

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
BRIAN McGRAIN
CAROL KOENIG
DEB NOLAN
DON VICKERS
STEVE DOUGAN

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, MAY 16, 2011 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 [May 2, 2011 Minutes](#)
Additions to the Agenda
Limited Public Comment

1. Mid-South Substance Abuse Commission - Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with [Respect Thereto](#)
2. Health Department
 - a. Update on HIV/AIDS in Ingham County (*No Materials*)
 - b. Resolution to Authorize Acceptance of the [Mental Health Mini-Grant](#) - Child & Adolescent Health Centers from the Michigan Department of Community Health and the Muskegon Area Intermediate School District
3. Controller/Administrator's Office - Resolution Updating Various [Fees](#) for County Services

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE

May 2, 2011

Minutes

Members Present: Todd Tennis, Brian McGrain, Carol Koenig, Deb Nolan, Don Vickers and Steve Dougan

Members Absent: None

Others Present: Jared Cypher, Dean Sienko, Renee Canady, Deb Brinson, Rich Estell and others

The meeting was called to order by Chairperson Tennis at 6:32 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 18, 2011 Minutes

The April 18, 2011 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Health Department
 - a. Resolution to Amend the 2010-2011 CPBC Agreement with the Michigan Department of Community Health to Provide Interim Chief Medical Executive Coverage
 - b. Recommendation to Authorize the Ingham County Health Department to Enter into an Agreement with Capital Link
 - c. Recommendation to Authorize the Transition of a Nurse Assessor Position to a Health Center Nurse
 - d. Resolution to Establish a 1.0 FTE Assistant Social Worker Position in Public Health Nursing

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

2. Controller/Administrator's Office - Resolution Updating Various Fees for County Services

Comm. Tennis informed the Committee that this was a draft for discussion purposes. The Committee discussed the resolution regarding various fees and costs. The following paragraphs are concerns that will be addressed by Dr. Sienko in the next few days with a response to the Commissioners by email.

Comm. McGrain asked why there was a decrease in the tattoo fees. Dr. Sienko explained that the State of Michigan passed a law that tattoo businesses must have a State license. A portion of the State License fee will be paid to Ingham County to perform inspections. Dr. Sienko noted that the County fee was reduced so the tattoo fee would remain the same to the business owner. Commissioner Vickers asked for an explanation of the \$275.00 initial license after July 1st. Dr. Sienko stated he would provide an explanation in the next few days.

Comm. Vickers expressed his concern regarding the well and septic permit increases. Dr. Canady explained the fee is directly related to the amount of work that it takes to do the job. In the past not enough time was allocated. Comm. Vickers asked if the rate per hour has changed. Dr. Canady answered no, only the amount of hours it takes to complete the job. Comm. Vickers asked if there was a fee for having a well and septic inspection at the same time. Dr. Sienko stated that he would provide the Committee with a proposed combined fee.

Comm. Tennis asked for further explanation of the Tobacco Fees listed as N/A in the 2011 Fee column. Dr. Canady stated that some of those fees are late charges which have not been assessed in the past years. Dr. Sienko stated he would provide an explanation in the next few days of those items not related to late fees.

Comm. Vickers asked why the autopsy reports fees are different for families and others. Dr. Sienko explained as a service to families they are charged a reduced rate. Comm. Vickers suggested everyone be charged the same. Comm. Tennis thought the \$44 reflects actual cost of the service. Dr. Sienko stated that because Sparrow is doing much of this work they are asking for half of the fee to cover their cost of making copies, secretary time, mailings and postings. Dr. Sienko stated that he will inform the Committee of the actual cost.

In summary, Dr. Sienko will email the Committee in the next few days with further explanation of the tattoo, tobacco and autopsy report fees, plus he will provide a proposed fee for a combined well and septic inspection.

Additionally, Comm. Tennis suggested keeping the Pollution Prevention Program Fees the same as passed in the recent resolution (\$105.00). Comm. Dougan concurred. Dr. Canady will recalculate the fee.

Mr. Cypher will provide the Committee with an explanation of the Veteran Affairs County User Fee.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:50 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 16, 2011 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

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

1. Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with Respect Thereto

This resolution will authorize the transfer of State Liquor tax funds to Mid-South Substance Abuse Commission to use the funds for substance abuse prevention and treatment programs per the terms of the state statute, along with the accounting and auditing requirements. MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment services. The Board of Commissioners chose to keep one-half of the funds for the General Fund budget in 2011, and is now required to give the other half to the Mid-South Substance Abuse Commission for their use as described above. The expected/budgeted total distribution for 2011 is \$1,561,077, with Mid-South Substance Abuse Commission receiving \$780,538 and the County General Fund receiving the other half.

2 (b). Resolution to Authorize Acceptance of the Mental Health Mini-Grant – Child & Adolescent Health Centers from the Michigan Department of Community Health and the Muskegon Area Intermediate School District

This resolution authorizes acceptance of the Mental Health Mini-Grant – Child & Adolescent Health Centers from the Michigan Department of Community Health, which provides \$60,000 to provide mental health related activities at each of the Health Department's Child & Adolescent Health Centers (CAHCs), Otto Community Health Center, Willow Health Center and the School Wellness Program at Gardner Middle School from April 1, 2011 through September 30, 2011.

3. Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2011 and for all other departments on January 1, 2012. Since the last round of Committee meetings, a few of the adjusted fees have been changed. Based on the fact that the Environmental Health's P2 Resolution recently passed, the P2 hourly rates are not being adjusted. They will remain at the 2011 rate of \$105 per hour. Therefore, since there is no adjustment, they are no longer included on Attachment A. For the one year Tobacco Sales License fee, there is a different fee set for East Lansing. Since East Lansing charges a \$115 fee for a 3-year license, the annual amount, or \$40, is normally deducted from the County's Non-East Lansing annual license fee. Since the East Lansing fee is set at \$260, the 2012 Non-East Lansing license fee was reduced from \$310 to \$300.

PRESENTATION:

2(a). Update on HIV/AIDS in Ingham County

Agenda Item 1

To: Human Services and Finance Committees

From: Jared Cypher, Assistant Deputy Controller

Re: Mid-South Substance Abuse Commission Contract

Date: April 28, 2011

This resolution will authorize the transfer of State Liquor tax funds to Mid-South Substance Abuse Commission to use the funds for substance abuse prevention and treatment programs per the terms of the state statute, along with the accounting and auditing requirements. MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment services. The Board of Commissioners chose to keep one-half of the funds for the General Fund budget in 2011, and is now required to give the other half to the Mid-South Substance Abuse Commission for their use as described above.

The expected/budgeted total distribution for 2011 is \$1,561,077, with Mid-South Substance Abuse Commission receiving \$780,538 and the County General Fund receiving the other half.

2011 marks the fourth year that distributions are now made quarterly. This resolution authorizes a contract for the distributions made in 2011 up to an amount not to exceed \$780,538. Should the total distribution for 2011 exceed the amount budgeted, it will be addressed in the final quarterly budget adjustment of 2011.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS TO THE MID-SOUTH SUBSTANCE ABUSE COMMISSION AND A 2011 CONTRACT FOR ACCOUNTING WITH RESPECT THERETO

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

WHEREAS, the Ingham County Board of Commissioners, during the 2011 budget process, chose to retain one-half of these liquor tax revenues for the General Fund and is now required to distribute the other one-half of these revenues to the designated coordinating agency, the Mid-South Substance Abuse Commission, to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Statute requires the Mid-South Substance Abuse Commission to use said funds for substance abuse prevention and treatment programs in Ingham County; and

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

THEREFORE BE IT RESOLVED, that a contract be entered into with the Mid-South Substance Abuse Commission in an amount not to exceed \$780,538, for the time period of January 1, 2011 through December 31, 2011, which provides that the Mid-South Substance Abuse Commission will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: May 10, 2011

Subject: Recommendation to Authorize Acceptance of the Mental Health Mini-Grant – Child & Adolescent Health Centers for the Michigan Department of Community Health

In March 2011, the Ingham County Health Department (ICHD) responded to a competitive grant opportunity through the Michigan Department of Community Health to provide mental health activities at each of the ICHD's Child & Adolescent Health Centers (CAHCs), Otto Community Health Center, Willow Health Center and the School Wellness Program at Gardner Middle School. The Request for Proposals required that each health center choose to provide specific mental health activities to its adolescent population. The ICHD applied to provide suicide and bullying prevention activities and was awarded the mental health mini-grant.

This is a recommendation to authorize acceptance of the Mental Health Mini-Grant – Child & Adolescent Health Centers for the Michigan Department of Community Health, which provides \$60,000 to provide the above mentioned mental health related activities from April 1, 2011 through September 30, 2011.

The grant agreement will be between the Ingham County Health Department and the Muskegon Area Intermediate School District, on behalf of the Michigan Department of Community Health.

In addition, the Ingham County Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the Mental Health Mini-Grant.

I recommend that the Board of Commissioners adopt the attached resolution and authorize acceptance of this award in the amount of \$60,000 that will support mental health related activities at each of ICHD's Child & Adolescent Health Centers.

c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment
John Jacobs, CPA, Chief Financial Officer, w/ attachment
Barb Mastin, MA, Chief Operating Officer, w/ attachment
Jan Kimble, Child & Adolescent Health Center Coordinator, w/ attachment
Carolyn Redman, Project Specialist, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
MENTAL HEALTH MINI-GRANT – CHILD & ADOLESCENT HEALTH CENTERS
FROM THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH AND THE MUSKEGON
AREA INTERMEDIATE SCHOOL DISTRICT**

WHEREAS, the Ingham County Health Department applied for and received a \$60,000 grant through the Michigan Department of Community Health; and

WHEREAS, this grant is funded to provide anti-bullying and violence prevention education at Otto Community Health Center and at Gardner Middle School and to provide suicide prevention classes at Willow Health Center; and

WHEREAS, in order to carry out the grant required functions the ICHD must purchase two computers, not to exceed \$5,000, provide overnight travel accommodations for staff who will attend a four day training in Ann Arbor, not to exceed \$3,000, and bring in outside consultants to provide professional development, not to exceed \$2,000; and

WHEREAS, the Muskegon Area Intermediate School District, on behalf of the Michigan Department of Community Health, has provided a contract in the amount of \$60,000 for the project; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of this Mental Health Mini-Grant award; and

WHEREAS the Health Officer recommends that the Board of Commissioners authorizes and accepts this award in the amount of \$60,000 for the grant period of April 1, 2011 through September 30, 2011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the \$60,000 award and authorizes an agreement with the Muskegon Area Intermediate School District for the period of April 1, 2011 through September 30, 2011.

BE IT FURTHER RESOLVED, that two computers, are authorized for purchase in an amount not to exceed \$5,000, utilizing grant funds.

BE IT FURTHER RESOLVED, grant funded contracts with consultants to provide professional development are authorized, not to exceed \$2,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMORANDUM

TO: Finance and Liaison Committees
FROM: Mary Lannoye, Controller
DATE: May 5, 2011
SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2011 and for all other departments on January 1, 2012. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

Since the last round of Committee meetings, a few of the adjusted fees have been changed. Based on the fact that the Environmental Health's P2 Resolution recently passed, the P2 hourly rates are not being adjusted. They will remain at the 2011 rate of \$105 per hour. Therefore, since there is no adjustment, they are no longer included on Attachment A. For the one year Tobacco Sales License fee, there is a different fee set for East Lansing. Since East Lansing charges a \$115 fee for a 3-year license, the annual amount, or \$40, is normally deducted from the County's Non-East Lansing annual license fee. Since the East Lansing fee is set at \$260, the 2012 Non-East Lansing license fee was reduced from \$310 to \$300. Per the Parks Director's request, we have reduced the new fees for Disc Golf. The new daily fee is set at \$4, rather than \$5, and the annual pass is set at \$40, rather than \$50. For additional information, please refer to the attached memo.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$200,973. Any additional revenue will be recognized in the 2012 Controller Recommended Budget.

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

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

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

WHEREAS, this process begins with the calculation of a cost increase factor, which is equal to the previous three year average increase in general fund adopted budget for the appropriate departments; and

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

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

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

WHEREAS, after initial recommendations are made by the Controller/Administrator, 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/Administrator makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller/Administrator’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/Administrator’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, 2012 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2011.

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

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Drain Comm.	Plat Drain Administration Fee	\$2,000.00	\$2,100.00	75%
Drain Comm.	Soil Erosion Permit-Residential-9 mo.	\$220.00	\$230.00	75%
Parks	Administrative-Returned Check Fee	\$15.00	\$30.00	100%
Parks	Memorials Service - Bench	\$400.00	\$500.00	100%
Parks	Shelters - 40 Person Capacity			
Parks	Baldwin Riverview	\$45.00	\$50.00	100%
Parks	Shelters - 60 Person Capacity			
Parks	Lake Lansing South Lakeview	\$50.00	\$75.00	100%
Parks	Lake Lansing North Oak Knoll	\$50.00	\$75.00	100%
Parks	Lake Lansing North Sandhill	\$50.00	\$75.00	100%
Parks	Hawk Island Kestrel	\$50.00	\$75.00	100%
Parks	Hawk Island 1/2 of Peregrine	\$50.00	\$75.00	100%
Parks	Burchfield Deer Run	\$50.00	\$60.00	100%
Parks	Burchfield Pine Knoll	\$50.00	\$60.00	100%
Parks	Burchfield Southridge	\$50.00	\$75.00	100%
Parks	Potter Park Penguin Cove	\$50.00	\$75.00	100%
Parks	Shelters - 80 Person Capacity			
Parks	Potter Park Eagle Landing	\$75.00	\$100.00	100%
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	\$80.00	\$100.00	100%
Parks	Hawk Island Peregrine	\$100.00	\$125.00	100%
Parks	Burchfield 1/2 of North Bluff	\$80.00	\$100.00	100%
Parks	Burchfield 1/2 of Woodsong	\$80.00	\$100.00	100%
Parks	Shelters - 150 Person Capacity			
Parks	Lake Lansing - South - 1/2 of Main	\$80.00	\$100.00	100%
Parks	Potter Park 1/2 of Tiger Den	\$80.00	\$100.00	100%
Parks	Shelters - 240 Person Capacity			
Parks	Lake Lansing - North - Main	\$150.00	\$175.00	100%
Parks	Burchfield - North Bluff	\$150.00	\$175.00	100%
Parks	Burchfield - Woodsong	\$150.00	\$175.00	100%
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	\$150.00	\$175.00	100%
Parks	Burchfield - Overlook	\$150.00	\$175.00	100%
Parks	Potter Park - Tiger Den	\$150.00	\$175.00	100%
Parks	Shelters - 375 Person Capacity			
Parks	Hawk Island - Red Tail	\$200.00	\$250.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - 1st hr	\$4.00	\$5.00	100%
Parks	In-Park Canoe/Kayak - 2nd hr	\$4.00	\$5.00	100%
Parks	Canoe/Kayak Trips - McNamara	\$10.00	\$12.00	100%
Parks	Canoe/Kayak Trips - Bunker Rd	\$12.00	\$18.00	100%
Parks	Canoe/Kayak Trips - Eaton Rapids	\$15.00	\$25.00	100%
Parks	Pedal Boat - Weekdays - per 1/2 hr	\$4.50	\$5.00	100%
Parks	Pedal Boat - Wkds/Holidays - per 1/2 hr	\$5.50	\$6.00	100%
Parks	Row Boat - 1st hour- fee per hour	\$4.00	\$5.00	100%
Parks	Row Boat - 2nd hour - fee per hour	\$4.00	\$5.00	100%
Parks	Ski Rental (Burchfield only)			
Parks	Moonlight Ski - Adult	\$6.00	\$10.00	100%
PARKS	NEW FEES			
Parks	Boating Fees (1)			
	Abandonment Recovery Fee	N/A	\$40.00	100%
	Late Fee (arriving 1/2 hour or later after boathouse closing)	N/A	\$20.00	100%
Parks	Disc Golf (2)			
Parks	12 & Under	N/A	\$0.00	100%
Parks	Day Pass	N/A	\$4.00	100%
Parks	Season Pass	N/A	\$40.00	100%
Parks	Tournament *	N/A	*	100%
Parks	Dog Park (3)			
Parks	Regular Pass	N/A	\$30.00	100%
Parks	Student (college ID)	N/A	\$15.00	100%
Parks	Senior (+60)	N/A	\$15.00	100%
Parks	Veteran	N/A	\$15.00	100%
Parks	Replacement FOB	N/A	\$5.00	100%
Parks	Special Event Fees (4)			
Parks	Non-Profit Youth Groups	N/A	\$0.00	100%
Parks	1-100 Participants	N/A	\$200.00	100%
Parks	101-200 Participants	N/A	\$300.00	100%
Parks	201-300 Participants	N/A	\$400.00	100%
Parks	301-400 Participants	N/A	\$500.00	100%
	401-500 Participants	N/A	\$600.00	100%
Parks	500+ Participants	N/A	\$700.00	100%
Parks	Parking (5)			
Parks	2nd Vehicle Annual Pass	N/A	\$15.00	100%
Parks	Snow Tube Rental - Burchfield (6)			
Parks	Burchfield - Tube Rental (2 hours)	N/A	\$1.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Parks	Hawk Island Tubing Hill (7)			
Parks	<i>Operational Rates (Mon-Fri 4-9 pm. Sat-Sun 10am-9pm)</i>			
Parks	Adult Pass (all day)	N/A	\$7.00	100%
Parks	Child Pass (12&under)	N/A	\$5.00	100%
Parks	Family Pass (2adults, 2 children)	N/A	\$20.00	100%
Parks	Group Rate (20-100 people)	N/A	\$5/person	100%
Parks	<i>Non-Operational Rates (Reservation Only)</i>			
Parks	Group Rate (1-50 people) 2 hours	N/A	\$250.00	100%
Parks	Group Rate (50+ people) 2 hours	N/A	\$350.00	100%
Parks	Per additional hours	N/A	\$100.00	100%
Treasurer	Tax service fee	\$3.00	\$4.00	100%
Animal Control	Boarding Fee for Dangerous Animals	\$25.00	\$30.00	75%
Animal Control	Boarding Fee per day-others	\$15.00	\$20.00	75%
Animal Control	Euthanasia Fee	\$75.00	\$100.00	100%
Animal Control	Bordatella Vaccination on redeemed dogs	\$5.00	\$6.00	100%
Pros Atty	Diversion - Service Fee- Felony Offender	\$750.00	\$760.00	50%
Pros Atty	Costs for eligible convictions - Trial	\$150.00	\$200.00	10%
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$13.00	\$14.00	100%
Comm. Health	INS Vaccination Verif Form I-693	\$33.00	\$35.00	100%
Imm. Clinic	Internat'l Travel Consult	\$55.00	\$57.00	100%
Imm. Clinic	Influenza - Mass Vacc. Clinic	market price	market price	75%
Med Examiner	Cremation Permits	\$23.00	\$26.00	100%
Med Examiner	Autopsy Report Copies (family)	\$15.00	\$17.00	100%
Med Examiner	Autopsy Report Copies (others)	\$39.00	\$44.00	100%
OYC	Consultation Request (per hr.)	\$61.00	\$67.00	100%
OYC	Agency Train. Request- Base, 1.5 hr.	\$180.00	\$200.00	100%
OYC	Agency Train. Request- Base, 2.5 hr.	\$300.00	\$330.00	100%
OYC	Agency Train. Request- Base, 3.0 hr.	\$370.00	\$400.00	100%
OYC	Agency Train. Request- Base, 5.0 hr.	\$620.00	\$650.00	100%
OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.00	\$14.00	100%
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$18.00	\$20.00	100%
OYC	OYC-Advertised Train.- 1.0-2.0 hr./per person (min. 15 attending)	\$24.00	\$22.00	100%
OYC	OYC-Advertised Train.- 2.5 - 4.5 hrs./per person (min. 15 attending)	\$30.00	\$28.00	100%
OYC	OYC-Advertised Train.- 5.0 - 7.0 hrs./per person (min. 15 attending).	\$61.00	\$60.00	100%
OYC	person	\$93.00	\$100.00	100%
OYC	OYC - Admin Train. - 16 hrs./per person	\$170.00	\$130.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	FIXED FOOD SERVICE ESTAB			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,200.00	\$1,300.00	50%
Env. Health	FSE Initial Restricted License	\$620.00	\$650.00	50%
Env. Health	FSE Initial License (Mobile)	\$430.00	\$460.00	50%
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,000.00	\$1,050.00	50%
Env. Health	FSE Renewal Lic-\$500,000 to less than \$750,000	\$840.00	\$880.00	50%
Env. Health	FSE Renewal Lic-\$250,000 to less than \$500,000	\$650.00	\$685.00	50%
Env. Health	FSE Renewal Lic-Less than \$250,000	\$450.00	\$480.00	50%
Env. Health	FSE Non-profit License Renewal	\$230.00	\$240.00	25%
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$440.00	\$650.00	25%
Env. Health	Reinstatemt of Susp FSE	\$560.00	\$580.00	100%
Env. Health	Surchrge-Fail submit plans/chg own	\$540.00	\$575.00	100%
Env. Health	Critical Follow-up Inspection fee	\$130.00	\$135.00	100%
Env. Health	* Special food svc estab surchrng 2nd step of formal hearing	\$231.00	\$500.00	100%
Env. Health	* Special food svc estab surchrng 3rd step of formal hearing	\$473.00	\$1,000.00	100%
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$600.00	\$650.00	50%
Env. Health	FSE Seasonal renewal - at least \$500,000,less \$750,000	\$500.00	\$530.00	50%
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$390.00	\$410.00	50%
Env. Health	FSE Seasonal renewal -less than \$250,000	\$275.00	\$290.00	50%
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$490.00	\$520.00	50%
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$310.00	\$330.00	50%
Env. Health	Change of Ownership of FSE	\$360.00	\$385.00	50%
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt hrly rate for 2 hrs.	\$105.00	\$220.00	50%
Env. Health	FSE - late renewal - additional	\$125.00	\$130.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	STFU			
Env. Health	Initial STFU license Incl. Plan Rev	\$330.00	\$321.00	50%
Env. Health	STFU late inspection request (150% of cost is the penalty)	\$210.00	\$150.00	150%
Env. Health	* STFU in season inspection	\$90.00	\$101.00	50%
Env. Health	* STFU Renewal	\$110.00	\$101.00	50%
Env. Health	TEMPORARY LICENSE			
Env. Health	Temp FSE - Non-Profit	\$105.00	\$110.00	25%
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$200.00	\$220.00	25%
Env. Health	Temp FSE- Preparation Type -For Profit	\$215.00	\$225.00	50%
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$420.00	\$450.00	50%
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$69.00	\$73.00	50%
Env. Health	Temp Event Inspection Request-Late Fee profit	\$400.00	\$430.00	100%
Env. Health	VENDING			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$78.00	\$80.00	50%
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$100.00	\$105.00	50%
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$135.00	\$140.00	50%
Env. Health	Larger Loc (Add'l Machine > 10)	\$6.00	\$7.00	50%
Env. Health	Surcharge-Failure to apply-vending lic	\$180.00	\$190.00	100%
Env. Health	POOL			
Env. Health	Public Pool Inspection	\$210.00	\$220.00	100%
Env. Health	Each add'l pool at same location	\$105.00	\$110.00	100%
Env. Health	Pool Reinspection (after violation)	\$105.00	\$110.00	100%
Env. Health	DHS LICENSING			
Env. Health	DHS Licensing Inspection - municipal	\$200.00	\$205.00	100%
Env. Health	DHS Licensing Inspection - well & septic	\$330.00	\$345.00	100%
Env. Health	DHS Licensing - well & septic only	\$130.00	\$135.00	100%
Env. Health	DHS Licensing re-inspection hrly	\$105.00	\$110.00	100%
Env. Health	DHS Initial Licensing Plan Review	\$380.00	\$395.00	100%
Env. Health	BODY ART (TATTOO)			
Env. Health	Body Art Business Initial License	\$780.00	\$550.00	100%
Env. Health	Body Art License Renewal	\$400.00	\$175.00	100%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$525.00	\$550.00	100%
Env. Health	Body Art non-compl w/ inspection-hrly	\$105.00	\$110.00	100%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$195.00	\$210.00	100%
Env. Health	Body Art Initial License after July 1	N/A	\$275.00	100%
Env. Health	Body Art Temp License (1-14 days)	N/A	\$100.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	DEMAND PROGRAM			
Env. Health	Sewage Only	\$540.00	\$770.00	100%
Env. Health	Well Only	\$540.00	\$575.00	100%
Env. Health	Vacant Land Evaluation	\$520.00	\$555.00	100%
Env. Health	On-Site Sewage repair/replace	\$520.00	\$770.00	100%
Env. Health	Repair - Well	\$190.00	\$200.00	100%
Env. Health	Altern On-site Sewage Syst Plan Revw	\$400.00	\$420.00	100%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$210.00	\$340.00	100%
Env. Health	Munic Requ Eval. of Well/Septic	\$105.00	\$110.00	100%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$175.00	\$185.00	100%
Env. Health	Septic tank repair/replacemt inspection	\$265.00	\$285.00	100%
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$210.00	\$225.00	100%
Env. Health	Reinstmt of bathing area permit	\$105.00	\$110.00	100%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$420.00	\$450.00	100%
Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$140.00	\$150.00	100%
Env. Health	Campground Inspection 100-199 Sites	\$215.00	\$225.00	100%
Env. Health	Campground Inspection 200+ Sites	\$280.00	\$300.00	100%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$210.00	\$225.00	100%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$322.00	\$340.00	100%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$420.00	\$450.00	100%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$280.00	\$300.00	100%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$430.00	\$450.00	100%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$560.00	\$600.00	100%
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$105.00	\$110.00	100%
Env. Health	Type II Non Community - Sanitary Survey	\$420.00	\$440.00	100%
Env. Health	Board of Health appeal fee	\$119.00	\$125.00	100%

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
Env. Health	POINT OF SALE PROGRAM			
Env. Health	Point of Sale- appl processing fee	\$180.00	\$195.00	100%
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$360.00	\$395.00	100%
Env. Health	Point of Sale - Waste Treatment Inspection by ICHD (excludes pumping fees) (Municipal water system)	\$210.00	\$230.00	100%
Env. Health	Point of Sale - Well Inspection by ICHD (incl water samples for bacteria and partial chemicals)	\$150.00	\$165.00	100%
Env. Health	Point of Sale- Extension Evaluations	\$105.00	\$110.00	100%
Env. Health	Point of Sale- Annl Inspector renwl fee	\$120.00	\$130.00	100%
Env. Health	TOBACCO			
Env. Health	License- Tobacco Sales- 1yr.- Retailer- East Lansing	\$251.00	\$260.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$290.00	\$300.00	100%
Env. Health	License- Tobacco Sales-1yr-Vend. Mach	\$290.00	\$310.00	100%
Env. Health	Tobacco -Temporary Sampling Permit	\$115.00	\$125.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	N/A	\$185.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- East Lansing -Late Fee(9)	N/A	\$390.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing -Late Fee	N/A	\$470.00	100%
Env. Health	Tobacco Change of Ownership Fee - Non East Lansing	N/A	\$145.00	100%
Env. Health	Tobacco Change of Ownership Fee- E.Lansing	N/A	\$125.00	100%
Env. Health	Tobacco Failure to change ownership	N/A	\$180.00	100%
Vet. Affairs	County User Fee	\$22.06	\$24.34	100%

* respective to "Special Event" fees per number of people

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED

Loc of Svc	Fee Description	2011 Fee	2012 Fee	Target Percent
All Courts	Work Release	\$24.00	\$25.00	100%
Circuit Court	Felony Case Costs	\$575.00	\$600.00	100%
Circuit Court	Show Cause - Probation	\$75.00	\$100.00	100%
Family Division	Delinquency Costs	\$175.00	\$200.00	100%