

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice
990 Terrace, Muskegon, MI 49442
January 22, 2013 - 3:30 p.m

James Derezinski, Chair
Charles Nash, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of the Minutes of January 8, 2013: Regular and Closed Sessions
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - WM13/01 – 04 (Administration) Approve Accounts Payable
 - WM13/01 – 05 (Administration) Approve the Recommended Changes to Board Policy #2007-512
 - WM13/01 – 06 (Administration) Approve to Hold Public Hearing on February 12, 2013 to Accept Citizen Comments on Muskegon County Recreation Plan Update, 2013
 - WM13/01 – 07 (Administration) Authorize Board Chair to Sign Contract with Detect P.I. & Recovery, LLC
 - WM13/01 – 08 (Administration) Approve Revision to County of Muskegon Purchasing Policy re: Tie Bids
 - WM13/01 – 09 (Prosecutor's Office) Authorize Prosecutor to Initiate RFP Process for Collection Agency Services
 6. Old Business
 7. New Business
 8. Public Comment (on a new topic)
 9. Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

**Muskegon County
Ways & Means Committee Meeting
January 8, 2013
3:30 p.m.
Hall of Justice, 4th Floor
990 Terrace
Muskegon, MI**

James Derezinski, Chair

Charles Nash, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Derezinski at 4:04 p.m.

ROLL CALL

Present: Benjamin Cross, James Derezinski, Marvin Engle, Susie Hughes,
Kenneth Mahoney, Charles Nash, Terry Sabo, Bob Scolnik, Rillastine
Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the
December 18, 2012, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

None.

ITEMS FOR CONSIDERATION

WM13/01 - 01 It was moved by Engle, supported by Cross, to approve the
payment of the accounts payable of \$7,623,015.32 covering the
period of December 12, 2012 through December 28, 2012 as
presented by the County Clerk. Motion carried.

WM13/01 – 02 It was moved by Cross, supported by Wilkins, to approve the
County of Muskegon Anti-Retaliation Policy as presented.
Motion carried.

OLD BUSINESS

Commissioner Derezinski noted Commissioner Cross provided a memorandum to the
Commissioners, Administrator and County Clerk regarding Full Board and committee
meetings.

Commissioner Mahoney noted the item will be on the next Full Board agenda as old business as it was previously discussed at a Full Board meeting. Per the Board Rules, this discussion will then be referred to the Human Resources Committee meeting in February.

The County Administrator was directed to investigate any financial impact to the County if meeting times were revised to include possibly after Hall of Justice normal operating hours.

NEW BUSINESS

WM13/01 – 03 It was moved by Engle, supported by Cross, to appoint the following to the Land Bank Fast Track Authority: Scott Plummer – public slot; Jim Derezinski, Terry J. Sabo and Kenneth Mahoney - Commissioner slots; with term expiration dates of 12/31/2014.
Motion carried.

PUBLIC COMMENT/NEW TOPIC

None.

CLOSED SESSION

It was moved by Mahoney, supported by Engle, to go into closed session for the purpose of discussing pending litigation.

Roll Call Vote:

Yes: Cross, Derezinski, Engle, Hughes, Mahoney, Nash, Sabo, Scolnik, Wilkins
Motion carried.

The Ways and Means Committee went into closed session at 4:17 p.m.

The Ways and Means Committee returned to open session at 4:38 p.m.

WM13/01 – 04 It was moved by Engle, supported by Hughes, to authorize the redemption of the workers' compensation disability claims of Kathleen J. Cutler and Laura J. Hammond based on Corporate Counsel's recommendation.

Ways & Means Committee
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Roll Call Vote:

Yes: Cross, Derezinski, Engle, Hughes, Mahoney, Sabo, Scolnik, Wilkins
Abstain: Nash Motion carried.

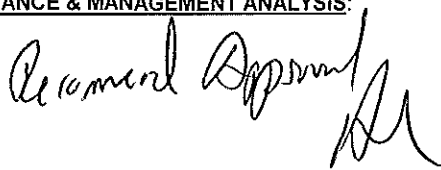
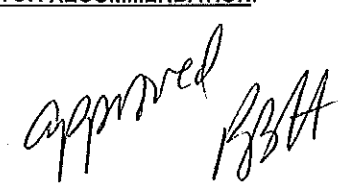
ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:40 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration		COMMITTEE DATE January 22, 2013	REQUESTOR SIGNATURE Bonnie Hammersley
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES) Accounts payable - already distributed.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES) I move to approve payment of the accounts payable of \$5,060,636.00 covering the period of December 29, 2012 through January 15, 2013, as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> <i>Recommend Approval Wm</i>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval BBA</i>	
AGENDA DATE: <i>1/22/13</i>	AGENDA NO.: <i>wm 13/01-04</i>	BOARD DATE: <i>1/29/13</i>	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means	BUDGETED NON-BUDGETED PARTIALLY BUDGETED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
REQUESTING DEPARTMENT Administration	COMMITTEE DATE 1/22/2013	REQUESTOR SIGNATURE Bonnie Hammersley	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>Staff are recommending changes to the Board Policy #2007-512 "Responsible Engineering & Construction Contracting" to clarify payment of prevailing wage and the debarment process. Those changes are outlined in the attached policy under Section 8. Payment of Prevailing Wage and Section 10. c. Corporate Counsel has reviewed the recommended changes.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to approve the recommended changes to Board Policy #2007-512 as presented.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u> Concur. Ted Williams	<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 1/22/13	AGENDA NO.: Wm 13/01-05	BOARD DATE: 1/29/13	PAGE NO.

MUSKEGON COUNTY BOARD OF COMMISSIONERS

**RESPONSIBLE ENGINEERING AND
CONSTRUCTION CONTRACTING**

POLICY NO. #2007-512

APPROVAL DATE: October 9, 2007

REVISED DATE:

I. POLICY

This policy outlines the procedure by which the Muskegon County Board of Commissioners will review and evaluate bids received for construction contracting and engineering.

II. PURPOSE

The purpose of this policy is to:

- A. provide guidance for Construction Contracting pre-bid considerations, bid review and evaluation policies and procedures
- B. to provide an outline for preparing engineer's estimates and for reviewing bids prior to award, and
- C. to ensure competitive bidding procedures.

III. BACKGROUND

Muskegon County's procedures for soliciting and awarding construction contracts are an important part of the open-competitive bidding process. To ensure a competitive contracting environment, the following procedures have been developed to ensure fairness in the pre-bid solicitation process and post award review of construction bids. In addition, the procedures for developing a reliable engineer's estimate are critical to the success of our program. The engineer's estimate will reflect fair and reasonable cost in sufficient detail to provide an accurate estimate of the financial obligations to be incurred by the County and permit an effective review and comparison of the bids received.

IV. GENERAL BIDDING CONSIDERATIONS

In general, contractor qualification reviews will be used to help determine the quantity and type of work a contractor is capable of undertaking. Typically the contractor's resources, its financial assets, work experience, and its staffing capability are all part of this review.

In conjunction to the aforementioned qualifications, Muskegon County will also rely on the contractor's ability to provide and/or obtain insurance, as well as bid, performance and payment bonds. Muskegon County does not require contractor pre-qualification to bid but will undertake such reviews prior to the award.

Specific bidder information that will be reviewed includes the following: financial resources, principal individuals in the firm (anyone having a 10 percent or more interest in the firm), all affiliates or subsidiary companies including material sources, available equipment, work experience, individuals and organizations that have control or influence over the firm's bidding and operational procedures, Contractor Solicitation Report, Contractor/Subcontractor Employment Data report and whether the firm has ever been suspended or debarred from bidding and the related circumstances surrounding such.

The work experience review requires that the firm identify all projects for which it was the prime contractor within the past two years and those on which it worked as a subcontractor during at least the past two years. The contracting agency(ies) for such projects should be identified for reference.

V. CONTRACTOR CERTIFICATIONS

Non-collusion and Non-discrimination statements are part of the bid proposal package.

Non-collusion and Non-discrimination statements may be either an un-sworn declaration made under penalty of perjury under the laws of the U.S., or a sworn affidavit executed and sworn before a person who is authorized to administer oaths by laws of the State of Michigan. Non-collusion and Non-discrimination certifications will be retained by the County and could serve as important evidence in the event that collusion, bid rigging or discrimination is discovered at a later date. If any bidder submits a false statement, sanctions could be taken against the firm. Those specifications that currently address this item generally specify that the County may determine that the bidder is not responsible and reject his/her proposal based on evidence of collusion. In addition to rejection of a firm's proposal, the specification advises that collusive bidding is a violation of the law and could result in criminal prosecution, civil damage actions, and County, State and/or Federal administrative sanctions.

VI. COMPETITION

Competition for projects by bidders is an integral part of the successful construction program. An effort will be made to maximize competition by a number of methods.

Advertisement will be widespread enough to advise potential bidders (including nontraditional bidders, i.e., small and disadvantaged business enterprises) of the type of work and size of project involved. Depending on the complexity of the project, extended advertisement periods may be used.

Consideration will be given to the project's estimated cost/size to maximize the number of bidders. The size may vary depending on the makeup of the potential construction industry. In some situations, it may be desirable to divide the project into several smaller contracts to foster competition. Competition will be considered excellent when there are six or more bids within 10 percent of the low bid, including the low bid. Fewer competitive bids require an evaluation to determine whether competition was adequate, and whether additional competition or better prices could be obtained.

VII. ENGINEER'S ESTIMATE

The critical review of any bid depends on the reliability of the estimate it will be compared to. The engineer's estimate will reflect the amount that Muskegon County considers fair and reasonable and is willing to pay for the performance of the contemplated work. In addition, the engineer's estimate will serve as the benchmark for analyzing bids and project approval. There are three basic approaches to estimating that may be considered: actual cost, historic data, and a combination of historic data and actual cost.

Estimating Methods:

Actual Cost Approach

The actual cost approach will take into consideration factors related to actual performance of the work (i.e. the current cost of labor, equipment, and materials; sequence of operations; production rates; and a reasonable value of overhead and profit). This approach is used when the estimator has good working knowledge of the construction methods and equipment necessary for performance.

While adjustments for current market conditions may be required, this approach typically produces an accurate estimate and is useful in the bid review process in aiding the decision to award or reject the project. While this method may be more time consuming and may not be practical for all projects, it is preferable.

Historic Data Approach

The use of historic data from recently awarded contracts is another cost-effective method to develop the engineer's estimate. However, solely relying on historic data may not be appropriate when the data is based on a noncompetitive bidding environment.

Under this approach, bid data is summarized and adjusted for project conditions (i.e., project location, size, quantities, etc.) and the general market conditions. This approach requires the least amount of time and personnel to develop and produces an adequate estimate for use in budgeting/programming, as long as competitive bid prices are used to build the estimate.

Combination Approach

This approach combines the use of historic bid data with actual cost data. Most projects contain a small number of items that together comprise a significant portion (e.g. 75 percent) of the total cost. To the extent practical, Engineers should collect information on local market prices of materials, equipment manufacturers, dealers, and rental companies, and material suppliers to obtain current cost information on a regular basis. Davis-Bacon, State and local prevailing construction wage rates could be easily incorporated to provide labor costs. Current material costs are obtained from local approved sources. Equipment costs can be obtained through rental companies or equipment dealers based on a reasonable depreciation schedule. The remaining items are estimated based on historical prices and adjusted as appropriate for the specific project.

The engineer's estimate should be a fair and reasonable value for the work to be performed. It should result in responses that are plus or minus 10% of the low bid for at least 50% of the responsive bidders. Estimates that consistently fall outside of this range will signify the need for review of the estimating process.

VIII. BID ANALYSIS AND CONTRACT AWARD

Bid Review Factors

Factors that may be considered in reviewing the bids received for a project include the following:

- a. Comparison of the bids against the engineer's estimate;
- b. Number of bids submitted;
- c. Distribution or range of bids received;
- d. Identity and geographic location of the bidders;
- e. Potential for savings if the project is re-advertised;
- f. Bid prices for the project under review versus bid prices for similar projects;
- g. Urgency of the project;
- h. Current market conditions/workload;
- i. Any unbalancing of bids;
- j. Which unit bid prices differ significantly from the estimate, and from other bids?
- k. If there is a justification for the difference; and
- l. any other factors the bid reviewer(s) determines to be important.

Payment of Prevailing Wage

The payment of prevailing wages under both state and federal law is an important part of the evaluation of the bidder's qualifications to be awarded the bid. Certain questions will be asked of the bidders, including whether they have ever been on the Prevailing Wage Violator Registry, whether they are currently being investigated, and to name all of the DBAs, corporate names, subsidiaries or other business entities under which they have operated in the last three years. They will also be required to gather the same information for their subcontractors and present it as part of their bid.

Review Committee

A multi-disciplined review committee may be used to analyze the bids received so that various perspectives are represented and are provided with technical and managerial input. If a review committee is not utilized for analyzing bids, as a minimum, the estimators should be involved. If a significant number of firms take out a set of plans and bid proposal but only a small percentage, perhaps less than 30 percent, actually submits a bid, an effort should be made to determine the reasons for the lack of interest. If the cause for lack of interest can be identified, appropriate steps should be taken to improve the situation.

IX. POST-AWARD REVIEWS

a. Evaluation Period

A conscientious effort should be made to determine if bid rigging has occurred in the recent past. In making this determination, a number of projects awarded over a sufficient time period must be evaluated. A time period of approximately 5 years will be used for the initial evaluation to determine if any abnormal competitive bid patterns exist.

b. Review Considerations

The following information will be considered in the post-award review for abnormal bid patterns: (1) number of contract awards to a specific firm; (2) project bid tabulations; (3) firms that submitted a bid and later became a subcontractor on that project; (4) rotation of firms being the low bidder; (5) a consistent percentage differential between the various firms' bids; (6) a specific percentage of the available work in a geographic area to one firm or to several firms over a period of time; (7) a consistent percentage differential between the low bid and the engineer's estimate; (8) location of the low bidder versus

location of the second and third low bidders; (9) variations in unit bid prices submitted by a bidder on different projects in the same letting;

(10) type of work involved; (11) number of firms that took out a set of plans and a proposal versus the number actually submitting a bid; and, (12) any other items discovered in the review that may indicate noncompetitive bidding. Re-advertised projects should be checked to determine if the eventual low bidder was also low in the first letting.

X. REMOVAL FROM THE BIDDERS LIST (Debarment)

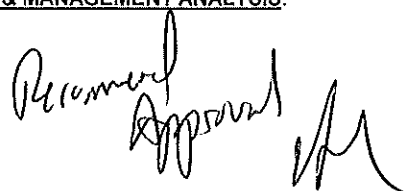
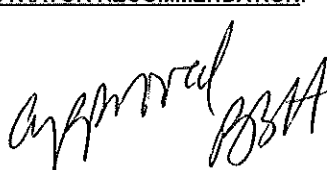
Suspensions and debarments are discretionary administrative actions taken to protect Muskegon County by preventing persons and/or companies from receiving additional contracts and/or subcontracts. At the Federal Government level, a notice of suspension or debarment ensures that the Federal Government does not conduct business with a person or a company who has an unsatisfactory record of integrity and business ethics. Suspension and debarment actions are administered government wide; consequently, a person excluded by a Federal agency is excluded from doing business with any Governmental agency.

The Federal Excluded Parties Listing can be found at <http://www.epls.gov> it is a web based list that is updated daily for individuals and firms that are currently suspended or debarred. Contracting agencies may rely on this list to confirm eligibility prior to awarding any federally assisted contract or subcontract.



Any contractor or subcontractor and/or its successor shall be ineligible to submit a bid on or be awarded a construction contract or subcontract with Muskegon County when the Board has authorized its debarment. Such debarment may include but is not limited to either of the following:

- a. Two (2) willful determinations have been rendered against that contractor or subcontractor and/or its successor within any consecutive five-year period.
- b. Any willful determination that involves the falsification of payroll records or the kickback of wages or supplements.
- c. ***Failure to completely disclose any information requested by the County as part of the bid process, including without limitation, information related to the violator's registry or prior business entities names under which the contractor operated, will be considered a material breach of the contract and may disqualify the contractor or the subcontractor from future County bids.***

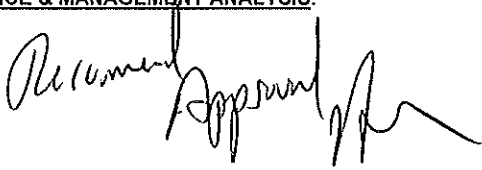
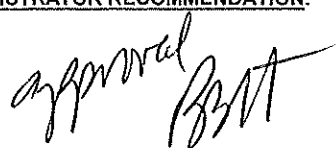
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED x		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE January 22, 2012		REQUESTOR SIGNATURE Judith Kell
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Staff is seeking approval to hold a public hearing to hear citizen comments on the Muskegon County Recreation Plan Update, 2013. The updating of the Recreation Plan and holding a hearing on the Plan are requirements of the Michigan Department of Natural Resources in order to apply for any funds during the year. We are requesting that the public hearing be held on February 12, 2013 at the County Board of Commissioners meeting.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to hold a public hearing on February 12, 2013 to accept citizen comments on the Muskegon County Recreation Plan Update, 2013.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED x	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Administration		COMMITTEE DATE January 22, 2013	REQUESTOR SIGNATURE Judith Kell	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Approval is being requested to award a contract to provide investigative services for the Public Defenders to Detect P.I. & Recovery, LLC at a flat fee of \$30.00 for review of discovery and an hourly rate of \$45.00 per hour and mileage reimbursement at \$.55.5 per mile beginning on January 1, 2013. Any out of state or overnight costs would be negotiated and would require prior approval. The cost of the service contract will be reviewed on a monthly basis to ensure that it meets the needs of the Public Defenders and the budget.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize the Chairman of the County Board of Commissioners to sign a contract with Detect P.I. & Recovery, LLC at a flat fee of \$30.00 for review of discovery and an hourly rate of \$45.00 per hour and mileage reimbursement at \$.55.5 per mile and pre-approved overnight or out of state costs beginning on January 1, 2013 through September 30, 2013 pending monthly review of expenditures.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u> CONCUR T. WILLIAMS		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED <input checked="" type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Administration		COMMITTEE DATE 01-22-13	REQUESTOR SIGNATURE	
<p>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</p> <p>The County of Muskegon Purchasing Policy, Section V. Bid Process, E. Tie Bids language, which states, "In the case of a tie bid or quote, with all other factors including pricing are considered equal, preference shall be given to a bidder domiciled in Muskegon County. Like preference shall be given to bidders domiciled in the State of Michigan when tied with bidders not domiciled in Michigan. If all conditions are still equal, a coin toss between the tied vendors will occur to determine award.", conflicts in regards to the use of geographic preference in the procurement process with the Federal Guidance 49 CFR 18.36(c)(2) language which states, "(2) Grantees and subgrantees will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract."</p>				
<p>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</p> <p>I move to revise the County of Muskegon Purchasing Policy, Section V. Bid Process, E. Tie Bids language to state:</p> <p>"In the case of a tie bid or quote, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied bidders receive the award."</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means	BUDGETED NON-BUDGETED PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Prosecutor	COMMITTEE DATE Jan. 22, 2013		
REQUESTOR SIGNATURE DJ Hilson 			
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Prosecutor is requesting to initiate the Request for Proposals process for collection agency services. In FY12, the Prosecutor's Office began charging defendants, convicted of certain misdemeanor crimes, for the cost of prosecution pursuant to County ordinance, 2011-393. An analysis of the collection rate for the first year of this program reveals that payment was received in 27.3% of cases. To date, \$8,015 has been collected from invoices totaling \$29,350. Utilization of collection agency services would have the likely result of recouping some of the outstanding balances thereby increasing revenue to the general fund.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to authorize the Prosecutor to initiate the RFP process for collection agency services for collection of outstanding balances for prosecution costs assessed to individuals pursuant to County ordinance 2011-393.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 1/22/13	AGENDA NO.: WM13/01-09	BOARD DATE: 1/29/13	PAGE NO.