

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

COUNTY SERVICES COMMITTEE  
DALE COPEDGE, CHAIR  
ANDY SCHOR  
VICTOR CELENTINO  
MARK GREBNER  
BRIAN McGRAIN  
DONALD VICKERS

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 4, 2010 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 20, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
  - a. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
  - b. Request to Waive Hiring Freeze and Hiring Delay for [Jail Nurse](#) Position
  - c. Request to Waive Hiring Freeze and Hiring Delay for Health Center [Administrator](#) Position
  - d. Request an Exception to the Current Hiring Freeze for [CHR II](#) Sexually Transmitted Infections (STI) Department
2. Facilities Department
  - a. Resolution Authorizing Entering into a Contract with [Myers Plumbing](#) and Heating, Inc. for Boiler and Components Replacement at the Jail and the Human Services Building (Including Tri-County Office on Aging)
  - b. Resolution Awarding a Contract to [Boynton Fire Service](#) to Provide Fire Prevention Services at Several County Facilities
  - c. Resolution Authorizing a Project Labor Agreement (PLA) for the Potter Park Zoo [Rhino Exhibit](#) Expansion Project
  - d. Resolution Authorizing [Real Steel Production](#) Company to Utilize the Mason Courthouse for the Purpose of Filming the Movie "Real Steel"
3. Financial Services Department - Resolution Adopting the Deficit Elimination Plan for the Ingham County [Fair Fund](#)
4. Controller/Administrator's Office
  - a. Resolution Providing Additional Funding for the [Revolving Drain Fund](#) (Fund 802) County of Ingham, State of Michigan
  - b. Resolution Approving [Sparrow Occupational](#) Health as the County's Provider of Occupational Health Services
  - c. Resolution Authorizing a Contact with [Maximus](#) for the Preparation of the County-wide and Child Care Cost Allocation Plans
  - d. Resolution Authorizing an Acceptance of a Charitable Donation from the [Marjorie Hahn](#) Trust Bequest for the Potter Park Zoo
  - e. Discussion - Resolution Updating [Various Fees](#) for County Services

5. County Services Committee - Letter from Brookover, Carr & Schaberg, P.C. Attorneys Summarizing the Agreement between the Ingham County Road Commission and Patrick E. Lindemann for [Attorney Fee](#)

Public Comment  
Announcements  
Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE  
April 20, 2010  
Minutes

Members Present: Dale Copedge, Andy Schor, Victor Celentino, Mark Grebner, Brian McGrain, Donald Vickers and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Tony Lindsey, Becky Bennett, Sally Auer, Mark Fergason, Eric Schertzing, John Neilsen, Sue Pigg, Tom Shewchuk, Jim Hudgins, Dean Sienko, Chris Holman, Justin Spenski, Denise Borsek, Mike Bryanton, Steve Hayward, Robert Selig, Michelle Rutkowski, Kerry McPeak and others

The meeting was called to order by Chairperson Copedge at 7:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 6, 2010 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE APRIL 6, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner and Comm. Schor

Additions to the Agenda

- 6. Substitute – Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst
- 8b. Substitute – Resolution Authorizing Adjustments to the 2010 Ingham County Budget
- 8c. Late – Resolution Appointing the Ingham County Controller/Administrator

Limited Public Comment

None

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

- 2. Clerk's Office
  - a. Resolution to Increase the Fees for Certified Copies of Vital Records Issued by the County Clerk's Office
  - b. Resolution to Purchase an IDentiphoto 550CCW Card System for Creating CCW Permits
- 5. Health Department - Request for a 90 Day Leave Without Pay

7. County Services Committee
  - a. Resolution Amending the Ingham County Board Rules
  - b. Resolution Congratulating the Greater Lansing Convention and Visitors Bureau on the Event of Their 50<sup>th</sup> Anniversary
  - c. Resolution Proclaiming April 28, 2010 as “Workers Memorial Day” in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner and Comm. Schor

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner and Comm. Schor

3. Register of Deeds - Resolution to Authorize the Transfer of Funds from the Treasurer’s Office to the Register of Deeds and to Authorize a Temporary Employee

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE TREASURER’S OFFICE TO THE REGISTER OF DEEDS AND TO AUTHORIZE A TEMPORARY EMPLOYEE.

Mr. Hertel, Register of Deeds, informed the Committee that temporarily hiring an employee to assist with title search work will save the County a significant amount of money.

Comm. Vickers asked for further clarification on the salary and fringes mentioned in the resolution. Mr. Hertel stated that the only thing covered under fringes will be a FICA payment.

(Comm. Grebner arrived at 7:08 p.m.)

Mr. Hertel indicated that the new employee will be overseeing approximately 600 searches. He stated that it is seasonal work (June-November). Comm. McGrain asked how many hours the employee will be working. Mr. Hertel answered that the employee will work between 30 and 40 hours.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

1. Discussion
  - a. Capital Regional Airport Authority, Bob Selig and Chris Holman (*No Materials*)

Mr. Holman, Airport Authority, indicated that the title of the airport should be changed to Capital Region International Airport. He stated that the airport authority is fiscally sound. He indicated that the decline in the airline industries has adversely impacted the airport’s service levels. He stated that the airport authority is focusing on diversifying airport business lines.

Comm. Grebner expressed his concern that the Capital City Airport does not have good flight connections. He indicated that the majority of the destinations are Chicago and Detroit. Mr. Holman stated that the airlines want passengers to fly out from Detroit instead of Lansing, and they set their prices accordingly.

(Comm. Schor arrived at 7:23 p.m.)

Comm. McGrain expressed his concern of the Michigan Flyer as a competitor against the Capital City Airport.

Comm. Schor asked why Capital City Airport cannot obtain more direct flights. Mr. Holman stated that the legacy airlines want passengers to fly out from Detroit because it is more cost-effective to fill larger planes.

(Comm. Celentino left at 7:32 p.m.)

Comm. Grebner recommended that the airport authority focus on promoting inter-city travel, and making it easier for passengers.

- b. Charter Township of Lansing – Steven Hayward, Lansing Township
  - i. Facility Bonds - Recommendation from Economic Development Corporation
  - ii. Discussion Related to "Full Faith & Credit" on the Project at Eastwood

Mr. Hayward, Lansing Township, provided the Committee with an overview of the request to use Ingham County's full faith and credit in order to move forward with the expansion at Eastwood. He indicated that Phase II of the project consists of building a parking deck on the East side of the theater with approximately 1,200 spaces.

Comm. Schor asked if the County has offered full faith and credit to other municipalities in the past. Comm. Grebner stated that the County has offered it to other municipalities.

- iii. \$150,000 from Lansing Township DDA (\$50,000 for 3 years) - 2010, 2011, 2012

Mr. Hayward provided the Committee with an overview of the request that was made to reduce shared taxes by 10%, resulting in a 72% capture. He stated that the Lansing Township DDA is recommending allocating \$50,000 per year, which is close to the 10% reduction.

Comm. Vickers stated that 2010 in the memo should be changed to 2012.

Comm. Grebner indicated that the Finance Committee had expressed some concerns about this issue.

- 4. Ingham County Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING PERSONAL SERVICE VISITS.

Mr. Schertzing, Treasurer, stated that this resolution is a continuation of current services with TC Process Servers. He indicated that under the statute, it is necessary to visit the site and possibly take a picture for court proceedings.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

6. Management Information Services Department - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING THE CONVERSION OF THE VACANT MIS DEPUTY DIRECTOR POSITION TO THAT OF APPLICATION DEVELOPER/BUSINESS ANALYST.

Mr. Shewchuk, MIS, informed the Committee that a Deputy Director in his department recently left. He indicated that he is looking to replace the position with an Application Developer/Business Analyst.

Comm. Vickers asked if the new employee will be hired at step 1. Mr. Shewchuk answered that it is undetermined at this time. Comm. Vickers expressed his concern of hiring new employees above step 1.

Comm. Schor suggested that the County re-evaluate the criteria for determining what the steps are.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

8. Controller/Administrator's Office
  - a. Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS GUIDING 2011 ACTIVITIES AND BUDGET PROCESS.

Comm. Vickers expressed his concern about the language of the resolution. Comm. Schor expressed his concern in taking out the Supporting Recreational Opportunities section, removing the deadline from the LEAP section, and taking out the neighborhood network language.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHOR, TO ADD A 5<sup>TH</sup> BE IT FURTHER RESOLVED TO READ: THE INGHAM COUNTY BOARD OF COMMISSIONERS SUPPORTS THE EFFORTS TO PREVENT ENVIRONMENTAL HAZARDS TO HUMAN HEALTH. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

- b. 2010 1st Quarter Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2010 Ingham County Budget

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2010 INGHAM COUNTY BUDGET.

The Committee discussed the 2010 1<sup>st</sup> Quarter Budget Adjustments.

(Board Chairperson De Leon left at 8:34 p.m.)

MOTION CARRIED with Comm. Vickers voting No. Absent: Comm. Celentino

- c. Resolution Appointing the Ingham County Controller/Administrator

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION APPOINTING THE INGHAM COUNTY CONTROLLER/ADMINISTRATOR.

Comm. Vickers commended the appointment of the new controller, but expressed his concern of hiring at a salary level that was higher than discussed. Comm. Schor clarified that there was extensive discussion regarding starting salary. He stated that he supports the recommendation.

MOTION CARRIED with Comm. Vickers voting No. Absent: Comm. Celentino

9. Board Referrals

- a. Letter with Attachments from City of Williamston Regarding the Parks and Recreation Master Plan
- b. Letter from Brookover, Carr & Schaberg, P.C. Attorneys Summarizing the Agreement Between the Ingham County Road Commission and Patrick E. Lindemann for Attorney Fees

**COMM. GREBNER DISCLOSED THAT MR. BROOKOVER IS HIS ATTORNEY.**

**CHAIRPERSON COPEdge DISCLOSED THAT HE HAS EMPLOYED MR. BROOKOVER IN THE PAST AS HIS ATTORNEY.**

Chairperson Copedge deferred this issue until the next meeting.

- c. Letter from Jill Rhode, Director of Ingham County Financial Services, Requesting an Immediate Change to Sparrow Occupational Health for Non-Emergency Employee Injuries

Mr. Neilsen indicated that the intent was to issue an RFP to select a new vendor and award a contract beginning October 1, 2010. Comm. Grebner stated that the issue deals with a vendor not performing to satisfaction.

The Board Referrals were received and placed on file.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MCGRAIN, TO SUSPEND THE BOARD RULES IN ORDER TO ALLOW COMM. GREBNER AND COMM. SCHOR TO VOTE ON THE MINUTES AND CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

Public Comment

Ms. Auer, UAW, expressed her concern at hiring employees in the Managerial and Confidential Plan at a starting salary above step 1.

Announcements

None

The meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,

Karsha Sathianathan



**RESOLUTION STAFF REVIEW**

**DATE** April 27, 2010

**Agenda Item Title:** Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_X\_\_, CS\_\_X\_\_, Finance\_\_X

**Summary of Proposed Action:**

This resolution would authorize the re-structuring of the Health Department Division from three (3) to two (2) divisions/units while maintaining efficiencies and saving money.

**Financial Implications:**

The Health Department Management intent was to remain budget neutral. However, the Budget Office reports a total cost reduction of approximately \$88,000 (includes salary and benefits).

Please see Attachment A for further financial detail on changes to the affected positions.

**Other Implications:**

Greater organizational efficiency and effectiveness. The four (4) affected collective bargaining units have been informed of the proposed changes and their support has been requested. Thus far, the UAW has indicated they are in agreement with the proposal.

Attributable to independent variables and various circumstances; this is the 5<sup>th</sup> Health Department related re-assignment (reorganization) effort in the last four (4) years. Changing circumstances requires flexibility.

- Res #07-039 Feb. 27, 2007 - Agenda Item No. 11
- Res #07-079 Apr. 10, 2007 - Agenda Item No. 13
- Res #09-061 Mar. 10, 2009 – Agenda Item No. 20
- Res #09-269 Aug. 25, 2009 – Agenda Item No. 27
- Res #10-\_\_\_ May \_\_, 2010 – Agenda Item No. \_\_

The pending request is prompted by the retirement of one (1) of three (3) Deputy Health Officers and a desire to save money while maintaining efficiency and services. Rather than fill the vacated Deputy Health Officer Position, Health Department Management elected to re-assign elements of the division to the two (2) remaining divisions.

Given the Deputy Health Officer vacancy, time constraints and in an effort to meet the Health Department's need; procedurally this project did not receive the closest level of Human Resources scrutiny.

**Staff Recommendation:** JLN \_\_\_ TL \_\_X\_\_ TM\_\_\_ JC \_\_\_

**ATTACHMENT A**

Emp #	Pos #	Name	Current Salary Designation	Current Job Title	Current Salary & Benefits	Proposed Job Title	Proposed Salary Designation	Proposed Salary & Benefits	Cost/ (Savings)
1381	601336	Carmina Merz	UAW C	Health Program Asst	\$57,787	Env Health CHR II	UAW D	\$60,522	2,735
2270	601293	Jan Kimble	PRO 8	Program Coordinator	\$94,516	Child & Adolescent Health Coord	PRO 09	\$101,770	7,254
2505	601076	Laura Peterson	MCF 16	DHO	\$153,913	eliminated	MCF16	0	(153,913)
3056	601129	Cori Feldpaush	UAW C	Health Program Asst	\$57,787	OYC CHR II	UAW D	\$60,522	2,735
na		na	na	na	0	Accountant .5 FTE	PRO 7	\$42,110	42,110
na	601096	Kim Hebert	UAW D	CHR II	\$60,522	Imms CHR IV	UAW F	\$66,099	5,577
	601119	Vacant	PRO 5	Early Child Consultant	\$78,430	eliminate		0	(78,430)
	601396	Vacant	UAW C	PT Health Program Assistant	\$29,107	eliminate	UAWC	0	(29,107)
1789	601135	Deb Edokpolo	UAW G	Pulic Health Spec	\$70,059	Public Health Spec	PRO 5	\$76,959	6,900
4980	601395	Kyla Moore	PRO 5	Customer Service Specialst	\$76,958	Customer Service Coordinator	PRO 6	\$81,944	4,986
6203	601003	Deb Brinson	MCF 16	DHO	\$153,912	DHO Community Health Services	MCF 17	\$163,951	10,039
1664	601079	Jayson Welter	MCF 11	HPMS Manager	\$111,924	Dir Policy, Programs & Compliance	MCF 13	\$126,002	14,078
1735	601373	Lynn Kiter	PRO 9	Billing & Reporting Coord	\$101,770	Billing & Reporting Manager	MCF 10	\$106,622	4,851
2356	601067	Holly Wilson	PRO 8	Operations Coordinator	\$94,516	HPM Services Manager	MCF 11	\$113,798	19,281
1564	601138	Julie Dingerson	PHN 4	PHN Nurse Supervisor	\$98,892	PHN & Special Prog. Supr.	MCF 11	\$113,772	14,880
4279	601381	Renee Canady	MCF 15	DHO for Nusing Services & Special Program	\$143,938	DHO, Public Health Svcs	MCF 17	\$163,951	20,013
	601414	Vacant	MNA 3	Nurse Case Manager	\$95,208	Grants Coordinator	PRO 8	\$94,518	(690)
1995	601069	Carol Dembinsky	MNA 3	Health Plan Utilization	\$95,208	Quality & Safety Coordinator	MNA 4	\$98,867	3,659
1885	601007	John Jacobs	MCF 12	Chief Financial Officer	\$118,901	Chief Financial Officer	MCF 13	\$126,002	7,100
2041	601121	Barb Monroe	PRO 8	OYC Training Coord	\$94,516	OYC Coordinator	PRO 9	\$101,770	7,254
				Totals	\$1,787,864			\$1,699,178	(88,686)

## MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

**FROM:** Dean G. Sienko, M.D., M.S., Health Officer

**DATE:** April 23, 2010

**RE:** Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past four months, the ICHD administrative team has experienced unprecedented personnel shifts. Laura Peterson, Deputy Health Officer for Health Plan Management, retired. Dr. Jaeson Fournier, Deputy Health Officer for Community Health Services, resigned in December. This position was filled by Debbie Brinson. These changes at the Deputy Health Officer level have allowed me to reevaluate the functionality of the administrative structure implemented upon my appointment as Health Officer in 2007. Additionally, the expansion of our health centers, due to Federally Qualified Health Center status and new funding from the Health Resource Services Administration, is increasing our personnel needs and the demands on existing staff. Moreover, given anticipated county GF and state funding shortfalls, these personnel adjustments save administrative operational costs.

I believe that this proposal realigns and right-sizes the administrative work at the Deputy Health Officer level while maintaining a robust and effective leadership team across the department. The reorganization is informed by the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best service possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution recommends establishing a two-Deputy Health Officer structure by eliminating the Deputy Health Officer position vacated by Laura Peterson's retirement. The resolution reassigns those areas formerly under Laura Peterson's supervision to the oversight of the Deputy Health Officer for Public Health Services (Dr. Canady) and the Deputy Health Officer for Community Health Services (Ms. Brinson). Additionally, the proposal realigns programs currently under Dr. Canady's and Ms. Brinson's supervision for shared mission, design and function. In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes. Asterisks denote program reassignments.

	<b>Deputy Health Officer Community Health Services</b>	<b>Deputy Health Officer Public Health Services</b>
<b>Pay Grade</b>	17 Recommended Pay Grade	17 Recommended Pay Grade
<b>Number of Staff/Programs</b>	~190 / 14	~135 / 20
<b>Programs and Services</b>	<ul style="list-style-type: none"> <li>• Billing and Reporting</li> <li>• Adult Health</li> <li>• Child Health</li> <li>• Adult Dental</li> <li>• Women’s Health</li> <li>• Healthy Smiles</li> <li>• Otto</li> <li>• Willow</li> <li>• St. Lawrence</li> <li>• Sparrow</li> <li>• Well Child</li> <li>• Jail Medical</li> <li>• *Health Plan Management (Moved from HPM )</li> <li>• *Registration and Enrollment (Moved from HPM)</li> </ul>	<ul style="list-style-type: none"> <li>• Public Health Nursing</li> <li>• Family Outreach</li> <li>• CSHCS</li> <li>• Vision and Hearing</li> <li>• Health Assessment</li> <li>• Health Promotion</li> <li>• Tobacco Control</li> <li>• Food Bank</li> <li>• Power of We</li> <li>• Disease Control</li> <li>• Lead</li> <li>• Social Justice</li> <li>• Immunizations</li> <li>• Communicable Disease</li> <li>• HIV/STI Prevention</li> <li>• *WIC (Moved from Community Health Services Bureau)</li> <li>• *Environmental Health (Moved from HPM)</li> <li>• *Emergency Preparedness (Moved from HPM)</li> <li>• *Office for Young Children (Moved from HPM)</li> <li>• *BCCCP (Moved from HPM)</li> </ul>

<b>Rational for Realignment</b>	<ul style="list-style-type: none"> <li>•Health Plan Management is functionally similar to the health centers in its financing mechanism and coverage for patients</li> <li>•Registration and Enrollment’s patient coverage and financing matters are similar to the Health Centers</li> <li>•Consolidates the department’s business-focused entities</li> <li>•Causes the least amount of staff disruption</li> <li>•Aligns areas with shared or complementary policy issues and concerns</li> <li>• Integrates Health Plan Management’s IT unit to support the clinical implementation of EMR and other health center IT functions</li> </ul>	<ul style="list-style-type: none"> <li>•Aligns statutory and/or categorical public health functions</li> <li>•Distributes appropriate and equitable numbers of staff for DHO supervision; facilitates the establishment of peer cohorts among DHOs and Administrators to enhance support and effectiveness.</li> <li>•Realigns WIC from community health care services to the more functionally related public health services</li> </ul>
<b>Benefits of Two Deputy Structure</b>	<ul style="list-style-type: none"> <li>• Reduces wages under the managerial contract by not filling a Deputy Health Officer position</li> <li>• Aligns scope of work to address current and future growth and needs</li> <li>• Creates a peer structure among DHOs and leadership team</li> <li>• Enhances opportunities for cooperative work</li> <li>• Facilitates sharing of similar vision and resources</li> <li>• Supports union work groups</li> </ul>	

We have vetted this plan by all affected unions and the County’s Human Resources Department; both are supportive. The affected employees are also supportive including those who will accept new and additional responsibilities. Positions proposed for elimination involve vacancies; this avoids negative effects to any incumbent employees. I recommend the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

- c: Renée Canady, Deputy Health Officer, Public Health Services  
 Deb Brinson, Deputy Health Officer, Community Health Care Services  
 T. A. Lindsey, Human Resources Director  
 Janet Bowen, President, ICEA Public Health Nurses Unit  
 Justin Spenski, President, ICEA Professional Employees Unit  
 Kathy Fitton, President, Michigan Nurses Association  
 Sally Auer, President, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Health Officer Dean G. Sienko, M.D., reorganized the administrative structure of the Health Department as approved in Resolution #07-079; and

WHEREAS, since that time, significant administrative personnel changes have occurred in the Department; and

WHEREAS, the Health Officer recommends reducing administrative structure through the elimination of a vacant Deputy Health Officer position; and

WHEREAS, the proposed changes will realign programs and administrative services and will result in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions and retirements at a significant budgetary savings; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications and establishment of positions; and

WHEREAS, the Health Officer has advised that no additional funds are required and that implementation of the proposed changes result in cost savings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601129	UAW C	UAW D	OYC CHR II
601096	UAW D	UAW F	Immunizations CHR IV
601336	UAW C	UAW D	Environ. Health CHR II
601373	PRO 9	MCF 10	Billing & Reporting Manager

601135	UAW G	PRO 5	Public Health Specialist
601395	PRO 5	PRO 6	Customer Ser. Coordinator
601003	MCF 16	MCF 17	DHO, Comm. Health Serv.
601079	MCF 11	MCF 13	Dir Policy, Programs & Compliance
601381	MCF 15	MCF 17	DHO, Public Health Serv.
601067	PRO 8	MCF 11	HPM Services Manager
601069	MNA 3	MNA 4	Quality & Safety Coordinator
601007	MCF 12	MCF 13	Chief Financial Officer
601121	PRO 8	PRO 9	OYC Coordinator
601138	PHN 4	MCF 11	PHN & Special Prog. Supr.
601293	PRO 8	PRO 9	Child & Adolescent Health Center Coordinator
601414	MNA 3	PRO 8	Grants Coordinator

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles:

<u>Position / Title</u>	<u>Proposed Title</u>
601402 / CHR II	Health Secretary
601297 / Grant Supervisor	Community Health Center Supervisor
601376 / Jail Medical Supervisor	Community Health Center Supervisor
601245 / Clinical Services Supervisor	Community Health Center Supervisor
601228 / Professional Services Supervisor	Community Health Center Supervisor
601197 / Front Office Supervisor	Community Health Center Supervisor
601416 / Physician	Physician/CHC Medical Director
601377 / Program Specialist	Project Specialist
601064 / Medical and Customer Service Cord.	Medical Services Coordinator
601025 / Primary Care Physician	Primary Care Physician /Deputy Med. Dir.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following part-time position be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Accountant-PT	ICEA PRO7

BE IT FURTHER RESOLVED, that the following vacant positions be eliminated:

<u>Position/Title</u>	<u>Grade</u>
601076 / Deputy Health Officer for Health Plan Management	MCF 16
601119 / Early Childhood Consultant	ICEA PRO5
601396 / Health Program Assistant - PT	UAW C

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

## MEMORANDUM

TO: County Services Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: April 19, 2010

SUBJECT: Request to Waive Hiring Freeze and Hiring Delay for Jail Nurse Position

Dorothy Merrick, Jail Nurse within the Jail Medical Facility, Ingham County Sheriff's Office, went out on unplanned Family Medical Leave effective March 1, 2010. Due to the nature of her medical condition, she will not be returning to work. Disability retirement should commence for her no later than June 1, 2010.

Staffing levels within the Jail Medical Facility are vital to providing health care to inmates and protecting the health of all inmates by remaining in compliance with Standards for Health Services, National Commission on Correctional Health Care, which require 100% of inmates to receive initial health assessments no later than 14 days after admission to the facility. Staffing patterns at full capacity within Jail Medical are, at best, the minimum coverage to remain in compliance and provide medical coverage 24 hours a day, 5 days a week, and 22 hours on the weekends. When staffing is reduced by even one staff member, it is difficult to provide health care to the inmates and remain in compliance with health assessments. The week of April 12, 2010, found the facility out of compliance by nearly 200 health assessments beyond the 14-day requirement. Note, however, that by pulling staff from other operations within the Community Health Center Network, health assessments were brought current by April 16, 2010. Maintaining compliance will continue to be an issue until such time as the Jail Nurse position vacated by Dorothy is filled.

This position is part of the Health Department's 2010 Budget. The cost of this position in 2010 is \$87,504 (salary and fringe benefits). The amount of general funds which will support this position is 100%.

I am asking you to waive the hiring freeze and hiring delay for the position this Jail Nurse position to protect the health of inmates and remain in compliance with the Standards for Health Services, National Commission on Correctional Health Care.

c: Debbie Brinson, Deputy Health Officer  
Barbara Mastin, Chief Operating Officer  
John Jacobs, Chief Financial Officer



## MEMORANDUM

TO: Human Services Committee

FROM: Dean Sienko, Health Officer

DATE: April 23, 2010

SUBJECT: Request to Waive Hiring Freeze and Hiring Delay for Health Center Administrator Position

David Saltman, Health Center Administrator Jail Medical Facility, resigned his position effective April 21, 2010. This position is part of the Health Department's 2010 Budget. The cost of this position in 2010 is \$105,000 (salary and fringe benefits). The amount of general funds which support this position is 100%.

This position provides oversight of Jail Medical operations within the Ingham County Jail, including:

1. Protecting the health of all inmates by complying with *Standards for Health Services, National Commission on Correctional Health Care*, requiring 100% of inmates to receive initial health assessments no later than 14 days after admission to the facility;
2. Ensuring adequate staffing patterns to complete the 14-day health assessments, in addition to providing health care to the inmates;
3. Tracking inpatient inmate admissions to Ingham Regional Medical Center and corresponding authorization in the Blue Cross Blue Shield system under which inpatient jail medical costs are billed to Ingham County;
4. Reviewing jail costs for jail inmate medical care and preparing monthly billings to three different sources of reimbursement from the State of Michigan; and
5. Overseeing the pharmaceutical program for distribution of inmate medication of which there is a projected savings in the 2010 budget.

I am asking you to waive the hiring freeze and hiring delay for the Health Center Administrator position to reduce costs and maximize reimbursement to Ingham County Jail Medical Services in order to reduce the County's general fund responsibilities to the entire Jail Medical population.

c: Debbie Brinson, Deputy Health Officer  
Barbara Mastin, Chief Operating Officer  
John Jacobs, Chief Financial Officer

## MEMORANDUM

TO: County Services Committee

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

DATE: April 23, 2010

RE: CHR II Sexually Transmitted Infections (STI) Department

This memo is submitted to request an exception to the current hiring freeze (Resolution 10-50) in order to post the Community Health Representative II position assigned to the Sexually Transmitted Infections Clinic in the Health Department.

Ingham County is currently experiencing an increasing rise in the number of syphilis cases reported and as a result has mounted a targeted prevention effort in this regard. As such it is critical that we maintain full staffing in order to carry out our statutory local health department responsibilities. The CHR II is a vital part of the STI Clinic and performs the following functions.

- Schedule appointments and register clients into STI clinic
- Answers phone, address STI related questions, etc.
- Enter lab results into MI Disease Surveillance System (MDSS) as required by law
- Receive and review HIV and STI lab results and forward for action to Communicable Disease Investigators
- Maintains patient records and files

It is critical that we fill this position as soon as possible, given the increasing spread of syphilis infections in our community. Thank you for your consideration of this request.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Authorizing Entering into a Contract with Myers Plumbing and Heating, Inc. for Boiler and Components Replacement at the Jail and the Human Services Building (Including Tri-County Office on Aging)

Submitted by: Facilities Department

Committees: LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS X, Finance X

**Summary of Proposed Action:**

This resolution authorizes awarding a contract to Myers Plumbing and Heating, Inc., for a boiler replacement at the Human Services Building and an air make-up unit at the Tri-County Office on Aging (TCOA). Additionally, two boilers as well as a receiving tank and pumps are in need of replacement at the Jail.

**Financial Implications:**

The total cost of the contract has a not to exceed amount of \$259,418.00, which includes contingency funds in the amount of \$8,700.00 for unforeseen circumstances that may arise.

- \$71,503 for the Human Services Building repairs with a contingency amount of \$2,500 are budgeted and available in CIP line item 631-23304-976000-0FC01 and CIP line item 631-23304-931000-0FC04.

Total HSB Repair Cost = \$74,003.

- \$162,200 for the Jail repairs are available in CIP line item 245-31199-976000-0FC02 and the remaining funds for the repairs would be transferred from the CIP line items as follows:  
245-42199-976000-9FC07 (\$15,000 - Animal Control RTU Replacement);  
245-30199-931000-8FC25 (\$3,570- Jail Boiler Repair);  
245-31199-931000-7FC20 (\$4,646- Jail Compressor).

There are known problems with the under floor drain system in the Jail boiler room, the scope of which cannot be fully known until demolition begins on existing boilers. A contingency amount of \$6,200 for the Jail repairs is being asked for by the Facilities Department to cover costs associated with the repair of the under floor drain lines.

Total Jail Repair Cost = \$185,416.

**Other Implications:**

The Purchasing Department solicited proposals from qualified and experienced vendors; Myers Plumbing and Heating, Inc. is a local vendor and submitted the lowest responsive bid.

**Staff Recommendation:** JLN X TL \_\_ TM \_\_ JC \_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: April 22, 2010  
 SUBJECT: Bid Summary – Boiler Replacements

Project Description:

This project involves replacing two boiler systems, one at the Ingham County Jail and the other one at the Human Services Building, and also replacing a kitchen hood air make-up handling unit located at the Human Services Building.

Bid Summary:

Vendors contacted: 37            Local: 16  
 Vendors responding: 6            Local: 5

Company Name	Total	Total w/Alternate	Local
Myers Plumbing & Heating	\$250,718.00	\$295,515.00	N – Lansing (Clinton County)
T H Eifert	\$268,110.00	\$323,610.00	Y – Lansing
Shaw Winkler	\$276,800.00	\$331,400.00	Y – East Lansing
Gunthrope Plumbing & Heat	\$332,000.00	\$402,000.00	Y – East Lansing
John E Green	\$336,000.00	\$415,000.00	Y – Mason
William E Walter	\$348,000.00	\$412,000.00	N – Flint

Some of the local firms contacted who did not respond to this solicitation cited the following reasons:

- 1) Can only provide one of the types of boilers specified and would have to get from another supplier which would raise costs.
- 2) Can not provide the type of commercial boilers specified.

Recommendation:

Award a contract to Myers Plumbing and Heating, Inc. in an amount not to exceed \$259,418.00 (includes \$8,700.00 for contingency.) Contingency amount (3.5%) is based on previous known problems with the in-floor drains and is for unforeseen emergencies or design shortfalls.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central, various construction news services, and posted on the Purchasing Department Web Page.

Prevailing Wage:

Contractor is required to comply with the county’s Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYERS PLUMBING AND HEATING, INC. FOR BOILER AND COMPONENTS REPLACEMENT AT THE JAIL AND THE HUMAN SERVICES BUILDING (INCLUDING TRI-COUNTY OFFICE ON AGING)**

WHEREAS, due to deterioration over time, the boiler at the Human Services Building and an air make-up unit at the Tri-County Office on Aging (TCOA) are in need of replacement; and

WHEREAS, the two boilers, as well as a receiving tank and the pumps at the Jail are in need of replacement; and

WHEREAS, the cost to provide these services at the Human Services Building (including TCOA) would be \$71,503; and

WHEREAS, the cost to provide these services at the Jail would be \$179,215; and

WHEREAS, funds for the Human Services Building repairs are budgeted and available in CIP line item 631-23304-976000-0FC01 and CIP line item 631-23304-931000-0FC04; and

WHEREAS, part of the funds for the Jail repairs are budgeted and available in CIP line item 245-31199-976000-0FC02; and

WHEREAS, the remaining funds for the Jail would be transferred from the CIP line items as follows: 245-42199-976000-9FC07 (\$15,000- Animal Control RTU Replacement), 245-30199-931000-8FC25 (\$3,570- Jail Boiler Repair) and 245-31199-931000-7FC20 (\$4,646- Jail Compressor); and

WHEREAS, a contingency of \$2,500 for the Human Services repairs and \$6,200 for the Jail repairs is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of repair; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both concur that a contract be awarded to Myers Plumbing and Heating, who submitted the lowest responsive and responsible bid in the amount of not to exceed \$250,718.00, which also reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing and Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, for boiler replacement services at the Human Services Building and the Jail for a total cost not to exceed \$259,418.00, which includes contingency funds in the amount of \$8,700.00 for unforeseen circumstances that may arise.

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

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

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Awarding a Contract to Boynton Fire Service to Provide Fire Prevention Services at Several County Facilities

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_, Finance\_X\_

Summary of Proposed Action:

This resolution will authorize entering into a three (3) year contract with Boynton Fire Service to provide fire prevention services at several county facilities: Hilliard Building, Mason Courthouse, Jail and Sheriff’s Office, 55<sup>th</sup> District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center and the Youth Center.

Financial Implications:

The term of the contract is for three years (May 1, 2010 through April 30, 2013), with the option of renewal for two (2) years, for an annul cost not to exceed \$19,096.00.

Funds for these services are within the appropriate operating building budgets - 931100 Maintenance Contractual Fund.

Other Implications:

The Purchasing Department solicited proposals from qualified and experienced vendors who are familiar with providing fire services. Boynton Fire Services is a local vendor and their proposal includes the required payment of living wage.

Staff Recommendation: JLN\_X TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: April 22, 2010
SUBJECT: Bid Summary – Fire Services

Project Description:

This project involves soliciting bids from experienced and qualified firms for the purpose of establishing a 3-year contract for fire extinguisher, fire suppression, and fire alarm services.

Bid Summary:

Vendors contacted: 15 Local: 7
Vendors responding: 6 Local: 4

Table with 3 columns: Company Name, Annual Cost, Local. Rows include Boynton Fire (\$19,096.00), Safety Systems (\$23,646.00), DeLau Fire Services (\$24,970.00), Wolverine Fire Protection (\$30,911.05), Vanguard Fire & Safety (\$31,753.50), and Simplex Grinnell (\$38,384.42).

Recommendation:

Award a contract to Boynton Fire Safety Service, LLC in an amount not to exceed \$19,096.00 annually for 3 years with an option to renew for 2 additional years.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle, various construction news services, and posted on the Purchasing Department Web Page.

Living Wage:

Contractor is required to comply with the county’s Living Wage Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO BOYNTON FIRE SERVICE TO PROVIDE FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES**

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our county facilities; and

WHEREAS, the following facilities will be provided with fire extinguisher and fire suppression services which includes fire extinguishers, sprinkler systems and kitchen hood suppression: Hilliard Building, Mason Courthouse, Annex, Jail and Sheriff's Office, 55<sup>th</sup> District Court, Animal Control, Drain Office, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Potter Park Zoo and the Willow Clinic; and

WHEREAS, the following facilities will be provided with annual fire alarm testing: Hilliard Building, Mason Courthouse, Jail and Sheriff's Office, 55<sup>th</sup> District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center and the Youth Center; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors who are familiar with providing fire services; and

WHEREAS, the contract term would be for three (3) years starting May 1, 2010 through April 30, 2013, for an annual cost not to exceed \$19,096.00, the contract will include an option to renew for an additional two (2) years with a mutual agreement between the County and the Contractor, which reflects the required payment of living wage; and

WHEREAS, the funds for said services are located within the appropriate operating building budgets, 931100 Maintenance Contractual.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a three (3) year contract, starting May 1, 2010 through April 30, 2013, with the option of renewal for two (2) years to provide fire prevention services at several county facilities to Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, for a cost not to exceed \$19,096.00 annually, which reflects the payment of living wages.

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



RESOLUTION STAFF REVIEW

DATE April 23, 2010

Agenda Item Title: Resolution Authorizing a Project Labor Agreement (PLA) for the Potter Park Zoo Rhino Exhibit Expansion Project

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_\_\_\_

Summary of Proposed Action: (See the attached communication and PLA policy)

This resolution authorizes a Project Labor Agreement for the Rhino Exhibit Expansion Project based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

The resolution also will determine which of two methods will be used to negotiate this initial PLA. Section 2(e) of the Policy states that the County may either: (1) directly negotiate in good faith a PLA with one or more Labor Organizations, or (2) condition the award of a contract to a Construction Manager/General Contractor.

Regardless of which method is used the PLA Agreement will have to conform to the Ingham County Project Labor Agreement Policy.

Financial Implications: The Facilities and Purchasing Departments concur that the Rhino Exhibit Expansion Project meets the definition of a “Major County Construction Project”; the projected base bid is estimated at \$1.4 million and direct labor costs would exceed the \$100,000 threshold as outlined in the County’s Project Labor Agreement Policy.

Other Implications: Section 2(e) of the Policy states that the County may either (1) directly negotiate in good faith a PLA with one or more Labor Organizations, or (2) condition the award of a contract to a Construction Manager/General Contractor.

Because this is the first proposed PLA, the County Attorney and Facilities will present the distinctions between both options and when one would be used versus the other option. They will also present the reasons why they would recommend one option over the other in this case.

Staff Recommendation: JLN\_X TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

TO: Board of Commissioners  
FROM: Rick Terrill, Facilities Director  
DATE: April 23, 2010  
RE: PLA Agreement / Rhino Expansion Project

The opinion of both the Facilities and Purchasing Departments is that the Rhino Exhibit Expansion Project at the Potter Park Zoo meets the definition of a “Major County Construction Project.” The projected base bid for this project is estimated at \$1.4 million dollars and direct labor costs would far exceed \$100,000 dollar threshold.

The recommendation to utilize a Project Labor Agreement for this construction project is based on the Ingham County Project Labor Agreement Policy as outlined in Section 2(c), where a decision to utilize a PLA shall be based upon one or more of the following factors:

1. Cost savings
2. Reduced risk of delay
3. Enhanced access to skilled trades
4. Improved efficiency
5. Enhanced productivity
6. The ability to integrate work schedules and standardize work rules

I recommend approval to utilize a PLA Agreement for the Rhino Exhibit Expansion Project in accordance with the Ingham County Project Labor Agreement Policy as outlined in section 2(e), where the County may either (1) directly negotiate in good faith a PLA with one or more Labor Organizations, or (2) condition the award of a contract to a construction manager/general contractor.

I am also recommending that the County directly negotiate this PLA agreement.

I will present the reasons at the County Services Meeting.

## **INGHAM COUNTY PROJECT LABOR AGREEMENT POLICY**

### **Section 1: DEFINITIONS**

- (a) “Major County Construction Projects”, as used in this Policy, means a County construction project for a new building or buildings, or other real property improvement or renovation project, where the projected direct labor costs to the County (exclusive of equipment, materials, overhead, professional services, profit, insurance, bonding, etc.) exceeds \$100,000.00.
- (b) "Labor Organization", as used in this Policy, means a labor organization as defined in 29 U.S.C. 152(5).
- (c) "Project Labor Agreement", as used in this Policy, means a pre-hire collective bargaining agreement with one or more Labor Organizations that establishes the terms and conditions of employment for a specific construction project and is an agreement described in 29 U.S.C. 158(f).
- (d) “Emergency Construction”, as used in this Policy, means a construction, maintenance, and/or demolition project resulting from an emergency situation, such as, but not limited to, damage or destruction resulting from fire, flood, or explosion, which compels immediate action involving construction, so that waiting to negotiate a Project Labor Agreement would jeopardize, for example, the safety, security or viability of a building or increase the later cost of construction, maintenance, demolition, restoration or replacement.
- (e) “Board”, as used in this Policy, means the Ingham County Board of Commissioners.
- (f) “Staff”, as used in this Policy, shall mean the Ingham County Controller or his/her designee.

### **Section 2: PROCEDURE FOR CONSIDERATION BY THE BOARD OF REQUIRING UTILIZATION OF PROJECT LABOR AGREEMENTS ON MAJOR COUNTY CONSTRUCTION PROJECTS**

- (a) Required Staff Report To The Board On Major County Construction Projects:  
Whenever Staff concludes, in the judgment of Staff, that a proposed construction project will meet the definition of a Major County Construction Project and which does not constitute Emergency Construction, Staff will be required to issue – at least 120 days prior to the projected mailing date of the bid packages – a written report to the Board, based on the factors set forth in Section 2(c) herein, providing a recommendation as to whether or not a Project Labor Agreement for a specific project would or would not advance the interests of efficiency, quality and timeliness of a Major County Construction Project or a portion of a Major County Construction Project.

This report shall be referred to the appropriate Board Committee or Committee(s) to provide an expedited recommendation to the Board as to whether, or not, a Project Labor Agreement should be utilized, subject to the conditions of this Policy, on a particular Major County Construction Project or portion of a Major County Construction Project. Such recommendation should be based on the factors set forth in Section 2(c) herein.

(b) Board Action:

In its discretion, and upon proper motion, the full Board may consider an expedited recommendation made pursuant to Section 2(a) to require utilization of a Project Labor Agreement on a particular Major County Construction Project or portion of a Major County Construction Project. A decision by the Board - by affirmative vote of the majority of the Board elected and serving - to require a Project Labor Agreement on a particular Major County Construction Project or portion of a Major County Construction Project will be based on factors set forth in Section 2(c) herein. Unless otherwise provided by the Board, in its sole discretion, a decision to require a Project Labor Agreement on a particular Major County Construction Project or portion of a Major County Construction Project shall be conditioned upon the full and timely satisfaction of the pre-requisites set forth in Section 3.

Nothing in this Policy shall be interpreted to limit, in any way, the discretion of the Board, including, but not limited to, any consideration or decision of the Board to utilize a Project Labor Agreement on construction projects, or portions of construction projects, which do not meet the definition of a Major County Construction Project or on projects which may be for Emergency Construction. To like effect, the Board may, in its sole discretion, waive any provision of this Policy as to any construction project or portion of a construction project.

(c) A decision to utilize a Project Labor Agreement shall be based upon one or more of the following factors:

- (i) Cost savings (for example, from reduced costs for extra shifts or shifts starting at atypical hours for offices that must be kept open during the day);
- (ii) Reduced risk of delay in completion of a time-sensitive project;
- (iii) Enhanced access to skilled trades whose work is needed to complete a project (taking into consideration other major construction projects in the area);
- (iv) Improved efficiency in project management on large, complex, multi-year projects;
- (v) Enhanced productivity and quality workmanship utilizing skilled construction craft personnel and apprentices trained in apprenticeship

programs sanctioned by the U.S. Department of Labor, thereby yielding a high quality, cost-efficient constructed project, while also reducing maintenance and repair costs over the life of the project; and/or

- (vi) The ability to integrate work schedules and standardize work rules for the project, to provide a well-coordinated, efficiently functioning construction worksite that will minimize delays, promote quality and maintain project safety.
- (d) Where a Project Labor Agreement is required by this Policy, or by action of the Board, any bidder refusing to agree to abide by the conditions of the Project Labor Agreement or refusing to negotiate a Project Labor Agreement shall not be regarded as a responsible bidder. However, the Board may, in its sole discretion, waive this requirement on a specific project or portion(s) of a project, as to one or more contractors or subcontractors where the Board concludes that requiring a contractor or subcontractor to execute the Project Labor Agreement would be contrary to the interests of efficiency, quality and timeliness of the specific construction project.
- (e) In the event the Board affirmatively determines that a Project Labor Agreement will meet the requirements of and serve the objectives set forth in Section 2(c), the County may either (1) directly negotiate in good faith a Project Labor Agreement with one or more Labor Organizations, or (2) condition the award of a contract to a construction manager/general contractor upon a requirement that the construction manager/general contractor negotiate in good faith a Project Labor Agreement with one or more Labor Organizations.

**Section 3: PRE-REQUISITES TO REQUIRING A PROJECT LABOR AGREEMENT—TERMS AND TIMING OF THE AGREEMENT**

Unless this requirement is waived by the Board, a Project Labor Agreement will only be required where – at least thirty (30) days prior to the projected mailing date of the bid packages – the County or general contractor/construction manager and all Labor Organizations designated by the County as having jurisdiction over all or part of the project enter into, and ratify, an acceptable Project Labor Agreement. Each Project Labor Agreement shall, at a minimum, provide for the following:

- (a) The Project Labor Agreement shall bind all or designated contractors and subcontractors on the construction project through the inclusion of appropriate specifications in all relevant solicitation provisions and contract documents;
- (b) The Project Labor Agreement shall allow all contractors and subcontractors to compete for contracts and subcontracts without regard to whether they are otherwise parties to collective bargaining agreements;

- (c) The Project Labor Agreement shall provide for the wages for work performed on the project at rates which comply with the requirements of the Ingham County Prevailing Wage Policy. In addition, the Project Labor Agreement shall require that apprentices be registered in an approved Bureau of Apprenticeship & Training Program sanctioned by the U.S. Department of Labor;
- (d) The Project Labor Agreement shall specifically provide that signatory unions shall comply with the requirements of federal law with respect to membership and dues payable by employees of non-union contractors/subcontractors who are not already members of the applicable union. In addition, the Project Labor Agreement shall provide that the Labor Organization shall waive initiation fees paid by employees of non-union contractors/subcontractors who are required to join the Labor Organization as a result of the contractors'/subcontractors' agreement shall be bound by the Project Labor Agreement for the duration of the project;
- (e) The Project Labor Agreement shall provide that any contractor/subcontractor who is not currently a party to collective bargaining agreement with a Labor Organization having jurisdiction over the project may elect not to make payment to any Union trust fund or health, pension, welfare or benefit fund where the contractor/subcontractor makes similar benefits directly available to its employees. Any such contractor/subcontractor who makes benefits directly available to its employees and whose cost of providing such benefits is greater than 15% less than the cost of the corresponding fringe benefit contribution otherwise payable to the union trust fund providing similar benefits, shall be required to pay the difference directly to the employee as part of his paycheck for wages earned on the project. Alternatively, if a separate trust fund or voluntary employee benefit association (VEBA) fund under Section 501(c)(9) of the Internal Revenue Code has been established by a signatory union or unions for the purpose of providing qualified benefits to the employees of such contractors/subcontractors, on whose behalf such contributions are made, such contractors/subcontractors may elect to participate in and pay the difference into such fund. Contractors/subcontractors electing to pay the difference in benefit costs as wages or into a VEBA fund as specified above shall be required to submit to the County a copy of their plans, summary plan descriptions, and premium structure for employees covered under the contractors'/subcontractors' bona fide, non-discretionary plans. Such contractors/subcontractors may also be required to submit certified payroll reports to the County in order to confirm compliance with these provisions. The decision of the County as to whether a contractor provides similar benefits, the relative costs of such benefits, or whether a contractor/subcontractor has complied with this provision is wholly within the discretion and judgment of the County, and shall not be subject to any grievance, arbitration, administrative or legal proceeding;

- (f) The Project Labor Agreement shall provide that where a contractor is not a party to a current collective bargaining agreement with the Labor Organization having jurisdiction over the project/affected work that the contractor may utilize its own workforce to perform work on the project. Only if the contractor does not have sufficient qualified employees shall the contractor be required to utilize the Labor Organization referral system;
- (g) The Project Labor Agreement shall contain guarantees against strikes, lockouts, and similar job disruptions;
- (h) The Project Labor Agreement shall include a management rights provision including hiring, promotion, transfer, discipline or discharge of employees and a right to reject any job applicant referred to by the Labor Organization;
- (i) The Project Labor Agreement shall set forth effective, prompt, and mutually binding procedures for resolving labor and jurisdictional disputes arising during the project labor agreement;
- (j) The Project Labor Agreement shall provide other mechanisms for labor-management cooperation on matters of mutual interest and concern, including productivity, quality of work, safety, and health; and
- (k) The Project Labor Agreement shall fully conform to all statutes, regulations, County policies and Executive Orders.

**Section 5: CAVEATS**

- (a) This Policy does not require the County to use a project labor agreement on any construction project, nor does it preclude the use of a project labor agreement in circumstances not covered by this Policy, including projects receiving Federal financial assistance. This Policy is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the County, its elected officials, officers, employees, or agents, or any other person.
- (b) If any provision of this Policy, or the application of such provision to any person or circumstance, is held to be invalid, the remainder of this Policy and the application of the provisions of such to any person or circumstance shall not be affected thereby.
- (c) This Policy shall be implemented consistent with applicable law and subject to the availability of appropriations.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A PROJECT LABOR AGREEMENT (PLA) FOR  
THE POTTER PARK ZOO RHINO EXHIBIT EXPANSION PROJECT**

WHEREAS, the Facilities and Purchasing Departments both concur that the Rhino Exhibit Expansion Project meets the definition of a “Major County Construction Project” due to the fact that the projected base bid is estimated at \$1.4 million and direct labor costs would far exceed \$100,000 threshold; and

WHEREAS, it is the recommendation of the Facilities and Purchasing Departments to utilize a PLA for this project based on the Ingham County Project Labor Agreement Policy as outlined in Section 2(c), where the policy states a decision to use a PLA should be made upon one or more of the following factors: cost savings, reduced risk of delay, enhanced access to skilled trades, improved efficiency, enhanced productivity and the ability to integrate work schedules and standardize work rules; and

WHEREAS, Section 2(e) also states that the County may either (1) directly negotiate in good faith a PLA with one or more Labor Organizations, or (2) condition the award of a contract to a Construction Manager/General Contractor; and

WHEREAS, it is the recommendation of the Facilities and Purchasing Departments to have the County directly negotiate the PLA for the Rhino Exhibit Expansion Project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Project Labor Agreement for the Rhino Exhibit Expansion Project based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the \_\_\_\_\_ as the method to negotiate a Project Labor Agreement for the Rhino Exhibit Expansion Project based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

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



RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Authorizing Real Steel Production Company to Utilize the Mason Courthouse for the Purpose of Filming the Movie “Real Steel”

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_ X\_, Finance\_\_\_\_

Summary of Proposed Action: (See the attached communication.)

This resolution will authorize the Real Steel Production Company to film the movie “Real Steel” at the Mason Courthouse contingent upon an approved contract by the County Attorney’s Office. It is anticipated that the movie will be filmed June 30 and July 1, 2010.

Financial Implications:

There will be no financial costs to the County; all direct costs incurred will be reimbursed to the County. There will also be some minimal location fees paid to Ingham County for the use of the property.

Other Implications:

There will be no permanent changes or alterations to the Courthouse and the City of Mason will have a similar reimbursement contract.

Staff Recommendation: JLN X TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_

Staff recommends approval of the resolution.

MEMORANDUM

April 21, 2010

TO: County Service Committee  
FROM: Rick Terrill, Facilities Director  
RE: Use of Mason County Courthouse – Real Steel Movie

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It is the recommendation of the Facilities Department and Controller's Office to allow Real Steel Production Company to use the Mason County Courthouse to film scenes for the movie - *Real Steel*. I have attached a letter from the production company outlining their request.

They will be shooting scenes in the Courtroom, Jury Room, Front Entrance and Rotunda areas. The building will remain open for business during the filming process. I have had meetings with department heads and elected officials who work in the Courthouse as well as City officials and they are all in agreement to allow the production company to film here in Mason at the Courthouse.

The tentative date to film is June 28, 29 and 30 2010. This will be contingent on an approved contract through our County Attorney's Office. There will be no permanent changes or alterations to the Courthouse. Any costs associated with painting, cleaning, county labor, etc. will be at the production company's expense.

Thank you,

*Rick Terrill*

Rick Terrill  
Ingham County Facilities Director

# REAL STEEL

Rick,

January 22, 2010

Thank you so very much for taking the time to show Eric and myself around the other day.

The welcome that both you and John have showed us is truly appreciated.

I was hoping to have more solid information before I sent this letter of request. Unfortunately, I don't have specifics yet. With that being said, I wanted to share with you what I do know, and also tell you how excited everyone at Real Steel is about incorporating your beautiful Courthouse and town in to our film.

Real Steel is a film set in the very near future. It is a story of a former boxer who is trying to make a name for himself in the world of robotic boxing. It's also the story of a father and son who have no emotional attachment to each other and the relationship which they develop as they come together to work on robot which they own.

One the of the scenes which we need to shoot involves a custody hearing, which is what brings us to your courthouse.

As the Director and Production Designer have not been there in person yet, I can't offer too many specifics as to where they would like to shoot. I suspect we would see some of the following:

- \*An exterior of the courthouse and town as our main character pulls in to town
- \*Hallways and stairwells
- \*Court room
- \*Conference room / or meeting room of some sort.

The entirety of our shoot takes place from the middle of June until the end of Sept. 2010. Within that time, we would need to be there for several days of shooting. Equally, there would need to be some time to both prep the location as well as wrap.

We of course realize that you have a very busy and functioning Courthouse and that we will need to work with you with regards to scheduling. I look forward to doing that as soon as more information becomes available on our end.

I do expect that the Production Designer and Director are going to be coming to town within the next several weeks. I might need to impose on you once again for another tour or 2 of your facility.

As soon as the folks at DreamWorks and Real Steel saw my photos of your courthouse, my search was over. Please consider this our official request to film there, and expect many more details to follow as soon as I can provide them.

Sincerely

Tom Jacob  
Detroit Location Manager  
Real Steel  
586-419-4950 cell

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING REAL STEEL PRODUCTION COMPANY TO UTILIZE THE  
MASON COURTHOUSE FOR THE PURPOSE OF FILMING THE MOVIE  
“REAL STEEL”**

WHEREAS, the Real Steel producers contacted Ingham County in regards to filming a movie at the Mason Courthouse; and

WHEREAS, filming would take place during normal business hours and the Courthouse would remain open for business during the filming process; and

WHEREAS, filming would take place in the Courtroom, Jury Room, Front Entrance and Rotunda Areas; and

WHEREAS, the tentative date to film the movie is June 30 and July 1, 2010, and is contingent on an approved contract through the County Attorney’s Office; and

WHEREAS, there will not be any permanent changes or alterations to the Courthouse and any costs associated with painting, cleaning, county labor, etc. will be at the production company’s expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Real Steel Production Company to film the movie “Real Steel” at the Mason Courthouse upon an approved contract by the County Attorney’s Office.

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

**RESOLUTION STAFF REVIEW**

**DATE** April 16, 2010

**Agenda Item Title:** Resolution Adopting the Deficit Elimination Plan for the Ingham County Fair Fund

**Submitted by:** Financial Services Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS X, Finance X

**Summary of Proposed Action:**

This resolution authorizes the adoption of the Ingham County Fair Fund Deficit Elimination Plan. The State of Michigan Department of Treasury requires that a deficit elimination plan approved by the Governing Body be filed with the State at the time of submitting the Annual Financial Statement.

**Financial Implications:**

The Fair’s Deficit Elimination Plan is proposed as follows:

	2010	2011	2012	2013
Fund Balance Deficit - January	(56,803)	(56,803)	(31,803)	(6,803)
Revenues - Off Season	300,000	310,000	320,000	330,000
Revenues - Fair Week	460,000	460,000	470,000	470,000
Total Revenue	760,000	770,000	790,000	800,000
Expenses - Off Season	400,000	400,000	410,000	415,000
Expenses - Fair Week	360,000	345,000	355,000	365,000
Total Expenses	760,000	745,000	765,000	780,000
Fund Balance Deficit - December	(56,803)	(31,803)	(6,803)	13,197

**Other Implications:** None.

**Staff Recommendation:** JLN X TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends approval of the resolution.

**Agenda Item 3**

TO: Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: April 15, 2010  
RE: Deficit Elimination Plan for the Ingham County Fair Fund

As of December 31, 2009, the Ingham County Fair Fund was reporting a Fund Balance Deficit of \$56,803. The State of Michigan Department of Treasury requires that a deficit elimination plan approved by the Governing Body be filed with the State at the time of submitting the Annual Financial Statement.

Attached is a resolution adopting a deficit elimination plan which has the deficit eliminated at the end of the fourth year. This will be accomplished by reducing expenses and increasing revenues.

The Fair Director and I will be available to answer any questions which may arise.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING THE DEFICIT ELIMINATION PLAN FOR THE  
INGHAM COUNTY FAIR FUND**

WHEREAS, Ingham County Fair Fund has a \$56,803 deficit fund balance as of December 31, 2009; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury:

THEREFORE BE IT RESOLVED, that Ingham County's Board of Commissioners adopts the following as the Ingham County Fair Fund Deficit Elimination Plan:

	2010	2011	2012	2013
Fund Balance Deficit - January	(56,803)	(56,803)	(31,803)	(6,803)
Revenues - Off Season	300,000	310,000	320,000	330,000
Revenues - Fair Week	460,000	460,000	470,000	470,000
Total Revenue	760,000	770,000	790,000	800,000
Expenses - Off Season	400,000	400,000	410,000	415,000
Expenses - Fair Week	360,000	345,000	355,000	365,000
Total Expenses	760,000	745,000	765,000	780,000
Fund Balance Deficit - December	(56,803)	(31,803)	(6,803)	13,197

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

RESOLUTION STAFF REVIEW

DATE April 16, 2010

Agenda Item Title: Resolution Providing Additional Funding for the Revolving Drain Fund (Fund 802) County of Ingham, State of Michigan

Submitted by: Financial Services Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_X\_\_

Summary of Proposed Action:

This resolution would revise how the Drain Revolving Fund is used and increase the amount within the Fund. This would authorize an increase of up to \$1 million in the amount that could be advanced from the General Fund to the Drain Revolving Fund. It would also simplify the process by allowing the Drain Commissioner to request a transfer of funds by notifying the Financial Services Department. Interest would be paid by the Drain Commissioner to the General Fund on any funds which are withdrawn from the Revolving Drain Fund until repaid to the Revolving Drain Fund as outlined in the Resolution sections 1 through 7.

Financial Implications:

The resolution would reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money. The increase is from \$292,500 to \$1,000,000 (an increase of \$707,500).

Other Implications:

The Financial Services Director, County Treasurer and the Drain Commissioner are all supportive of this change. It will reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money. Both the County Treasurer and the Drain Commissioner are supportive of this change

Staff Recommendation: JLN\_X\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution.



**Agenda Item 4a**

TO: Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: April 15, 2010  
RE: Drain Revolving Fund

Attached is a resolution to increase the amount advanced from the General Fund to the Drain Revolving Fund from \$292,500 to \$1,000,000 (an increase of \$707,500.)

Both the County Treasurer and the Drain Commissioner are supportive of this change. As proposed, it will reduce interest expense for the Drain, increase interest earnings for the General Fund and reduce the staff time needed to borrow money.

The Treasurer, Drain Commissioner and I will all be available to answer any questions which may arise.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PROVIDING ADDITIONAL FUNDING FOR THE REVOLVING DRAIN FUND  
(FUND 802) COUNTY OF INGHAM, STATE OF MICHIGAN**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund is \$292,500 currently; and

WHEREAS, this amount has not been increased since 1989, and has not been revised to reflect the rate of inflation; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners appropriate an additional amount not to exceed \$707,500 to the Revolving Drain Fund, making the total balance \$1,000,000; and

WHEREAS, the Drain Commissioner has agreed to pay interest to the General Fund on any funds which are withdrawn from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following revisions to the Revolving Drain Fund:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall increase the cash advance from the General Fund of the County to the Revolving Drain Fund in the amount of \$707,500., making the entire advance \$1,000,000.
2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.
3. The County Treasurer shall account for these funds in a separate account or sub-account in the Revolving Drain Fund (the "Account").
4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.
5. The interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in

the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the \$1,000,000 in cash will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

BE IT FURTHER RESOLVED, that the revisions to the Revolving Drain Fund will become effective the date of the passage of this resolution.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Approving Sparrow Occupation Health as the County's Provider of Occupational Health Services

Submitted by: Controller/Administrator's Office

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS X, Finance X

Summary of Proposed Action:

This resolution would authorize an Agreement with Sparrow Occupational Health as the provider of occupational health services for the period April 15, 2010 to September 30, 2010.

Financial Implications:

See the attached Financial Services Director communication. The Agreement's cost will be capped out for a cost not to exceed \$30,000, with the expenditures being paid through the Worker's Compensation Fund.

Other Implications:

A new RFP will be conducted for these services effective October 1, 2010.

Staff Recommendation: JLN X TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_

Staff recommends approval of the resolution.

## INGHAM COUNTY

**Financial Services Department**

Jill Rhode, Director

P.O. Box 319 • Mason, MI 48854 • Phone: (517) 676-7528 • Fax: (517) 676-7337

April 13, 2010

Board of Commissioners  
Ingham County

Currently, the County has a contract with Concentra Medical Center for occupational health services. Under the contract all employees with non-emergency injuries are treated by Concentra (who reports the information to the County's benefit office and/or the Accident Fund - the County's worker's comp third party administrator). The Concentra contract is effective until September 30, 2010.

During the past few months both the County and, more importantly, our employees have been questioning the service they are receiving from Concentra. If this were any other contract, we would begin to look for a replacement once the contract expires. This is not a regular contract. The services provided concern the health and welfare of our employees and we believe it is in their best interest to make a change immediately rather than waiting six months.

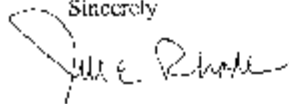
The State of Michigan, the City of Lansing and the City of East Lansing are all using Sparrow Occupational Health. The Benefit office has spoken to both Cities and they are very pleased with the service they are receiving.

We are recommending that effective immediately, we begin directing all employees with non-emergency injuries to Sparrow Occupational Health. (Emergency injuries have and will continue to be directed to the closest hospital.) We will also begin the request for a proposal process to select a new vendor and award a contract for the two years beginning October 1, 2010.

We understand this is an unusual request but when the health and safety of our employees is involved it is imperative we provide the best service available.

Please contact me if you have any questions or wish to discuss.

Sincerely



Jill E. Rhode  
Director of Financial Services

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SPARROW OCCUPATIONAL HEALTH AS THE COUNTY'S  
PROVIDER OF OCCUPATIONAL HEALTH SERVICES**

WHEREAS, Ingham County has an occupational medical provider to provide medical care for employee's non-emergency work related injuries; and

WHEREAS, the Controller/Administrator is recommending the County offer employees a second choice in obtaining this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Sparrow Occupational Health as a provider of occupational health services for the period April 15, 2010 to September 30, 2010, at a cost not to exceed \$30,000 with the expenditures being paid through the Worker's Compensation Fund.

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.

RESOLUTION STAFF REVIEW

DATE April 22, 2010

Agenda Item Title: Resolution Authorizing a Contact with Maximus for the Preparation of the County-wide and Child Care Cost Allocation Plans

Submitted by: Controller/Administrator's Office

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action:

This resolution will approve a contact for the preparation of the County-wide and Child Care cost allocation plans for the year ended December 31, 2009.

Financial Implications:

Maximus will be paid in the amount of \$18,000; the expenditure will be paid from the Financial Services Department's Budget. Maximus provided a quote to prepare the County-wide plan at a price of \$10,500 and the County's Child Care plan at a cost of \$7,500.

Other Implications: None.

Staff Recommendation: JLN\_\_X\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**RESOLUTION AUTHORIZING A CONTACT WITH  
MAXIMUS FOR THE PREPARATION OF THE COUNTY-WIDE AND CHILD CARE COST  
ALLOCATION PLANS**

WHEREAS, Ingham County is required by many of our grantors to have an annual cost allocation plan; and

WHEREAS, for many years the County has contracted with Maximus, Inc. to provide this service; and

WHEREAS, Maximus has provided a quote to prepare the County-wide plan at a price of \$10,500 and the County's Child Care plan at a cost of \$7,500; and

WHEREAS, this cost is consistent with the price paid for at least the past four years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contact with Maximus in the amount of \$18,000, for the preparation of the County-wide and Child Care cost allocation plans for the year ended December 31, 2009, and that the expenditure will be paid from the Financial Services Department's Budget.

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.



RESOLUTION STAFF REVIEW

DATE April 23, 2010

Agenda Item Title: Resolution Authorizing an Acceptance of a Charitable Donation from the Marjorie Hahn Trust Bequest for the Potter Park Zoo

Submitted by: Controller/Administrator’s Office

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action:  
This resolution will authorize the acceptance of a charitable trust donation from the Marjorie Hahn Trust to be used solely and exclusively for the Potter Park Zoo.

Financial Implications:  
The donation will be between \$1,500 and \$2,000.

Other Implication None.

Staff Recommendation: JLN X TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN ACCEPTANCE OF A CHARITABLE DONATION FROM THE  
MARJORIE HAHN TRUST BEQUEST FOR THE POTTER PARK ZOO**

WHEREAS, the Marjorie Hahn Trust provides for a distribution of approximately \$1,500 - \$2,000 to a beneficiary named the Potter Park Zoo; and

WHEREAS, the intent of this charitable gift is to be used solely and exclusively for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bequest on behalf of the Marjorie Hahn Trust in the amount of \$1,500 - \$2,000 and authorizes Joe Sanger, the Trustee of said Trust, to distribute the share of the Trust designated for the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the charitable donation will be used solely and exclusively for the Potter Park Zoo.

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

**MEMORANDUM**

**TO:** Finance and Liaison Committees

**FROM:** John L. Neilsen, Interim Controller/Administrator

**DATE:** April 22, 2010

**SUBJECT:** 2011 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller/Administrator'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, 2010, and for all other departments on January 1, 2011.

The first set of spreadsheets is an analysis of the 2011 update of county fees. The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2010 cost as calculated in last year's fee update process.
4. The cost increase factor. This is based on the 3-year average increase for each department's adopted General Fund Budget from 2007 to 2008, 2008 to 2009 and 2009 to 2010.
5. The 2011 cost, which is calculated by multiplying the 2010 cost by the cost increase factor.
6. 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%.

7. The 2010 fees were passed by Resolution #09-173. In August 2009, the Parks Department amended the vehicle entrance fees through Resolution #09-263. In March 2010, under Resolution #10-085, the Clerk's Office amended the Marriage Ceremony fee and added a fee for Expedited Service for Vital Records. In a Resolution scheduled to be considered by the Board at its April 27, 2010 meeting, the Clerk's Office is proposing to amend the Certified Copy fees. (Since passage of these resolutions, some fees have been amended or added, as noted on the spreadsheets.)
8. The 2011 calculated fee is based on the 2011 cost multiplied by the target percent.
9. Although many fees were proposed to remain unchanged in 2011, 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.
10. 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.
11. Department 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.
12. Controller/Administrator Recommendation. In all cases, the Controller/Administrator agreed with the department recommendations.
13. Additional revenue is projected from the Controller/Administrator's Recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2011. The spreadsheet simply lists the 2010 fee, the department recommendations, the Controller/Administrator recommendation, 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/Administrator took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) The Drain Commissioner's Office agreed with all the proposed fees except the Preliminary Commercial Site Plan Review, Preliminary Plat Review, 9 month Residential Soil Erosion Permit, and the deposits for the escrow accounts are

all recommended to stay the same as set for 2010. The Preliminary Commercial Site Plan Review and the Plat Review need to be set the same as the “first acre” Drainage Review fee which has a lower calculated fee. The escrow accounts are not actually fees, rather they are deposited funds which are utilized for additional costs only if necessary.

- (b) The Parks Department increased all of their fees, except for the Non-Resident Annual Pass. Research has shown that parking fees at our parks are lower than those of other county operated parks in Michigan. Even with these recommended increases, the fees will still be some of the lowest in the State. Also, the fee structure has not been increased in over 15 years.
- (c) The District Court expects that there will be fewer Pre-sentence Reports conducted in 2011. Therefore, they feel there is not justification for an increase in the fee. The District Court also reiterated that they do not charge for Preliminary Breath Tests. The Probation Oversight fee was recommended at \$45 in 2010; however, it was actually charged at \$35 and the department recommends it remain the same in 2011.
- (d) The Circuit Court, Family Division, and the Friend of the Court agreed with the initial proposed fees except for the Felony Case Costs and the Show Cause-Probation fees, which they are recommending to remain at the 2010 rate.
- (e) The Animal Control Department has recommended some fees above the initial proposed fees, including the fees for Un-sterilized Dog Licenses, Boarding, Euthanasia, Dog Kennel Inspections, Owner Surrender, Owner Pick-up, Rabies Decapitation, and Tranquilization for At-large Animals. The un-sterilized animals cause the greatest burden on the Department’s resources and are the majority of complaints. Therefore, the target percentages have been increased in order to recover more of the cost. The target percentages for boarding fees have also been increased to recover the increase in costs to care for these animals, especially the dangerous animals which require specialized equipment and repairs and sometimes injure staff and other animals. The recommended Euthanasia fee is still well below the average cost of a veterinary clinic and the procedure is time consuming and often requires two staff members and includes the cost of the disposal of the animal. The Dog Kennel Inspection requirements became more in-depth in 2006 with an extensive check list and sometimes requiring multiple visits or two officers. The Owner Surrender and Owner Pick-up fees are also recommended to increase due to the increased cost to house and provide care to the animals. The Rabies Decapitation Procedure is extremely difficult, tedious, time consuming, and dangerous. Therefore, additional precautions with additional supplies and equipment have been added which requires more staff time to perform and document information for the lab, as well as communicate with the bite victim and Health Department regarding results. For the Tranquilization for At-large Animals, the cost of the officer’s time as well as the dart supplies and the administrative costs warrant a higher fee for this service. When an officer discharges a tranquilizer gun they must also file a complete report for each time they discharged the weapon. The Department

also added fees for Rabies vaccination and Bordetella vaccination for redeemed dogs. In 2009, Animal Control began to provide vaccination for redeemed dogs to increase the sale of licenses. The cost to administer is approximately \$17.60 and the Department proposes charging \$10 for this vaccination which averages \$20-\$40 at a veterinarian office. State Law requires a Veterinarian to provide Rabies Vaccine and a staff member to retrieve and hold the dog for the vet. A clerk processes the paperwork and issues a rabies tag. In 2005, Animal Control began to vaccinate all dogs entering the shelter with a vaccine to protect the animals from Bordetella (kennel cough) which is often rampant in kennels and shelters and can often result in pneumonia if a dog is not vaccinated. The cost to administer this vaccine is approximately \$16.50. ICAC proposes charging the owners of dogs being redeemed a fee of \$5 for what is a life saving and necessary vaccination. Local veterinarians charge approximately \$25-\$40 for the same.

- (f) The Sheriff's Office agreed with all the proposed fees except for the Day Rate and the Costs for Command. On each of these rates, they are recommending an increase to equal the full calculated cost.
- (g) The Health Department recommended three of the fees below the proposed fee, which includes the Fixed Food Service-Nonprofit Fee, Temp Food Service Establishment-Nonprofit (FSE), Temp FSE and Nonprofit-Operations began before licensing (double). The Controller/Administrator is recommending these fees at the Department recommended rates as there is no significant impact on revenue. As noted on the schedule, there are a few other fees that are different from the proposed fees as these are set by the State. The Health Department agreed with all other proposed fees except for the Office for Young Children (OYC) fees. The Department recommended maintaining these fees at the 2010 rates to keep the training fees affordable to child care providers. Ingham County is one of the many counties in Michigan that are losing quality, licensed child care providers due to the loss of children to care for. Parents are losing jobs, therefore not taking their children to child care. In turn, child care providers may seek lower cost training options which are of lower quality and less comprehensive to meet licensing requirements. The success of the training programs have allowed for higher projections of training units, and therefore, higher revenue generation from fees overall.

If all fee increases were enacted as recommended by the Controller/Administrator's Office, it is projected that an additional \$498,775 would be generated in 2011. The current total revenue generated by the listed fees is approximately \$4.8 million, so the fee adjustments would increase the base by about 11.6%.

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 the 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, 2011, with the exception of the Health Department and the Friend of the Court, where new rates will be effective October 1, 2010.

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**

<b>Location of Service</b>	<b>Fee Description</b>	<b>2010 Fee</b>	<b>Department Recommend.</b>	<b>Controller Recommend.</b>	<b>Additional Revenue</b>
Clerk	Certified Copy - 1st Copy (1) (10)	\$17.00	\$20.00	\$20.00	\$49,500
Clerk	Certified Copy - Add'l Copies (1)	\$8.00	\$10.00	\$10.00	\$40,800
Clerk	Marriage Solemnize (2)	\$26.00	\$50.00	\$50.00	\$4,800
Drain Comm.	Plat Drain Administration Fee	\$1,950.00	\$2,000.00	\$2,000.00	\$150
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$290.00	\$295.00	\$295.00	\$90
Equalization	Digitally Produced Paper Maps- Parcel Layer				\$0
Equalization	8.5" x 11" (6)	\$5.00	\$5.00	\$5.00	\$0
Equalization	11" x 17" (6)	\$11.00	\$11.00	\$11.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel Layer-17" x 22" (6)	\$16.00	\$17.00	\$17.00	\$5
Equalization	22" x 34" (6)	\$22.00	\$22.00	\$22.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel Layer-28" x 40" (6)	\$27.00	\$28.00	\$28.00	\$5
Equalization	Digitally Produced Paper Maps- Parcel Layer-34" x 44" (6)	\$33.00	\$34.00	\$34.00	\$5
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer				\$0
Equalization	8.5" x 11" (6)	\$11.00	\$11.00	\$11.00	\$0
Equalization	11" x 17" (6)	\$22.00	\$22.00	\$22.00	\$0
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-17" x 22" (6)	\$33.00	\$34.00	\$34.00	\$20
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-22" x 34" (6)	\$44.00	\$45.00	\$45.00	\$5
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-28" x 40" (6)	\$55.00	\$57.00	\$57.00	\$10
Equalization	Digitally Produced Paper Maps- Parcel layer w/2005 Digital Photo Layer-34" x 44" (6)	\$65.00	\$68.00	\$68.00	\$15
Equalization	Custom Maps (11)	\$60.00	\$64.00	\$64.00	\$200
Parks	Resident Daily (13)	\$2.00	\$3.00	\$3.00	\$65,500
Parks	Resident Annual (13)	\$20.00	\$30.00	\$30.00	\$18,100
Parks	Non-Resident Daily (13)	\$4.00	\$5.00	\$5.00	\$12,500

**Judiciary Committee**

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Family Division	Delinquency Costs	\$150.00	\$175.00	\$175.00	\$43,125
Family Division	Tether	\$15.00	\$20.00	\$20.00	\$13,125
FOC	FOC Bench Warrants	\$225.00	\$250.00	\$250.00	\$30,000

**Law Enforcement Committee**

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Animal Control	Enforcement/Dog License Fees- Sterilized - Delinquent	\$35.00	\$40.00	\$40.00	\$12,500
Animal Control	Enforcement/Dog License Fees-Un-Sterilized (5)	\$46.00	\$50.00	\$50.00	\$16,000
Animal Control	Enforcement/Dog License Fees-Un-Sterilized Delinquent (5)	\$92.00	\$120.00	\$120.00	\$14,000
Animal Control	Enforcement/Dog License Fees-Un-Sterilized 3 year License (5)	\$110.00	\$135.00	\$135.00	\$6,250
Animal Control	Boarding Fee for Dangerous Animals (8)	\$22.00	\$25.00	\$25.00	\$600
Animal Control	Boarding Fee per day-others (4)	\$11.00	\$15.00	\$15.00	\$14,667
Animal Control	Euthanasia Fee (10)	\$55.00	\$75.00	\$75.00	\$2,000
Animal Control	Ten Dog Kennel Inspection Fee (11)	\$125.00	\$150.00	\$150.00	\$250
Animal Control	Over Ten Dog Kennel Inspection Fee(11)	\$135.00	\$175.00	\$175.00	\$400
Animal Control	Owner Surrender (4)	\$25.00	\$40.00	\$40.00	\$16,500
Animal Control	Owner Pick-up Fee (4)	\$20.00	\$30.00	\$30.00	\$400
Animal Control	RABIES DECAP (4)	\$30.00	\$40.00	\$40.00	\$200
Animal Control	TRANQ. AT-LARGE FEE (4)	\$15.00	\$30.00	\$30.00	\$600
Pros Atty	Diversion - Service Fee-Misdemeanor Offender	\$420.00	\$440.00	\$440.00	\$9,760
Pros Atty	Diversion - Service Fee-Felony Offender	\$730.00	\$750.00	\$750.00	\$2,240
Pros Atty	Costs-eligible convictions - Guilty Plea	\$100.00	\$105.00	\$105.00	\$3,000
Jail	Day Rate (3)	\$50.00	\$52.44	\$52.44	\$54,772
Sheriff	Costs for Command (2)	55.00	\$62.35	\$62.35	\$0

### Human Services Committee

Location of Service	Fee Description	2010 Fee	Department Recommend.	Controller Recommend.	Additional Revenue
Coop. Ext.	Soil Box Analysis (6)	\$12.00	\$15.00	\$15.00	\$900
Comm. Health	Conting Ed. Fee Diseased Control/Imm. (4)	\$12.00	\$13.00	\$13.00	\$150
Comm. Health	INS Vaccination Verif Form I-693 (8)	\$31.00	\$33.00	\$33.00	\$600
Comm. Health	Immuniz Record Copying Fee (4)	\$3.00	\$4.00	\$4.00	\$750
Comm. Health	MIHP Tran. Bus/Van (5)	\$29.72	\$31.29	\$31.29	\$628
		(max)	(max)	(max)	
Comm. Health	MIHP - Trans Taxi (5)	\$27.18	\$28.62	\$28.62	\$101
		(max)	(max)	(max)	
Comm. Health	MIHP Trans. Volunteer (5)	\$0.29	\$0.31	\$0.31	\$1
		per mile	per mile	per mile	
Comm. Health	Compreh Envir Investigation (5)	\$255.00	\$265.00	\$265.00	\$110
Comm. Health	Assessment of Home (5)	\$105.00	\$110.00	\$110.00	\$25
Comm. Health	Immigration Physical Exams (8)	\$165.00	\$170.00	\$170.00	\$50
Imm. Clinic	Internat'l Travel Consult	\$52.00	\$55.00	\$55.00	\$1,050
Imm. Clinic	Influenza - Mass Vacc. Clinic (9)	\$34.00	market price	market price	\$0
Med Examiner	Cremation Permits	\$22.00	\$23.00	\$23.00	\$950
Med Examiner	Autopsy Report Copies (family)	\$14.00	\$15.00	\$15.00	\$50
Med Examiner	Autopsy Report Copies (others)	\$37.00	\$39.00	\$39.00	\$50
Env. Health	Fixed Food Svc Estab-Nonprofit	\$250.00	\$275.00	\$275.00	\$1,750
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,150.00	\$1,200.00	\$1,200.00	\$1,500
Env. Health	FSE Initial Restricted License	\$590.00	\$620.00	\$620.00	\$30
Env. Health	FSE Initial License (Mobile)	\$415.00	\$430.00	\$430.00	\$0
Env. Health	FSE-Multiple facility renewal license	\$180.00	\$190.00	\$190.00	\$0
Env. Health	FSE Renewal Lic -At least \$750,000 (1)	\$950.00	\$1,000.00	\$1,000.00	\$10,300
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000 (1)	\$800.00	\$840.00	\$840.00	\$2,680
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000 (1)	\$620.00	\$650.00	\$650.00	\$3,450
Env. Health	FSE Renewal Lic-Less than \$250,000 (1)	\$425.00	\$450.00	\$450.00	\$5,025
Env. Health	Seasonal Renewal License, FSE				
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$590.00	\$600.00	\$600.00	\$0
Env. Health	FSE Seasnl renewal- at least \$500,000,less \$750,000	\$480.00	\$500.00	\$500.00	\$0
Env. Health	FSE Seasnl Renewal -at least \$250,000,less \$500,000	\$370.00	\$390.00	\$390.00	\$100
Env. Health	FSE Seasonal renewal -less than \$250,000	\$265.00	\$275.00	\$275.00	\$20
Env. Health	Fixed Food Svc Estab-Nonprofit	\$250.00	\$275.00	\$275.00	
Env. Health	FSE Renewal -Non-profit	\$92.00	\$96.00	\$96.00	\$0
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$450.00	\$490.00	\$490.00	\$3,560
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$300.00	\$310.00	\$310.00	\$500
Env. Health	Change of Ownership of FSE	\$350.00	\$360.00	\$360.00	\$320
Env. Health	Fixed FSE - Initial License, Nonprofit	\$250.00	\$300.00	\$300.00	\$100
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$200.00	\$210.00	\$210.00	\$10
Env. Health	FSE - Indigent-late renewal - additional	\$120.00	\$125.00	\$125.00	\$320
Env. Health	Public Pool Inspection	\$200.00	\$210.00	\$210.00	\$1,300
Env. Health	Each add'l pool at same location	\$100.00	\$105.00	\$105.00	\$255

Env. Health	Pool Reinspection (after violation)	\$100.00	\$105.00	\$105.00	\$35
Env. Health	Child&Adult Care Fac Ins-Full	\$190.00	\$200.00	\$200.00	\$580
Env. Health	Child&Adult Care Fac Ins.-W&S	\$125.00	\$130.00	\$130.00	\$230
Env. Health	Child & Adult Care Fac non-compl W&S (10)	\$100.00	\$105.00	\$105.00	\$0
Env. Health	Child & Adult Care Plan Review	\$350.00	\$380.00	\$380.00	\$0
Env. Health	Initial STFU license Incl. Plan Review	\$320.00	\$330.00	\$330.00	\$80
Env. Health	STFU late inspection request (10)	\$200.00	\$210.00	\$210.00	\$60
Env. Health	* Special food svc estab surchrg 2nd step of formal hearing (10)	\$220.00	\$230.00	\$231.00	\$11
Env. Health	* Special food svc estab surchrg 3rd step of formal hearing (10)	\$450.00	\$460.00	\$473.00	\$0
Env. Health	Tattooing Business Initial License	\$750.00	\$800.00	\$800.00	\$0
Env. Health	Tattooing Business License Renewal (1)	N/A	\$400.00	\$400.00	\$0
Env. Health	Tattooing Lic-late renewal-additional	\$120.00	\$125.00	\$125.00	\$0
Env. Health	Tattooing w/o initial license/reinstatement of revoked (10)	\$500.00	\$525.00	\$525.00	\$0
Env. Health	Tattooing non-compliant with inspection (10)	\$100.00	\$105.00	\$105.00	\$0
		per hour	per hour	per hour	
Env. Health	Temp FSE - Non-Profit (2)	\$120.00	\$125.00	\$125.00	\$220
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$190.00	\$200.00	\$200.00	\$0
Env. Health	Temp FSE- Preparation Type (2)	\$200.00	\$215.00	\$215.00	\$750
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$400.00	\$430.00	\$430.00	\$0
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$66.00	\$69.00	\$69.00	\$36
Env. Health	Temp Event Inspection Request - Late Fee	N/A	\$430.00	\$430.00	\$0
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$74.00	\$78.00	\$78.00	\$256
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$95.00	\$100.00	\$100.00	\$45
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$130.00	\$135.00	\$135.00	\$0
Env. Health	Sewage Only (new)	\$500.00	\$540.00	\$540.00	\$1,000
Env. Health	Well Only (new)	\$500.00	\$540.00	\$540.00	\$1,000
Env. Health	Vacant Land Evaluation	\$500.00	\$520.00	\$520.00	\$500
Env. Health	On-Site Sewage repair/replace	\$480.00	\$520.00	\$520.00	\$3,000
Env. Health	Repair - Well	\$180.00	\$190.00	\$190.00	\$1,000
Env. Health	Altern On-site Sewage Syst Plan Reww (4)	\$380.00	\$400.00	\$400.00	\$1,000
Env. Health	Hourly Rate Over Standard Service	\$102.00	\$105.00	\$105.00	\$45
Env. Health	Subdivision Evaluation of Preliminary Plat	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Bathing Area Operational Permit	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Reinstmt of bathing area permit	\$102.00	\$105.00	\$105.00	\$0
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$400.00	\$420.00	\$420.00	\$0
Env. Health	Munic Requ Eval. of Well/Septic	\$102.00	\$105.00	\$105.00	\$30
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer (10)	\$170.00	\$175.00	\$175.00	\$25
Env. Health	Septic tank repair or replacement inspection fee (10)	\$260.00	\$265.00	\$265.00	\$50
Env. Health	Campground Inspection 0-99 Sites	\$135.00	\$140.00	\$140.00	\$15
Env. Health	Campground Inspection 100-199 Sites	\$205.00	\$215.00	\$215.00	\$30
Env. Health	Campground Inspection 200+ Sites	\$270.00	\$280.00	\$280.00	\$30
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150% (14)	N/A	\$210.00	\$210.00	\$0

Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150% (14)	N/A	\$322.00	\$322.00	\$0
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150% (14)	N/A	\$420.00	\$420.00	\$0
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200% (14)	N/A	\$280.00	\$280.00	\$0
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200% (14)	N/A	\$430.00	\$430.00	\$0
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200% (14)	N/A	\$560.00	\$560.00	\$0
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr (10)	\$102.00	\$105.00	\$105.00	\$0
Env. Health	Type II Non Community - Sanitary Survey	\$400.00	\$420.00	\$420.00	\$400
		flat rate	flat rate	flat rate	
Env. Health	Board of Health appeal fee (10)	\$115.00	\$119.00	\$119.00	\$0
Env. Health	Reinstatemt of Susp FSE	\$500.00	\$560.00	\$560.00	\$120
Env. Health	Surchrge-Fail submit plans/chg own	\$500.00	\$540.00	\$540.00	\$40
Env. Health	Surcharge-Fail of applic - vending	\$170.00	\$180.00	\$180.00	\$0
Env. Health	Critical Follow-up Inspection fee	\$120.00	\$130.00	\$130.00	\$250
Env. Health	Reinstmt of Susp Tattooing License	\$190.00	\$195.00	\$195.00	\$0
Env. Health	Point of Sale- appl processing fee (7)	\$175.00	\$180.00	\$180.00	\$2,000
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD(7)	\$350.00	\$360.00	\$360.00	\$150
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$200.00	\$210.00	\$210.00	\$0
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals) (7)	\$145.00	\$150.00	\$150.00	\$0
Env. Health	Point of Sale- follow up/hr. -Extension Evaluations (7)	\$95.00	\$105.00	\$105.00	\$250
Env. Health	Point of Sale- Annl Inspector renwl fee (7)	\$115.00	\$120.00	\$120.00	\$70
Health Ed.	License- Tobacco Sales- 1yr.- Retailer (11)	\$280.00	\$290.00	\$290.00	\$2,500
Health Ed.	License- Tobacco Sales- 1yr.- Vend. Mach. (11)	\$280.00	\$290.00	\$290.00	\$90
Health Ed.	Tobacco -Temporary Sampling Permit Fee (11)	\$110.00	\$115.00	\$115.00	\$10
Vet. Affairs	County User Fee (13)	\$20.52	\$22.06	\$22.06	\$878

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>ATTACHMENT B</b>												
2	2011 County Fees Analysis												
3	County Services Committee												
4	FEES PROPOSED TO INCREASE ARE IN BOLD												
5	<b>Location</b>	<b>Fee</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>Target</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>Units</b>	<b>Department</b>	<b>Controller</b>	<b>Additional</b>
6	<b>of</b>	<b>Description</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Percent</b>	<b>Fee</b>	<b>Calc.</b>	<b>Initial</b>		<b>Recommend.</b>	<b>Recommend.</b>	<b>Revenue</b>
7	<b>Service</b>			<b>Increase</b>				<b>Fee</b>	<b>Prop. Fee</b>				
				<b>Factor</b>									
8	Clerk	Certified Copy - 1st Copy (1) (10)	\$20.72	-3.48%	\$20.00	100.0%	\$17.00	\$20.00	\$17.00	16,500	\$20.00	\$20.00	\$49,500
9	Clerk	Certified Copy - Add'l Copies (1)	\$10.36	-3.48%	\$10.00	100.0%	\$8.00	\$10.00	\$8.00	20,400	\$10.00	\$10.00	\$40,800
10	Clerk	Expedited Svc - copies of Vital Records (15)	\$20.72	-3.48%	\$20.00	100.0%	N/A	\$20.00	N/A	N/A	\$20.00	\$20.00	\$0
11	Clerk	Marriage Solemnize (2)	\$51.80	-3.48%	\$50.00	100.0%	\$26.00	\$50.00	\$26.00	200	\$50.00	\$50.00	\$4,800
12	BOC	FOIA Request Copies	\$0.16	2.36%	\$0.16	100.0%	\$0.16	\$0.16	\$0.16		\$0.16	\$0.16	\$0
13	BOC	FOIA Request Envelopes	n/a	2.36%	n/a	100.0%	n/a	n/a	n/a		n/a	n/a	\$0
14	Drain Comm.	Photography (3)	\$268.05	-1.20%	\$264.83	100.0%	\$265.00	\$264.83	\$265.00	3	\$265.00	\$265.00	\$0
15	Drain Comm.	Topography (3)	\$536.09	-1.20%	\$529.66	100.0%	\$530.00	\$529.66	\$530.00	3	\$530.00	\$530.00	\$0
16	Drain Comm.	Floodplain/wetland (3)	\$107.22	-1.20%	\$105.93	100.0%	\$105.00	\$105.93	\$105.00	0	\$105.00	\$105.00	\$0
17	Drain Comm.	Preliminary Comm. Site Plan Review(14)	\$1,237.90	-1.20%	\$1,223.06	75.0%	\$650.00	\$917.29	\$675.00	20	\$650.00	\$650.00	\$0
18	Drain Comm.	Preliminary Plat Review(14)	\$1,590.51	-1.20%	\$1,571.44	75.0%	\$650.00	\$1,178.58	\$675.00	3	\$650.00	\$650.00	\$0
19	Drain Comm.	Plat and Commercial Drainage Review											\$0
20		First acre	\$641.91	-1.20%	\$634.22	100.0%	\$650.00	\$634.22	\$650.00	20	\$650.00	\$650.00	\$0
21		Additional acre	\$75.05	-1.20%	\$74.15	100.0%	\$75.00	\$74.15	\$75.00	16	\$75.00	\$75.00	\$0
22		Re-submission Admin fee (7)	\$214.44	-1.20%	\$211.87	100.0%	\$210.00	\$211.87	\$210.00	0	\$210.00	\$210.00	\$0
23	Drain Comm.	<b>Plat Drain Administration Fee</b>	<b>\$6,671.32</b>	<b>-1.20%</b>	<b>\$6,591.31</b>	<b>75.0%</b>	<b>\$1,950.00</b>	<b>\$4,943.49</b>	<b>\$2,000.00</b>	<b>3</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$150</b>
24	Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$469.96	-1.20%	\$464.32	100.0%	\$460.00	\$464.32	\$460.00	45	\$460.00	\$460.00	\$0
25	Drain Comm.	Drain Crossing Permit- (Residential) (5)	\$123.88	-1.20%	\$122.39	100.0%	\$120.00	\$122.39	\$120.00	1	\$120.00	\$120.00	\$0
26	Drain Comm.	Tap-in Permit - Residential	\$132.23	-1.20%	\$130.65	75.0%	\$95.00	\$97.98	\$95.00	1	\$95.00	\$95.00	\$0
27	Drain Comm.	Tap-in Permit - Commercial	\$516.19	-1.20%	\$510.00	75.0%	\$385.00	\$382.50	\$385.00	18	\$385.00	\$385.00	\$0
28	Drain Comm.	Soil Erosion Permit - Commercial - 12 mo. Duration (12)	\$570.00	-1.20%	\$563.16	100.0%	\$570 +57/addl	\$563.16	\$570 +57/addl		\$570 +57/addl	\$570 +57/addl	
29	Drain Comm.	Soil Erosion Permit - Commercial - 9 mo. Duration (12)	\$500.00	-1.20%	\$494.00	100.0%	\$500 +50/addl	\$494.00	\$500 +50/addl		\$500 +50/addl	\$500 +50/addl	
30	Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration (12)	\$430.00	-1.20%	\$424.84	100.0%	\$430 +43/addl	\$424.84	\$430 +43/addl		\$430 +43/addl	\$430 +43/addl	
31		Transfer (4)	\$91.14	-1.20%	\$90.04	100.0%	\$90.00	\$90.04	\$90.00		\$90.00	\$90.00	\$0
32		Renewal (4)		-1.20%		100.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	0	1/2 of orig fee	1/2 of orig fee	
33		Escrow account-1/2 acre or less (4)	\$536.09	-1.20%	\$529.66	100.0%	\$500.00	\$529.66	\$520.00	38	\$500.00	\$500.00	\$0
34		Escrow account - 1/2 to 1 acre (4)	\$1,608.28	-1.20%	\$1,588.99	100.0%	\$1,500.00	\$1,588.99	\$1,550.00	18	\$1,500.00	\$1,500.00	\$0
35		Escrow account - 1 to 5 acres (4)	\$3,216.56	-1.20%	\$3,177.98	100.0%	\$3,000.00	\$3,177.98	\$3,100.00	27	\$3,000.00	\$3,000.00	\$0
36		Escrow account - 5 to 10 acres (4)	\$5,360.93	-1.20%	\$5,296.64	100.0%	\$5,000.00	\$5,296.64	\$5,200.00	6	\$5,000.00	\$5,000.00	\$0
37		Escrow account - each add'l 10 acres (4)	\$2,680.46	-1.20%	\$2,648.32	100.0%	\$2,500.00	\$2,648.32	\$2,600.00	6	\$2,500.00	\$2,500.00	\$0
38	Drain Comm.	Soil Erosion Permit-Residential-12 mo	\$330.34	-1.20%	\$326.38	75.0%	\$240.00	\$244.79	\$240.00	2	\$240.00	\$240.00	\$0

	A	B	C	D	E	F	G	H	I	J	K	L	M
39	Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
40													
41													
42													
43	Drain Comm.	9 month duration (5)	\$318.31	-1.20%	\$314.49	75.0%	\$220.00	\$235.87	\$230.00	6	\$220.00	\$220.00	\$0
44	Drain Comm.	6 month duration (5)	\$258.09	-1.20%	\$254.99	75.0%	\$190.00	\$191.24	\$190.00	106	\$190.00	\$190.00	\$0
45	Drain Comm.	Renewal					1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	47	1/2 of orig fee	1/2 of orig fee	
46	Drain Comm.	Renewal		-1.20%		75.0%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	1	1/2 of orig fee	1/2 of orig fee	
47	Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$400.49	-1.20%	\$395.69	75.0%	\$290.00	\$296.77	\$295.00	18	\$295.00	\$295.00	\$90
48	Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$60.22	-1.20%	\$59.50	75.0%	\$45.00	\$44.62	\$45.00	29	\$45.00	\$45.00	\$0
49	Drain Comm.	Violation and Cease&Desist Order	\$281.54	-1.20%	\$278.16	100.0%	\$280.00	\$278.16	\$280.00	6	\$280.00	\$280.00	\$0
50	Drain Comm.	Title Search - Drain Assessments	\$5.11	-1.20%	\$5.05	100.0%	\$5.00	\$5.05	\$5.00	1,694	\$5.00	\$5.00	\$0
51	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.22	2.84%	\$11.54	100.0%	\$11.00	\$11.54	\$11.00	100	\$11.00	\$11.00	\$0
52	Equalization	Digitally Produced Paper Maps- Parcel Layer											\$0
53	Equalization	8.5" x 11" (6)	\$5.55	2.84%	\$5.71	100.0%	\$5.00	\$5.71	\$5.00	5	\$5.00	\$5.00	\$0
54	Equalization	11" x 17" (6)	\$11.09	2.84%	\$11.41	100.0%	\$11.00	\$11.41	\$11.00	5	\$11.00	\$11.00	\$0
55	Equalization	17" x 22" (6)	\$16.64	2.84%	\$17.12	100.0%	\$16.00	\$17.12	\$17.00	5	\$17.00	\$17.00	\$5
56	Equalization	22" x 34" (6)	\$22.19	2.84%	\$22.82	100.0%	\$22.00	\$22.82	\$22.00	5	\$22.00	\$22.00	\$0
57	Equalization	28" x 40" (6)	\$27.74	2.84%	\$28.53	100.0%	\$27.00	\$28.53	\$28.00	5	\$28.00	\$28.00	\$5
58	Equalization	34" x 44" (6)	\$33.28	2.84%	\$34.23	100.0%	\$33.00	\$34.23	\$34.00	5	\$34.00	\$34.00	\$5
59	Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer											\$0
60	Equalization	8.5" x 11" (6)	\$11.09	2.84%	\$11.41	100.0%	\$11.00	\$11.41	\$11.00	1,250	\$11.00	\$11.00	\$0
61	Equalization	11" x 17" (6)	\$22.19	2.84%	\$22.82	100.0%	\$22.00	\$22.82	\$22.00	25	\$22.00	\$22.00	\$0
62	Equalization	17" x 22" (6)	\$33.28	2.84%	\$34.23	100.0%	\$33.00	\$34.23	\$34.00	20	\$34.00	\$34.00	\$20
63	Equalization	22" x 34" (6)	\$44.38	2.84%	\$45.64	100.0%	\$44.00	\$45.64	\$45.00	5	\$45.00	\$45.00	\$5
64	Equalization	28" x 40" (6)	\$55.47	2.84%	\$57.05	100.0%	\$55.00	\$57.05	\$57.00	5	\$57.00	\$57.00	\$10
65	Equalization	34" x 44" (6)	\$66.57	2.84%	\$68.46	100.0%	\$65.00	\$68.46	\$68.00	5	\$68.00	\$68.00	\$15
66	Equalization	Custom Maps (11)	\$62.58	2.84%	\$64.36	100.0%	\$60.00	\$64.36	\$64.00	50	\$64.00	\$64.00	\$200
67	Parks	Resident Daily (13)	\$6.21	-7.03%	\$5.77	75.0%	\$2.00	\$4.33	\$2.00	65,500	\$3.00	\$3.00	\$65,500

	A	B	C	D	E	F	G	H	I	J	K	L	M
68	Location of Service	Fee Description	2010 Cost	2011 Cost Increase Factor	2011 Cost	Target Percent	2010 Fee	2011 Calc. Fee	2011 Initial Prop. Fee	Units	Department Recommend.	Controller Recommend.	Additional Revenue
69													
70													
71													
72	Parks	Resident Annual (13)	\$62.10	-7.03%	\$57.74	75.0%	\$20.00	\$43.30	\$20.00	1,810	\$30.00	\$30.00	\$18,100
73	Parks	Non-Resident Daily (13)	\$6.21	-7.03%	\$5.77	100.0%	\$4.00	\$5.77	\$4.00	12,500	\$5.00	\$5.00	\$12,500
74	Parks	Non-Resident Annual (13)	\$62.10	-7.03%	\$57.74	100.0%	\$40.00	\$57.74	\$40.00	30	\$40.00	\$40.00	\$0
75	Plat Board	Plat Administration Fee	\$99.19	-12.70%	\$86.60	100.0%	\$100.00	\$86.60	\$100.00	10	\$100.00	\$100.00	\$0
76	Treasurer	NSF Checks (8)	\$30.70	-1.56%	\$30.22	100.0%	\$30.00	\$30.22	\$30.00	75	\$30.00	\$30.00	\$0
77	Treasurer	Tax service fee (9)	\$3.07	-1.56%	\$3.02	100.0%	\$3.00	\$3.02	\$3.00	100	\$3.00	\$3.00	\$0
78	<b>TOTALS</b>												<b>\$191,705</b>
80	(1) Per MCL 333.2891, local clerks cannot charge more than the State fees of \$26 for the first copy and \$12 for the second.												
81	(2) This fee was established per Resolution 06-276 and increased by Resolution 07-020 and 10-085.												
82	(3) These fees were established by Resolution 06-277.												
83	(4) These fees were established per Resolution 06-316.												
84	(5) 2006 fee set by Resolution 05-336.												
85	(6) 2006 fee established per Resolution 05-241												
86	(7) This fee was established in 2007 through the annual fee review process.												
87	(8) The Clerk's Office charges \$30 because of a check recovery service and the Treasurer would like to have uniformity and recommends the 2009 increase to \$30.												
88	(9) The Treasurer's office charges this fee for tax information emailed, mailed, or faxed as customers can do searches on-line or come into the office for no charge up to a certain amount.												
89	(10) Fee changed per Resolution 09-028. The Certified copies of Vital records fee is currently going to Committees under a separate Resolution.												
90	(11) This fee was established by Resolution 05-241.												
91	(12) In 2009, the Drain Office changed the one fee for Commercial Soil Erosion permits to separate												
92	fees based on duration.												
93	(13) These fees was established per Resolution 09-263.												
94	(14) These fees must be the same as first acre.												
95	(15) This fee was established per Resolution 10-085.												



# MEMO

Date: April 9, 2010  
To: Elizabeth McLaughlin  
From: Willis Bennett  
Re: Parking revenue projections

Per your request, I submit the following information regarding the Parks request to increase the parking fees at the various parks.

For 2010, we made a change in the collection of fees at Hawk Island and Lake Lansing Park-South, moving to charging year-round and Tuesday through Sunday. (In past years, we charged on weekends and holidays only, Memorial Day through Labor Day) There was no change at Burchfield Park, which has historically collected fees year-round. With these recent changes, we do not have records to give an exact number of passes sold, but we are able to use past trends to make a good estimate to determine the potential revenue increase in 2011.

Following is a breakdown of the four types of passes offered at our parks and the projections associated with each.

We will still provide the hardship pass program for those that cannot afford to pay the entry fee along with providing free passes through Capital Area Community Services, for low income citizens.

Type of pass		2009 Actual	2010 Projections	2011 Projections
Resident – Daily	# of passes sold	32,324 @ \$2	74,550 @ \$2	65,500 @ \$3
Resident – Daily	Revenue generated	\$66,648	\$149,100	\$196,500
Non-Resident – Daily	# of passes sold	5,418 @ \$4	12,500 @ \$4	12,500 @ \$5
Non-Resident – Daily	Revenue generated	\$21,664	\$50,000	\$62,500
Resident – Annual	# of passes sold	545 @ \$20	1,635 @ \$20	1,810 @ \$30
Resident – Annual	Revenue generated	\$10,900	\$32,700	\$54,300
Non-Resident – Annual	# of passes sold	13 @ \$40	30 @ \$40	30 @ \$40
Non-Resident – Annual	Revenue generated	\$520	\$1,200	\$1,200
Totals		\$99,732	\$233,000	\$314,500

**BROOKOVER, CARR & SCHABERG, P.C.  
ATTORNEYS**

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1005 ABBOT ROAD  
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PHONE (517) 336-4300  
FAX (517) 336-4398

April 1, 2010

Dr. Matthew J. Meyers  
Controller/Administrator  
Controller's Office  
P.O. Box 319  
Mason, MI 48854

Re: In Re: Ingham County Road Commission, et al. v Patrick E. Lindemann, et al.  
30<sup>th</sup> Circuit Court Case No. 09-1732-CZ  
Honorable Paula J. M. Manderfield

Dear Dr. Meyers:

Thank you for the opportunity to meet with you on Wednesday, March 31, 2010.

This will simply confirm my understanding of our conversation.

As I indicated to you, my client, the Ingham County Road Commission, is respectfully requesting that Ingham County share in the attorney fees incurred by the Road Commission in pursuit of the above captioned matter.

As I further indicated to you, the tentative settlement negotiations in this matter will result in payment of \$100,000.00 from the Drain Commissioner to Ingham County. As you are aware, over the life of the bond, my best estimate of the total savings stemming from the settlement will be \$200,000.00.

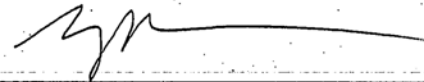
This will further confirm that you agreed that, regardless of the attorney fees issue, whatever settlement proceeds are realized to the County from this resolution will be shared equally with the Ingham County Road Commission.

If my understanding of our conversation is incorrect, please notify me immediately.

Thank you for your anticipated kindness and cooperation with regard to this matter.

Very truly yours,

**BROOKOVER, CARR & SCHABERG, P.C.**



George M. Brookover

GMB/lml

**RECEIVED**  
APR 05 2010  
INGHAM COUNTY  
CONTROLLER'S OFFICE