$234.60	\$240.23	100%	\$232.00	\$240.00	\$0
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$352.98	\$361.45	100%	\$352.00	\$360.00	\$0
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$470.28	\$481.57	100%	\$465.00	\$480.00	\$0
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$313.16	\$320.68	100%	\$310.00	\$320.00	\$0
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$470.28	\$481.57	100%	\$470.00	\$480.00	\$0
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 - 200%	\$627.40	\$642.46	100%	\$620.00	\$640.00	\$0
Env. Health	MISC EH PROGRAMS						
Env. Health	Type II Non Community - Sanitary Survey	\$459.54	\$470.57	100%	\$450.00	\$470.00	\$320
Env. Health	POINT OF SALE PROGRAM						
Env. Health	Point of Sale- appl processing fee	\$203.69	\$208.57	100%	\$200.00	\$205.00	\$2,250
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$237.63	\$243.34	100%	\$235.00	\$240.00	\$5
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals)	\$169.74	\$173.81	100%	\$165.00	\$170.00	\$10
Env. Health	TOBACCO PROGRAM						
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$279.80	\$286.52	100%	\$275.00	\$285.00	\$300
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$322.68	\$330.42	100%	\$320.00	\$330.00	\$2,320
Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach.	\$322.68	\$330.42	100%	\$320.00	\$330.00	\$10
Env. Health	Tobacco -Temporary Sampling Permit Fee	\$129.07	\$132.17	100%	\$125.00	\$130.00	\$0
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$134.52	\$137.75	150%	\$200.00	\$205.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee	\$400.53	\$410.14	150%	\$420.00	\$450.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee	\$482.69	\$494.27	150%	\$500.00	\$525.00	\$0
Env. Health	Tobacco Change of Ownership Fee - Non - East Lansing	\$148.92	\$152.49	100%	\$145.00	\$150.00	\$0
Env. Health	Tobacco Chge of Ownership Fee-E.Lansing	\$128.38	\$131.46	100%	\$125.00	\$130.00	\$0
Env. Health	Tobacco Failure to change ownership	\$184.86	\$189.30	100%	\$180.00	\$185.00	\$0
Env. Health	POLLUTION PREVENTION PROGRAM						
Env. Health	Cat 1: 0-500 Gal report fee	\$141.25	\$144.64	50%	\$62.50	\$70.00	\$1,343
Env. Health	Cat 2: 501-5000 Gal report fee	\$282.50	\$289.28	50%	\$125.00	\$140.00	\$3,045
Env. Health	Cat 3: 5001 Gal report fee	\$423.74	\$433.91	50%	\$187.50	\$210.00	\$2,655
Env. Health	Cat 1: 0-500 Gal Inspection fee	\$282.50	\$289.28	50%	\$125.00	\$140.00	\$2,685
Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$451.99	\$462.84	50%	\$200.00	\$230.00	\$6,090
Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$677.99	\$694.26	50%	\$300.00	\$340.00	\$4,720
Vet. Affairs	County User Fee	\$25.00	\$25.60	100%	\$25.00	\$25.60	\$472

2014 County Fees Analysis Human Services Committee			FEES PROPOSED TO CHANGE ARE IN BOLD							
Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
7	Coop. Ext. Soil Box Analysis	\$15.22	\$15.59	100.0%	\$15.00	\$15.59	\$15.00	300	\$15.00	\$0
8	Comm. Health GC Prob Tech (3)	\$20.01	\$20.49	100.0%	COST	\$20.49	COST	1,000	COST	\$0
9	Comm. Health Conting Ed. Fee Diseased Control/Imm. (4)	\$14.45	\$14.80	100.0%	\$14.00	\$14.80	\$14.00	150	\$14.00	\$0
10	<b>Comm. Health INS Vaccination Verif Form I-693 (8)</b>	<b>\$36.13</b>	<b>\$37.00</b>	<b>100.0%</b>	<b>\$36.00</b>	<b>\$37.00</b>	<b>\$37.00</b>	<b>450</b>	<b>\$37.00</b>	<b>\$450</b>
11	Comm. Health Immuniz Record Copying Fee (4)	\$4.34	\$4.44	100.0%	\$4.00	\$4.44	\$4.00	800	\$4.00	\$0
12	Comm. Health MIHP Tran. Bus/Van (5)	\$33.68	\$34.48	100.0%	\$33.68	\$34.48	<b>\$34.48</b>	400	\$33.68	\$0
13	Comm. Health MIHP - Trans Taxi (5)	\$30.80	\$31.54	100.0%	\$30.80	\$31.54	<b>\$31.54</b>	70	\$30.80	\$0
14	Comm. Health MIHP Trans. Volunteer (5)	\$0.33	\$0.34	100.0%	\$0.33	\$0.34	<b>\$0.34</b>	50	\$0.33	\$0
15	Comm. Health Compreh Envir Investigation (5)	\$289.07	\$296.00	100.0%	\$275.00	\$296.00	<b>\$275.00</b>	11	\$275.00	\$0
16	Comm. Health Assessment of Home (5)	\$122.85	\$125.80	100.0%	\$120.00	\$125.80	<b>\$120.00</b>	5	\$120.00	\$0
17	<b>Comm. Health Immigration Physical Exams (8)</b>	<b>\$191.10</b>	<b>\$195.68</b>	<b>100.0%</b>	<b>\$180.00</b>	<b>\$195.68</b>	<b>\$190.00</b>	<b>10</b>	<b>\$190.00</b>	<b>\$100</b>
18	<b>Imm. Clinic Internat'l Travel Consult</b>	<b>\$59.52</b>	<b>\$60.95</b>	<b>100.0%</b>	<b>\$59.00</b>	<b>\$60.95</b>	<b>\$60.00</b>	<b>500</b>	<b>\$60.00</b>	<b>\$500</b>
19	Imm. Clinic Influenza - Mass Vacc. Clinic (9)	\$29.01	\$29.71	75.0%	market price		market price	4,000	market price	\$0
20	Med Examiner Cremation Permits	\$26.19	\$26.82	100.0%	\$26.00	\$26.82	\$26.00	950	\$26.00	\$0
21	Med Examiner Autopsy Report Copies (family)	\$17.46	\$17.88	100.0%	\$17.00	\$17.88	\$17.00	50	\$17.00	\$0
22	Med Examiner Autopsy Report Copies (others)	\$43.65	\$44.70	100.0%	\$44.00	\$44.70	\$44.00	25	\$44.00	\$0
23	<b>OYC Consultation Request (per hr.)</b>	<b>\$69.74</b>	<b>\$71.42</b>	<b>100.0%</b>	<b>\$69.00</b>	<b>\$71.42</b>	<b>\$71.00</b>	<b>10</b>	<b>\$71.00</b>	<b>\$20</b>
24	<b>OYC Agency Training Request- Base, 1.5 hr.</b>	<b>\$209.24</b>	<b>\$214.26</b>	<b>100.0%</b>	<b>\$205.00</b>	<b>\$214.26</b>	<b>\$210.00</b>	<b>9</b>	<b>\$210.00</b>	<b>\$45</b>
25	<b>OYC Agency Training Request- Base, 2.5 hr.</b>	<b>\$348.72</b>	<b>\$357.09</b>	<b>100.0%</b>	<b>\$340.00</b>	<b>\$357.09</b>	<b>\$350.00</b>	<b>11</b>	<b>\$350.00</b>	<b>\$110</b>
26	<b>OYC Agency Training Request- Base, 3.0 hr.</b>	<b>\$424.11</b>	<b>\$434.29</b>	<b>100.0%</b>	<b>\$420.00</b>	<b>\$434.29</b>	<b>\$430.00</b>	<b>10</b>	<b>\$430.00</b>	<b>\$100</b>
27	<b>OYC Agency Training Request- Base, 5.0 hr.</b>	<b>\$706.84</b>	<b>\$723.80</b>	<b>100.0%</b>	<b>\$675.00</b>	<b>\$723.80</b>	<b>\$700.00</b>	<b>8</b>	<b>\$685.00</b>	<b>\$80</b>
28	OYC Agency Train. Request- Base, 1.5 hr, each add.	\$13.95	\$14.28	100.0%	\$14.00	\$14.28	\$14.00	0	\$14.00	\$0
29	<b>OYC Agency Train. Request- Base, 2.5 hr, each add.</b>	<b>\$20.92</b>	<b>\$21.42</b>	<b>100.0%</b>	<b>\$20.00</b>	<b>\$21.42</b>	<b>\$21.00</b>	<b>0</b>	<b>\$21.00</b>	<b>\$0</b>
30	<b>OYC OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)</b>	<b>\$27.90</b>	<b>\$28.57</b>	<b>100.0%</b>	<b>\$25.00</b>	<b>\$28.57</b>	<b>\$28.00</b>	<b>100</b>	<b>\$28.00</b>	<b>\$300</b>
31	<b>OYC OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)</b>	<b>\$34.87</b>	<b>\$35.71</b>	<b>100.0%</b>	<b>\$30.00</b>	<b>\$35.71</b>	<b>\$35.00</b>	<b>700</b>	<b>\$33.00</b>	<b>\$2,100</b>
32	<b>OYC OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).</b>	<b>\$69.74</b>	<b>\$71.42</b>	<b>100.0%</b>	<b>\$65.00</b>	<b>\$71.42</b>	<b>\$70.00</b>	<b>120</b>	<b>\$68.00</b>	<b>\$360</b>
33	<b>OYC OYC - Advanced Training - 10 hrs./per person</b>	<b>\$105.95</b>	<b>\$108.50</b>	<b>100.0%</b>	<b>\$105.00</b>	<b>\$108.50</b>	<b>\$108.00</b>	<b>70</b>	<b>\$108.00</b>	<b>\$210</b>
34	<b>OYC OYC - Administrator Training - 16 hrs./per person</b>	<b>\$193.60</b>	<b>\$198.24</b>	<b>100.0%</b>	<b>\$133.00</b>	<b>\$198.24</b>	<b>\$145.00</b>	<b>100</b>	<b>\$136.00</b>	<b>\$300</b>

	Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
35	Env. Health	<b>FIXED FOOD SERVICE ESTAB-PROFIT</b>									
36	Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$2,694.97	\$2,759.65	50.0%	\$1,300.00	\$1,379.82	\$1,320.00	50	\$1,320.00	\$1,000
37	Env. Health	FSE Restricted License Renewal (w/o PR)	\$1,339.12	\$1,371.25	50.0%	\$650.00	\$685.63	\$660.00	2	\$660.00	\$20
38	Env. Health	FSE Initial License (Mobile)	\$948.54	\$971.31	50.0%	\$460.00	\$485.65	\$470.00	0	\$470.00	\$0
39	Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$463.11	\$474.23	50.0%	\$230.00	\$237.11	\$235.00	1	\$235.00	\$5
40	Env. Health	FSE Renewal Lic -At least \$750,000 (1)	\$2,231.86	\$2,285.42	50.0%	\$1,050.00	\$1,142.71	\$1,100.00	218	\$1,100.00	\$10,900
41	Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000 (1)	\$1,827.34	\$1,871.19	50.0%	\$880.00	\$935.60	\$900.00	75	\$900.00	\$1,500
42	Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000 (1)	\$1,408.86	\$1,442.67	50.0%	\$685.00	\$721.34	\$700.00	148	\$700.00	\$2,220
43	Env. Health	FSE Renewal Lic-Less than \$250,000 (1)	\$1,004.34	\$1,028.44	50.0%	\$480.00	\$514.22	\$500.00	195	\$500.00	\$3,900
44	Env. Health	FSE Non-profit License Renewal	\$1,004.34	\$1,028.44	25.0%	\$240.00	\$257.11	\$250.00	73	\$250.00	\$730
45	Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$2,774.81	\$2,841.40	25.0%	\$650.00	\$710.35	\$675.00	2	\$675.00	\$50
46	Env. Health	Reinstatement of Susp FSE	\$599.40	\$613.79	100.0%	\$580.00	\$613.79	\$600.00	0	\$600.00	\$0
47	Env. Health	Surcharge-Fail submit plans/chg own	\$591.44	\$605.64	100.0%	\$575.00	\$605.64	\$600.00	2	\$600.00	\$50
48	Env. Health	Critical Follow-up Inspection fee	\$140.89	\$144.27	100.0%	\$135.00	\$144.27	\$140.00	100	\$140.00	\$500
49	Env. Health	Special food svc estab surchrg 2nd step of formal hearing (10)	\$516.28	\$528.68	100.0%	\$500.00	\$528.68	\$510.00	0	\$510.00	\$0
50	Env. Health	Special food svc estab surchrg 3rd step of formal hearing (10)	\$1,032.57	\$1,057.35	100.0%	\$1,000.00	\$1,057.35	\$1,020.00	0	\$1,020.00	\$0
51	Env. Health	Seasonal Renewal License, FSE									
52	Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$1,339.12	\$1,371.25	50.0%	\$650.00	\$685.63	\$660.00	0	\$660.00	\$0
53	Env. Health	FSE Seasonal renewal- at least \$500,000,less \$750,000	\$1,096.40	\$1,122.71	50.0%	\$530.00	\$561.36	\$540.00	0	\$540.00	\$0
54	Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$845.32	\$865.60	50.0%	\$410.00	\$432.80	\$420.00	0	\$420.00	\$0
55	Env. Health	FSE Seasonal renewal -less than \$250,000	\$602.60	\$617.06	50.0%	\$290.00	\$308.53	\$300.00	4	\$300.00	\$40
56	Env. Health	FSE - DOE Schools Program - Production Kitchen	\$1,077.86	\$1,103.73	50.0%	\$520.00	\$551.86	\$530.00	75	\$530.00	\$750
57	Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$680.20	\$696.53	50.0%	\$330.00	\$348.26	\$340.00	20	\$340.00	\$200
58	Env. Health	Change of Ownership of FSE	\$797.89	\$817.04	50.0%	\$385.00	\$408.52	\$395.00	29	\$395.00	\$290
59	Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$463.11	\$474.23	50.0%	\$220.00	\$237.11	\$230.00	0	\$230.00	\$0
60	Env. Health	FSE - Indigent	\$463.12	\$474.23	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
61	Env. Health	late renewal - additional	\$134.52	\$137.75	100.0%	\$130.00	\$137.75	\$135.00	40	\$135.00	\$200
62	Env. Health	FOOD VARIANCE REQUEST FEE (BASED ON BEH HOURLY RATE, ESTIMATED TIME TO DELIVER SERVICE - ONE HOUR **	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	0	\$115.00	\$0

	Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
63	Env. Health	STFU (Special Transitory Food Unit)									
64	Env. Health	Initial STFU license Incl. Plan Review *	\$725.35	\$742.76	50.0%	\$321.00	\$371.38	\$350.00	11	\$350.00	\$319
65	Env. Health	STFU late inspection request (10)	\$163.04	\$166.95	100.0%	\$150.00	\$166.95	\$160.00	5	\$160.00	\$50
66	Env. Health	TEMPORARY LICENSE									
67	Env. Health	Temp. Food Svc Establmt- Fee-Exempt	\$0.00	\$0.00	50.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
68	Env. Health	Temp FSE - Non-Profit (2)	\$466.74	\$477.94	25.0%	\$110.00	\$119.49	\$115.00	37	\$115.00	\$185
69	Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$929.16	\$951.46	25.0%	\$220.00	\$237.86	\$230.00	0	\$230.00	\$0
70	Env. Health	Temp FSE- Preparation Type - For Profit	\$466.74	\$477.94	50.0%	\$225.00	\$238.97	\$230.00	50	\$230.00	\$250
71	Env. Health	Temp FSE-Ops Began Before Licg (double)	\$929.16	\$951.46	50.0%	\$450.00	\$475.73	\$460.00	0	\$460.00	\$0
72	Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$150.65	\$154.27	50.0%	\$73.00	\$77.13	\$75.00	3	\$75.00	\$6
73	Env. Health	Temp Event Inspection Request - Late Fee	\$462.75	\$473.86	100.0%	\$430.00	\$473.86	\$460.00	0	\$460.00	\$0
74	Env. Health	VENDING									
75	Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$168.45	\$172.49	50.0%	\$80.00	\$86.25	\$85.00	68	\$85.00	\$340
76	Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$224.25	\$229.63	50.0%	\$105.00	\$114.81	\$110.00	6	\$110.00	\$30
77	Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$295.70	\$302.79	50.0%	\$140.00	\$151.40	\$150.00	0	\$150.00	\$0
78	Env. Health	Vending: Larger Loc (Add'l Machine > 10)	\$14.82	\$15.18	50.0%	\$7.00	\$7.59	\$7.00	0	\$7.00	\$0
79	Env. Health	Surcharge-Failure to apply for vending license- Fee (13)	\$195.30	\$199.98	100.0%	\$190.00	\$199.98	\$195.00	0	\$195.00	\$0
80	Env. Health	POOL									
81	Env. Health	Public Pool Inspection	\$231.56	\$237.11	100.0%	\$230.00	\$237.11	\$235.00	126	\$235.00	\$630
82	Env. Health	Each add'l pool at same location	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	42	\$115.00	\$0
83	Env. Health	Pool Reinspection (after violation)	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	7	\$115.00	\$0
84	Env. Health	LATE POOL PAYMENT FEE - WHEN NO PAYMENT RECEIVED AFTER 30 DAYS INVOICED. (12) -est. time - 1 hour	\$115.78	\$115.78	100.0%	\$115.00	\$115.78	\$115.00	0	\$115.00	\$0
85	Env. Health	DHS LICENSING									
86	Env. Health	DHS Licensing Inspection - municipal	\$215.23	\$220.40	100.0%	\$215.00	\$220.40	\$220.00	35	\$220.00	\$175
87	Env. Health	DHS Licensing Inspection - well & septic	\$355.13	\$363.66	100.0%	\$355.00	\$363.66	\$360.00	34	\$360.00	\$170
88	Env. Health	DHS Licensing - well & septic only	\$139.90	\$143.26	100.0%	\$135.00	\$143.26	\$140.00	6	\$140.00	\$30
89	Env. Health	DHS Licensing re-inspection fee hourly rate **	\$118.97	\$121.83	100.0%	\$115.00	\$121.83	\$115.00	0	\$115.00	\$0
90	Env. Health	DHS Initial Licensing Plan Review	\$408.94	\$418.76	100.0%	\$405.00	\$418.76	\$410.00	0	\$410.00	\$0

	Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
91	Env. Health	<b>BODY ART (TATTOO)</b>									
92	Env. Health	<b>Body Art Business Initial License (10)</b>	<b>\$1,734.18</b>	<b>\$1,775.80</b>	<b>50.0%</b>	<b>\$575.00</b>	<b>\$887.90</b>	<b>\$600.00</b>	<b>2</b>	<b>\$600.00</b>	<b>\$50</b>
93	Env. Health	<b>Body Art License Renewal (6)</b>	<b>\$926.22</b>	<b>\$948.45</b>	<b>50.0%</b>	<b>\$200.00</b>	<b>\$474.23</b>	<b>\$225.00</b>	<b>13</b>	<b>\$225.00</b>	<b>\$325</b>
94	Env. Health	<b>Body Art Lic-late renewal-additional</b>	<b>\$278.98</b>	<b>\$285.68</b>	<b>50.0%</b>	<b>\$135.00</b>	<b>\$142.84</b>	<b>\$140.00</b>	<b>0</b>	<b>\$140.00</b>	<b>\$0</b>
95	Env. Health	<b>Body Art w/o initial license/reinstatement of revoked (10)</b>	<b>\$1,161.64</b>	<b>\$1,189.52</b>	<b>50.0%</b>	<b>\$575.00</b>	<b>\$594.76</b>	<b>\$590.00</b>	<b>0</b>	<b>\$590.00</b>	<b>\$0</b>
96	Env. Health	Body Art non-compliant with inspection -hourly rate (10) **	\$232.33	\$237.90	50.0%	\$115.00	\$118.95	\$115.00	0	\$115.00	\$0
97	Env. Health	<b>Reinstmt of Susp Body Art License (fine)</b>	<b>\$217.27</b>	<b>\$222.48</b>	<b>100.0%</b>	<b>\$215.00</b>	<b>\$222.48</b>	<b>\$220.00</b>	<b>0</b>	<b>\$220.00</b>	<b>\$0</b>
98	Env. Health	<b>Body Art Initial License after July 1</b>	<b>\$295.94</b>	<b>\$303.05</b>	<b>100.0%</b>	<b>\$295.00</b>	<b>\$303.05</b>	<b>\$300.00</b>	<b>0</b>	<b>\$300.00</b>	<b>\$0</b>
99	Env. Health	<b>Body Art Temp License (1-14 days)</b>	<b>\$107.62</b>	<b>\$110.20</b>	<b>100.0%</b>	<b>\$105.00</b>	<b>\$110.20</b>	<b>\$110.00</b>	<b>0</b>	<b>\$110.00</b>	<b>\$0</b>
100	Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS) **	\$115.78	\$115.78	100.0%	\$115.00	\$115.78	\$115.00	0	\$115.00	\$0
101	Env. Health	<b>DEMAND PROGRAM (per hour)</b>									
102	Env. Health	<b>Sewage Inspection (Only)</b>	<b>\$828.65</b>	<b>\$848.53</b>	<b>100.0%</b>	<b>\$800.00</b>	<b>\$848.53</b>	<b>\$825.00</b>	<b>2</b>	<b>\$825.00</b>	<b>\$50</b>
103	Env. Health	<b>Well (Only) Inspection -private</b>	<b>\$592.84</b>	<b>\$607.07</b>	<b>100.0%</b>	<b>\$590.00</b>	<b>\$607.07</b>	<b>\$600.00</b>	<b>2</b>	<b>\$600.00</b>	<b>\$20</b>
104	Env. Health	<b>Combined Well &amp; Septic Inspection (14)</b>	<b>\$1,155.38</b>	<b>\$1,183.10</b>	<b>100.0%</b>	<b>\$1,130.00</b>	<b>\$1,183.10</b>	<b>\$1,150.00</b>	<b>20</b>	<b>\$1,150.00</b>	<b>\$400</b>
105	Env. Health	<b>Vacant Land Evaluation</b>	<b>\$570.91</b>	<b>\$584.61</b>	<b>100.0%</b>	<b>\$570.00</b>	<b>\$584.61</b>	<b>\$580.00</b>	<b>20</b>	<b>\$580.00</b>	<b>\$200</b>
106	Env. Health	<b>On-Site Sewage repair/replace</b>	<b>\$828.65</b>	<b>\$848.53</b>	<b>100.0%</b>	<b>\$800.00</b>	<b>\$848.53</b>	<b>\$825.00</b>	<b>85</b>	<b>\$825.00</b>	<b>\$2,125</b>
107	Env. Health	<b>Well Repair</b>	<b>\$347.33</b>	<b>\$355.67</b>	<b>100.0%</b>	<b>\$300.00</b>	<b>\$355.67</b>	<b>\$325.00</b>	<b>100</b>	<b>\$325.00</b>	<b>\$2,500</b>
108	Env. Health	<b>Altern On-site Sewage Syst Plan Revw (4)</b>	<b>\$433.60</b>	<b>\$444.01</b>	<b>100.0%</b>	<b>\$430.00</b>	<b>\$444.01</b>	<b>\$440.00</b>	<b>50</b>	<b>\$440.00</b>	<b>\$500</b>
109	Env. Health	<b>Subdivision Evaluation of Preliminary Plat</b>	<b>\$365.90</b>	<b>\$374.68</b>	<b>100.0%</b>	<b>\$360.00</b>	<b>\$374.68</b>	<b>\$370.00</b>	<b>0</b>	<b>\$370.00</b>	<b>\$0</b>
110	Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service) **	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	10	\$115.00	\$0
111	Env. Health	<b>Septic or Well ownershp trsfr,not installed at time of transfer (10)</b>	<b>\$193.61</b>	<b>\$198.25</b>	<b>100.0%</b>	<b>\$190.00</b>	<b>\$198.25</b>	<b>\$195.00</b>	<b>2</b>	<b>\$195.00</b>	<b>\$10</b>
112	Env. Health	Septic tank repair or replacement inspection fee (10)	\$296.86	\$303.99	100.0%	\$345.00	\$303.99	\$345.00	15	\$345.00	\$0
113	Env. Health	Irrigation Well/Non-potable well - commercial	\$345.00	\$345.00	100.0%	\$345.00	\$345.00	\$345.00	5	\$345.00	\$0
114	Env. Health	<b>Combined Well &amp; Septic Repair</b>	<b>\$1,060.20</b>	<b>\$1,085.65</b>	<b>100.0%</b>	<b>\$915.00</b>	<b>\$1,085.65</b>	<b>\$950.00</b>	<b>10</b>	<b>\$950.00</b>	<b>\$350</b>
115	Env. Health	Septic Installers Certification (2 hr chrg) **		\$115.00	100.0%	\$115.00	\$115.00	\$115.00	30	\$115.00	\$0

	Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
116	Env. Health	<b>BATHING BEACHES</b>									
117	Env. Health	<b>Bathing Area Operational Permit</b>	<b>\$231.56</b>	<b>\$237.11</b>	<b>100.0%</b>	<b>\$230.00</b>	<b>\$237.11</b>	<b>\$235.00</b>	<b>0</b>	<b>\$235.00</b>	<b>\$0</b>
118	Env. Health	Reinstmt of bathing area permit	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	0	\$115.00	\$0
119	Env. Health	<b>Sanitary Surv for Prop. Bathg Beach</b>	<b>\$463.11</b>	<b>\$474.23</b>	<b>100.0%</b>	<b>\$460.00</b>	<b>\$474.23</b>	<b>\$470.00</b>	<b>0</b>	<b>\$470.00</b>	<b>\$0</b>
120	Env. Health	<b>CAMPGROUNDS</b>									
121	Env. Health	<b>Campground Inspection 0-99 Sites</b>	<b>\$156.97</b>	<b>\$160.74</b>	<b>100.0%</b>	<b>\$155.00</b>	<b>\$160.74</b>	<b>\$160.00</b>	<b>3</b>	<b>\$160.00</b>	<b>\$15</b>
122	Env. Health	<b>Campground Inspection 100-199 Sites</b>	<b>\$235.45</b>	<b>\$241.11</b>	<b>100.0%</b>	<b>\$235.00</b>	<b>\$241.11</b>	<b>\$240.00</b>	<b>3</b>	<b>\$240.00</b>	<b>\$15</b>
123	Env. Health	<b>Campground Inspection 200+ Sites</b>	<b>\$313.94</b>	<b>\$321.47</b>	<b>100.0%</b>	<b>\$310.00</b>	<b>\$321.47</b>	<b>\$320.00</b>	<b>3</b>	<b>\$320.00</b>	<b>\$30</b>
124	Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150% (13)	\$234.60	\$240.23	100.0%	\$232.00	\$240.23	\$240.00	0	\$240.00	\$0
125	Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150% (13)	\$352.98	\$361.45	100.0%	\$352.00	\$361.45	\$360.00	0	\$360.00	\$0
126	Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150% (13)	\$470.28	\$481.57	100.0%	\$465.00	\$481.57	\$480.00	0	\$480.00	\$0
127	Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200% (13)	\$313.16	\$320.68	100.0%	\$310.00	\$320.68	\$320.00	0	\$320.00	\$0
128	Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200% (13)	\$470.28	\$481.57	100.0%	\$470.00	\$481.57	\$480.00	0	\$480.00	\$0
129	Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200% (13)	\$627.40	\$642.46	100.0%	\$620.00	\$642.46	\$640.00	0	\$640.00	\$0
130	Env. Health	<b>MISC EH PROGRAMS</b>									
131	Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr (10) **	\$117.33	\$120.15	100.0%	\$115.00	\$120.15	\$115.00	0	\$115.00	\$0
132	Env. Health	<b>Type II Non Community - Sanitary Survey</b>	<b>\$459.54</b>	<b>\$470.57</b>	<b>100.0%</b>	<b>\$450.00</b>	<b>\$470.57</b>	<b>\$470.00</b>	<b>16</b>	<b>\$470.00</b>	<b>\$320</b>
133	Env. Health	Board of Health appeal fee (10)	\$130.81	\$133.95	100.0%	\$130.00	\$133.95	\$130.00	0	\$130.00	\$0
134	Env. Health	<b>POINT OF SALE PROGRAM</b>									
135	Env. Health	<b>Point of Sale- appl processing fee (7)</b>	<b>\$203.69</b>	<b>\$208.57</b>	<b>100.0%</b>	<b>\$200.00</b>	<b>\$208.57</b>	<b>\$205.00</b>	<b>450</b>	<b>\$205.00</b>	<b>\$2,250</b>
136	Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD(7)	\$407.37	\$417.15	100.0%	\$405.00	\$417.15	\$405.00	15	\$405.00	\$0
137	Env. Health	<b>Waste Treatment Inspection by ICHD (excludes pumping fees)</b>	<b>\$237.63</b>	<b>\$243.34</b>	<b>100.0%</b>	<b>\$235.00</b>	<b>\$243.34</b>	<b>\$240.00</b>	<b>1</b>	<b>\$240.00</b>	<b>\$5</b>
138	Env. Health	<b>Well Inspection by ICHD (includes water samples for bacteria and partial chemicals) (7)</b>	<b>\$169.74</b>	<b>\$173.81</b>	<b>100.0%</b>	<b>\$165.00</b>	<b>\$173.81</b>	<b>\$170.00</b>	<b>2</b>	<b>\$170.00</b>	<b>\$10</b>
139	Env. Health	Point of Sale- Extension Evaluations -hourly rate - 2 hours minimum for svc (7) **	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	24	\$115.00	\$0
140	Env. Health	Point of Sale- Annl Inspector renwl fee (7)	\$135.79	\$139.05	100.0%	\$135.00	\$139.05	\$135.00	14	\$135.00	\$0



	Location of Service	Fee Description	2013 Cost	2014 Cost	Target Percent	2013 Fee	2014 Calc. Fee	2014 Initial Prop. Fee	Units	Department/ Controller Recommend.	Additional Revenue
141	Env. Health	<b>TOBACCO PROGRAM</b>									
142	Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing (11)	\$279.80	\$286.52	100.0%	\$275.00	\$286.52	\$285.00	30	\$285.00	\$300
143	Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing (11)	\$322.68	\$330.42	100.0%	\$320.00	\$330.42	\$330.00	232	\$330.00	\$2,320
144	Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach. (11)	\$322.68	\$330.42	100.0%	\$320.00	\$330.42	\$330.00	1	\$330.00	\$10
145	Env. Health	Tobacco -Temporary Sampling Permit Fee (11)	\$129.07	\$132.17	100.0%	\$125.00	\$132.17	\$130.00	0	\$130.00	\$0
146	Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$134.52	\$137.75	150.0%	\$200.00	\$206.62	\$205.00	0	\$205.00	\$0
147	Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee (11)	\$400.53	\$410.14	150.0%	\$420.00	\$615.21	\$450.00	0	\$450.00	\$0
148	Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee (11)	\$482.69	\$494.27	150.0%	\$500.00	\$741.41	\$525.00	0	\$525.00	\$0
149	Env. Health	Tobacco Change of Ownership Fee - Non - East Lansing (11)	\$148.92	\$152.49	100.0%	\$145.00	\$152.49	\$150.00	0	\$150.00	\$0
150	Env. Health	Tobacco Chge of Ownership Fee-E.Lansing (11)	\$128.38	\$131.46	100.0%	\$125.00	\$131.46	\$130.00	0	\$130.00	\$0
151	Env. Health	Tobacco Failure to change ownership	\$184.86	\$189.30	100.0%	\$180.00	\$189.30	\$185.00	0	\$185.00	\$0
152	Env. Health	<b>POLLUTION PREVENTION PROGRAM (15)</b>									
153	Env. Health	Cat 1: 0-500 Gal report fee	\$141.25	\$144.64	50.0%	\$62.50	\$72.32	\$70.00	179	\$70.00	\$1,343
154	Env. Health	Cat 2: 501-5000 Gal report fee	\$282.50	\$289.28	50.0%	\$125.00	\$144.64	\$140.00	203	\$140.00	\$3,045
155	Env. Health	Cat 3: 5001 Gal report fee	\$423.74	\$433.91	50.0%	\$187.50	\$216.95	\$210.00	118	\$210.00	\$2,655
156	Env. Health	Cat 1: 0-500 Gal Inspection fee	\$282.50	\$289.28	50.0%	\$125.00	\$144.64	\$140.00	179	\$140.00	\$2,685
157	Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$451.99	\$462.84	50.0%	\$200.00	\$231.42	\$230.00	203	\$230.00	\$6,090
158	Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$677.99	\$694.26	50.0%	\$300.00	\$347.13	\$340.00	118	\$340.00	\$4,720
159	Env. Health	Hourly Rate Over Standard Service **	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	0	\$115.00	\$0
160	Env. Health	P2 On-Site Consultation (per hour)**	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	0	\$115.00	\$0
161	Env. Health	P2 Plan Review - hourly rate - 2 hour min. **	\$115.78	\$118.56	100.0%	\$115.00	\$118.56	\$115.00	0	\$115.00	\$0
162	Vet. Affairs	County User Fee	\$25.00	\$25.60	100.0%	\$25.00	\$25.60	\$25.60	786	\$25.60	\$472
											\$62,029

\* Fee set by the State of Michigan

<p>** 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 FY2014 is \$115 per hour. However, many of these services are charged at the 2 hour minimum time to deliver the service (\$230 for the service) and \$115 per hour for any additional time as necessary.</p>	
(1) 2004 Fee set by R03-190.	
(2) 2004 Fee set by R03-209.	
(3) This fee is only to reimburse the Health Department for the cost of the test (the Health Department pays the State of Michigan). Current Charge is \$13.50.	
(4) 2004 Fee set by R03-190.	
(5) 2004 Fee set by R03-114. MIHP trans fees limited by Medicaid reimbursement rates.	
(6) This Body Art renewal fee was changed in 2011 per R10-349 and then updated without State portion in 2012	
(7) These fees were effective June 2006 per R06-110	
(8) 2005 Fee set by R05-242.	
(9) Charged at the market price.	
(10) 2008 Fee set by R07-177, changed in 2010 per R10-349 and then updated without State portion through R11-165.	
(11) 2008 Fee set by R07-176. In original Resolution, East Lansing had an adjusted fee.	
(12) New fee established in 2012.	
(13) Fees established per R10-176	
(14) Fee established in 2011 through R11-183	
(15) Fees set at 50% cost recovery per R11-075.	
<p>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.</p>	

Hi Beth,

Please find attached the 2014 fee schedule for the areas other than Environmental Health.

Changes are in yellow, to summarize:

- 1) We would like to leave the fees for MIHP the same as 2013 levels, as the Medicaid reimbursement is less than the fee (any increase will not result in increased revenue)
- 2) OYC fees – OYC staff are concerned that the proposed initial increase will cause providers to look elsewhere for training and result in less total revenue. On a positive note, OYC staff are projecting more units, which will defray the reduced fee increase.

Give me a call when you have a chance.

Thanks,  
John

John Jacobs  
Chief Financial Officer  
Ingham County Health Department  
[jjacobs@ingham.org](mailto:jjacobs@ingham.org)  
517/887-4430

MEMORANDUM

April 15, 2013

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2013 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2013. The total decrease to the General Fund is \$419,560.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2012. Some of the larger projects carried over from the 2012 budget include \$100,000 for pavilion roof repair at the Potter Park Zoo, \$232,700 for parking lot replacement at the Human Service Building, \$131,679 to upgrade the Health Department's clinics phone system, and \$228,702 for the Circuit Court imaging/scanning project. All of these capital budget carryover funds are reserved within the funds where the projects are budgeted.

Two major changes that were incorporated in the 2013 Adopted Budget have not been implemented, requiring that the budget be amended. The first is the anticipated change in the provision of jail medical services. The 2013 Adopted Budget transferred jail medical services from the Health Department, where services are provided primarily by county employees, to the Sheriff's Office, to be provided by contract. This change was anticipated to save \$200,000 annually. When the services were bid out, the bids came in higher than the current cost. Therefore, for the time being, jail medical services will continue to be provided by Health Department employees and \$200,000 will be added back to the budget.

The second major change was an increase in jail bed rentals to the Michigan Department of Corrections (MDOC). A post of the jail was to be reopened, and the net revenue increase to the general fund was anticipated to be \$150,000. At this time, the MDOC has not made a commitment to increase its net number of bed rentals, so the post was not reopened. \$150,000 will be added to the general fund, and the six corrections deputies that were added to the budget to staff the reopened post will be eliminated. All of the affected positions are vacant.

Fortunately, an additional \$476,000 is expected in current year property tax revenue due to the 2013 taxable value being higher than projected when the budget was developed last year. This increase will offset the two budget problems described above, as well as an anticipated decrease in indirect cost reimbursement (\$126,000) for the Friend of the Court and the Prosecuting Attorney due to a change in cost allocation methodology.

Non-general fund adjustments include a shift in revenue projections for the Health Fund of \$400,000. The general fund appropriation of \$400,000 for the Intergovernmental Transfer will not be necessary in 2013, as this expense will be absorbed by the Health Services Millage. The \$400,000 in general fund savings will be used to offset a revenue shortfall in the Health Plan Management Services area. The 2013 Adopted budget included revenues associated with a proposed contract with the newly established Health Care Cooperative, which will not be realized.

This resolution will also appropriate up to \$2,881,681 of Health Care Services millage funds for the Intergovernmental Transfer and the Ingham Health Plan to provide health services consistent with the millage language.

The Department of Transportation and Roads' budget will be increased \$251,883 by increasing the use of unrestricted fund balance for primary and local road maintenance. This is an annual adjustment done after analysis of the prior year's fund balance that will bring the road maintenance budget up to the amount that is traditionally spent.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments.

The use of fund balance in the general fund is increased \$138,506 to purchase Sheriff vehicles budgeted but not purchased in 2012 and for the remaining portion of the MIS operations manual approved by resolution 12-325.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$330,741. If this resolution is passed as recommended, the contingency amount will be reduced to \$316,769. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, six corrections officers were added to the Approved Position List as part of the 2013 Adopted Budget to allow for the reopening of a post at the Ingham County Jail; and

WHEREAS, funding to enable the reopening of this post did not materialize, and the post will remain closed.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET</u> <u>4/1/13</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$73,334,116	(\$419,560)	\$72,914,556
201	Transportation and Roads	22,810,919	251,883	23,062,802
215	Friend of the Court	5,025,940	50,000	5,075,940
221	Health Fund	24,001,697	0	24,001,697
245	Public Improvements	425,185	216,135	641,320
258	Potter Park/Zoo	3,270,814	210,987	3,481,801
264	Juvenile Justice Millage	5,607,257	77,216	5,684,473
266	Anti-Drug Abuse Grant	480,329	0	480,329
267	Community Corrections	440,635	44,854	485,489
297	Health Services Millage	0	2,881,683	2,881,683
631	Building Authority Operating	3,624,220	281,425	3,905,645
636	MIS	3,609,171	218,421	3,827,592
664	Mach. & Equip. Revolving	500,468	523,147	1,023,615

BE IT FURTHER RESOLVED, that six vacant corrections officer position will be removed from the 2013 Approved Position List.

## GENERAL FUND REVENUES

	2013 Budget – <u>4/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	40,582,229	476,000	41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	2,553,963	138,506	2,692,469
<b>Department Generated Revenue</b>			
Animal Control	651,671		651,671
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	437,000	(95,000)	342,000
Circuit Crt - General Trial	2,732,712		2,732,712
Controller	3,170		3,170
Cooperative Extension	20,628	5,697	26,325
County Clerk	630,400		630,400
District Court	2,405,108		2,405,108
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Emergency Operations	141,813		141,813
Equalization /Tax Mapping	10,100		10,100
Facilities	148,599		148,599
Financial Services	54,742		54,742

Health Department	0	340,627	340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	735,062	(151,691)	583,371
Register of Deeds	1,646,325		1,646,325
Remonumentation Grant	80,444		80,444
Sheriff	6,163,275	(1,133,699)	5,029,576
Treasurer	4,187,669		4,187,669
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	366,935		366,935
<b>Total General Fund Revenues</b>	<b>73,334,116</b>	<b>(419,560)</b>	<b>72,914,556</b>

#### GENERAL FUND EXPENDITURES

	2013 Budget - <u>4/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,446,439		8,446,439
District Court	2,368,692		2,368,692
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,277,349		4,277,349
Jury Selection	99,543		99,543
Elections	177,549		177,549
Financial Services	734,549	18,984	753,533
County Attorney	416,334		416,334
County Clerk	572,533		572,533
Controller	779,429	34,008	813,437
Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,988,278	(120,691)	5,867,587
Purchasing	211,773		211,773



Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430		886,430
Economic Development	114,720		114,720
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	20,169,554	(2,286,644)	17,882,910
Community Corrections	121,529		121,529
Animal Control	1,360,501		1,360,501
Emergency Operations	256,269		256,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	7,497,128	1,948,070	9,445,198
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035
Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665		1,778,665
Tri-County Aging	76,225		76,225
Veterans Affairs	483,852	(5,012)	478,840
Cooperative Extension	498,107	5,697	503,804
Parks and Recreation	1,318,852		1,318,852
Contingency Reserves	330,741	(13,972)	316,769
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750

Capital Improvements	1,586,373		1,586,373
<b>Total General Fund Expenditures</b>	<b>73,334,116</b>	<b>(419,560)</b>	<b>72,914,556</b>

**General Fund Revenues**

Property Tax	Increase property tax revenue \$476,000 due to higher than projected 2013 taxable value.
Circuit Crt – FOC	Decrease Indirect Cost revenue \$95,000 due to change in cost allocation plan methodology.
Prosecuting Attorney	Remove D.A.R.T. grant revenue of \$120,691 from budget. Grant not renewed for 2013. Decrease Indirect Cost revenue \$31,000 due to change in cost allocation plan methodology.
Sheriff	Transfer \$340,627 associated with jail medical services to Health Department. Decrease jail bed rental \$793,072. Included in the adopted budget were revenues and expenses associated with the reopening of a jail post to be used for rental to the Michigan Department of Corrections. The rental revenue was not secured, and the post will not be reopened.
Health Department	Transfer \$340,627 associated with jail medical services from Sheriff.
Cooperative Extension	Increase budget \$5,697 for revenue from Michigan State University used to support Cooperative Extension programs.
Use of Fund Balance	Reappropriate \$34,008 for remaining portion of operations manual for MIS Department approved by Resolution 12-325 and \$104,498 for Sheriff vehicles budgeted but not purchased in 2012.

**General Fund Expenditures**

Financial Services	Increase budget \$18,984 for county’s required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County.
Controller	Reappropriate \$34,008 for remaining portion of operations manual for MIS Department approved by Resolution 12-325.
Prosecuting Attorney	Remove D.A.R.T. grant expenses of \$120,691 from budget. Grant not renewed for 2013.
Sheriff	Reappropriate \$104,498 for vehicles budgeted but not purchased in 2012. Eliminate \$1,748,070 contract for jail medical services. Transfer funds to Health Department. Decrease jail expenses \$643,072. Included in the adopted budget were revenues and expenses associated with the reopening of a jail post to be used for rental to that State of Michigan. The rental revenue was not secured, and the post will not be reopened.

Health Department	Increase budget \$1,948,070 for jail medical services. The adopted budget included a contract for these services in the Sheriff's Office. However, services will continue to be provided by Health Department staff.
Cooperative Extension	Increase budget \$5,697 for program expenses supported by Michigan State University.
Veterans Affairs	Reduce personnel budget \$5,012. Resolution 13-54 authorized a temporary position. Subsequently, Resolution 13-77 authorized a permanent three-quarter time position, making the temporary position no longer necessary.
Contingency	Increase contingency account \$5,012 due to elimination of temporary position from Veterans Affairs Department. Decrease contingency \$18,984 for county's required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County.

### **Non-General Fund Adjustments**

Transportation & Roads (F201)	Increase use of unrestricted fund balance and various materials to be used for primary and local road maintenance (\$251,883). This adjustment will bring the road maintenance budget up to the amount that is traditionally spent. This is an annual adjustment that is done once the prior year's final fund balance has been analyzed.
Friend of the Court (F215)	Reappropriate remaining funds budgeted for backscanning related to imaging project approved by Resolution 12-112. (\$50,000)
Health Fund (F221)	Eliminate general fund appropriation for Intergovernmental Transfer (\$400,000). Decrease Health Plan Management Services revenues associated with the proposed contract with the newly established Health Care Cooperative (\$400,000).
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: District Court power transfer switch (\$20,500), replace concrete in Lansing and Mason (\$15,000), Animal Control roof replacement (\$85,000), Sheriff roof replacement (\$36,290) and Mason Courthouse mold redemption (\$28,500) per 2012 capital budget, and Jail water management system approved by Resolution 10-368 (\$30,845).
Potter Park/Zoo (F258)	Reappropriate funds for the following capital projects not completed in previous years: Plant material (\$712) approved in 2007 capital budget, decorative fencing (\$14,581) approved in the 2009 capital budget, penguin exhibit glass (\$5,000) and garden program (\$4,284) approved in the 2010 capital budget, admissions system (\$30,000) and security cameras/wireless internet (\$25,000) approved in the 2011 capital budget, zoo and park graphics (\$10,000), zoo and park landscaping (\$5,000) zoological information management system (\$5,000), pavilion #2 roof repair (\$100,000), moose & bison exhibit (\$4,910), and Discovery Building cages (\$6,500) approved in the 2012 capital budget.

Juv. Justice Millage (F264)	Reappropriate funds for tuckpointing at the Ingham County Family Center per the 2012 capital budget (\$77,216).
Anti-Drug Abuse Grant (F266)	Decrease Byrne grant revenue supporting an Assistant Prosecuting Attorney and a Sheriff Deputy (\$36,231). Actual grant came in less than budgeted. Grant revenue will be replaced with funds from the Tri-County Metro Squad forfeiture fund reserve.
Community Corrections (F267)	Reappropriate unspent 2012 funds designated for electronic tether for those who cannot afford to pay fees (\$44,854). This will be in addition to the \$50,000 budgeted in 2013.
Health Services Millage (F297)	Appropriate up to \$2,881,683 for the Intergovernmental Transfer and Ingham Health Plan for health services per the Health Services millage.
Bldg Authority Operating (F631)	Reappropriate funds for the following capital improvement projects at the Human Services Building: signage (\$13,123) per the 2009 capital budget, parking lot repairs (\$15,028) per the 2010 capital budget, and garage tuckpointing (\$16,274) and parking lot replacement (\$232,700) per the 2012 capital budget. Reappropriate funds for a metal detector at the Veterans Memorial Courthouse/Grady Porter Building per the 2012 capital budget (\$4,300).
MIS (F636)	Transfer funds from the MIS unrestricted fund balance to the designated fund balance for network expenses. (\$300,000) Reappropriate remaining funds for the following projects: Prosecuting Attorney imaging project (\$86,742) and Health Department phone system for clinics (\$131,679) approved in 2012 capital budget.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: two PCs and monitors for Facilities (\$2,498), printer for District Court (\$1,588), and additional cost for Budget Office computer replacement (\$352), Reappropriate funds for the following projects: renovation of Health Department space at Human Services Building (\$81,943) approved in the 2009 capital budget, Circuit Court imaging/scanning project (\$228,702), hardware costs for scanning (\$15,000), microfilming/scanning of closed files (\$33,844), scanning of heavy use microfilm (\$17,953), video conferencing (\$30,000), and implementation of scanning system (\$25,000) for Probate Court, backscanning for Circuit Court (\$50,000), video surveillance for District Court (\$4,358), body armor (\$800), shelter audio/intercom system (\$3,009), toughbooks for vehicles (\$7,200) and microscope (\$4,400) for Animal Control and Sheriff in car camera project (\$16,500) per 2012 capital budget.

**2013 CONTINGENCY**

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
Proposed 1 <sup>st</sup> Quarter Adjustment	(13,972)
<b>Proposed Contingency Amount</b>	<b>\$316,769</b>