

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
REBECCA BAHAR-COOK, CHAIR
KARA HOPE
BRYAN CRENSHAW
VICTOR CELENTINO
PENELOPE TSERNOGLOU
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, APRIL 17, 2014
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 3, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

Please Review and/or bring your 2015 Strategic Planning Books to the Meeting

1. Friend of the Court - Resolution to Authorize a [Reorganization](#) in the Friend of the Court
2. Sheriff's Office
 - a. Resolution to Honor [Captain Thomas Wheeler](#) of the Ingham County Sheriff's Office
 - b. Resolution to Accept Bob Barker Company and Shaheen Chevrolet Quotes for Purchase of [Vancell Units](#) and Installation for Three Transport Vans
3. Law & Courts Committee Discussion - The Law & Courts Committee will take input from interested parties – DRAFT Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Permit Keeping [Dwarf Goats](#) in Non-Agricultural Areas
4. Controller
 - a. Resolution Establishing [Priorities](#) to Guide the Development of the 2015 Budget and Activities of County Staff
 - b. Discussion Item - Resolution Updating Various [Fees](#) for County Services

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

April 3, 2014

Draft - Minutes

Members Present: Rebecca Bahar-Cook, Kara Hope, Penelope Tsernoglou, Randy Schafer and Randy Maiville.

Members Absent: Victor Celentino and Bryan Crenshaw

Others Present: John Neilsen, Gene Wriggelsworth, Sam Davis, Allan Spyke, Greg Harless, Anne Burns, Rick Terrill, Jennifer Shuster and others.

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

Approval of the March 13, 2014 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE MARCH 13, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Crenshaw.

The minutes of the March 13, 2014 Law & Courts Committee meeting were approved as presented.

Additions to the Agenda

3b. Update on efforts with the City of Lansing – 9-1-1 Pension

Limited Public Comment

None.

1. Sheriff's Office - Update on Potential Jail Renovation/Building Project (Additional Information)

Sheriff Gene Wriggelsworth, Undersheriff Allan Spyke, Chief Deputy Greg Harless, Corrections Major Sam Davis, Facilities Director Rick Terrill and Chief Deputy Controller John Neilsen addressed the Committee and presented an update on a potential jail renovation/building project.

Mr. Neilsen distributed additional information regarding the potential project.

Mr. Neilsen stated that the oldest part of the jail in Mason was built in 1963 and that there are issues due to the age of the building. He added that beginning in January, he was receiving indications from the City of Lansing that officials would be interested in a joint lock-up facility to be located in Lansing. However, Mr. Neilsen stated that he did not think it was appropriate to

discuss this potential collective effort until lingering issues with the 9-1-1 pension has been resolved.

Sheriff Wriggelsworth stated that he is in favor of the cooperative effort with the City of Lansing as most of the transport takes place with that area in the County.

Commissioner Tsernoglou asked what inmates would be housed in the City of Lansing.

Undersheriff Spyke stated that all fresh arrests would be housed in Lansing as that facility would be the location for booking and intake of information. He said the long-term facility would then be in Mason.

Sheriff Wriggelsworth suggested that if a study for a cooperative effort with the City of Lansing was deemed necessary, that the City of Lansing should pay half of the cost to conduct the study.

Commissioner Schafer stated that the dilapidated issues at the current jail should be dealt with no matter what.

Mr. Terrill stated that the facility systems, such as heat and electricity, are very antiquated. He said the renovations need to be prioritized and then be included in the scope of the overall work.

Commissioner Schafer stated that he would support necessary renovations.

Mr. Neilsen said that an RFP could be sent out and then he would come back to the Commissioners with a suggestion of an architectural company to go with for the study.

Sheriff Wriggelsworth stated that Mr. Terrill and his staff have done a good job keeping the facilities running. He then spoke about specific issues from the aging facility and ways to make the facility safer for the staff and inmates.

Mr. Neilsen stated that he believes the County is very close to an agreement for the 9-1-1 pension issue with the City of Lansing. He then recommended a meeting between the Sheriff's administration and City of Lansing to discuss the City's proposal to see if they are willing to define the potential joint effort and to also pay for half of the cost. Mr. Neilsen said that if the City of Lansing is not on board, the County could go back to solving the facility issues in Mason. He said either way, a financing plan would be presented to the Commissioners.

Chairperson Bahar-Cook stated that after looking at the upcoming dates of the Committees, she would like a request for an RFP by May 15th.

Mr. Neilsen stated that request is not unreasonable.

2. Animal Control - Update on the Ingham County Animal Control Department Activities from Anne Burnes, Interim Animal Control Director.

Anne Burnes, Interim Animal Control Director, and Rick Terrill, Facilities Director, addressed

the Committee and presented an update on the activities at the Ingham County Animal Control Department.

Ms. Burnes spoke about the new shelter and that phase I of the building has begun with the kick-off meeting being held on February 25th. She said the goal for the department is to have all of the plans completed by the end of May. Ms. Burnes said once the costs are estimated, fundraising efforts can then be determined.

Mr. Terrill stated that this new shelter is long overdue.

Chairperson Bahar-Cook requested that this cost information be brought to the Law & Courts Committee.

Ms. Burnes then discussed the department's reaction to the condemnation of Life O'Riley mobile home park and campground in anticipation that numerous animals would be dropped off at the shelter or abandoned. She said the department took in 18 owner surrendered animals and they picked up four stray animals.

Ms. Burnes then discussed the trustee program with the Sheriff's Office that provides trustees to work at the shelter daily. She said despite recent issues with the program, she said it is important for the day to day operations at the shelter and that without it, the shelter would suffer.

Commissioner Tsernoglou stated that the former animal control director was hoping to have the trustee program phased out by the summer of 2014. She expressed concern to Ms. Burnes about changing that track.

Commissioner Schafer stated that from a political stand point, he said the department may be better off without the trustee program.

Commissioner Tsernoglou expressed her concern with not allowing staff and volunteers to have cell phones when working alongside trustees as a new policy.

Chairperson Bahar-Cook stated that it would be appropriate to have a conversation regarding the trustee program with the new animal control director once that position is permanently filled.

Ms. Burnes then discussed staffing at the shelter and stated that the position for the Director is posted along with a part time dispatcher and two full time animal control officers.

Ms. Burnes then discussed the Neighborhood Licensing and Vaccination Clinic (NLVP) and that it is held the first Friday of each month under the sponsorship of the VIP Petcare Company. She also addressed the outreach center that has served over 1,000 people in 2013.

Ms. Burnes then discussed the Humanitarian Awards fundraising event that was held on March 13 at the Kellogg Center that had 161 paid attendees.

Ms. Burnes then addressed foster homes and foster animals with a current number of 78 animals

in 26 foster homes.

Lastly, Ms. Burnes discussed upcoming summer events for the Animal Control Department.

Commissioner Schafer left the meeting at 7:20 p.m.

3. a. 9-1-1 Center - Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National Telecommunicators Week April 13-19, 2014

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING NATIONAL TELECOMMUNICATORS WEEK APRIL 13-19, 2014.

No Discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino, Crenshaw and Schafer.

- b. Update on efforts with the City of Lansing – 9-1-1 Pension

Chief Deputy Controller John Neilsen addressed the Committee with an update on the efforts with the City of Lansing regarding the 9-1-1 pension. He stated that he estimates an agreement in the very near future between Ingham County and the City of Lansing.

4. Controller - First Quarter 2014 Budget Adjustments and Contingency Fund Update

Chief Deputy Controller John Neilsen addressed the Committee and provided an update on the first quarter 2014 budget adjustments and contingency fund.

Mr. Neilsen stated that the resolution authorizing adjustments to the 2014 Ingham County Budget will be taken to the Finance Committee for approval.

Mr. Neilsen then distributed a binder to each Commissioner for 2015 strategic planning.

Announcements

Chairperson Bahar-Cook stated that she expects that a resolution will appear on the agenda for the April 17 meeting regarding a pigmy goat situation brought to her attention by a fellow Commissioner. She asked that this resolution be tabled until a permanent Animal Control Director is hired.

Public Comment

None.

The meeting was adjourned at approximately 7:48 p.m.

**APRIL 17, 2014 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

Ingham County Circuit Court, Friend of the Court Division - Resolution to Authorize a Reorganization in the Friend of the Court

This resolution would authorize a reorganization in the Friend of the Court Office to better meet the current business model needs in the organization. In order to better distribute the need for enforcement of medical and non-medical provisions of support orders among existing FOC personnel, the existing job descriptions of Senior Enforcement Specialist-Medical and Senior Case Examiner would be consolidated into a revised Senior Case Examiner position. Under this proposal there would be three employees with the revised consolidated Senior Case Examiner job description, and each employee would be responsible for both medical and non-medical enforcement provisions on approximately one-third of the FOC caseload. The revised consolidated description of the Senior Case Examiner position was developed with the Human Resources Department. There would be no change in the current ICEA Court PRO6 classification for the three employees in question so this reorganization is cost neutral to the County. The ICEA Court Professionals union have been informed about this proposed reorganization and have voiced no objection. (see attached memo for details)

Sheriff's Office

-Resolution to Honor Captain Thomas Wheeler of the Ingham County Sheriff's Office

This resolution would authorize honoring a long time County Sheriff's Office employee upon his retirement.

-Resolution to Accept a Bob Barker Company and Shaheen Chevrolet Quotes for Purchase of Vancell Units and Installation for (3) Transport Vans

This resolution would authorize the purchase of (3) Vancell Prisoner Transport Units from Bob Barker Company (\$28,105.38) and the installation of said units by Shaheen Chevrolet (\$ 4,500.00) for a cost not to exceed \$32,605.38. Funds are available in the existing Sheriff's Office Capital Improvement budget for this purpose. (see attached memo for details)

Law & Courts Committee - Discussion Item Only - The Law & Courts Committee will take input from interested parties - DRAFT Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Permit Keeping Dwarf Goats in Non-Agricultural Areas

No action will be taken on this resolution at this meeting.

Controller's Office

-Resolution Establishing Priorities to Guide the Development of the 2015 Budget and Activities of County Staff

This resolution would authorize areas of priority to guide the 2015 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2015.

The resolution included in your agenda packet includes proposed changes from the 2014 resolution establishing areas of priority that are indicated through bolded and struck-out language. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2015, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

It is necessary for the Board of Commissioners to take action on this item to remain on schedule with the budget calendar authorized by previous resolution. (see attached memo for details)

This portion of the agenda is for informational purposes:

-Resolution Updating Various Fees for County Services

The Controller's Office annually prepares for the BOC review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their future consideration. This information is being presented at the current round of committee meetings as a discussion item for input from the BOC. A resolution recommending any fee increases will be presented at the next round of meetings for adoption. A draft version for discussion is included in this packet. (see attached memo for details)

M E M O R A N D U M

TO: LAW & COURTS AND COUNTY SERVICES COMMITTEES
FROM: HARRY MOXLEY, INTERIM DEPUTY COURT ADMINISTRATOR/FOC DIRECTOR
RE: RESOLUTION TO REORGANIZE THE FRIEND OF THE COURT
DATE: APRIL 1, 2014
CC: SHAUNA DUNNINGS, CIRCUIT COURT ADMINISTRATOR; JEAN ANN HAMLIN, ICEA LOCAL 30 PRESIDENT; HUMAN RESOURCES DEPARTMENT

Currently there are three FOC positions assigned to senior enforcement: two are Senior Case Examiners who are each responsible for more complex and/or non-routine enforcement measures on half of the FOC caseload (approximately 25,000 cases in total). Examples of such measures are asset seizure and forfeiture, license suspension, and monitoring cases where the payer of support is in bankruptcy. More importantly, the Senior Case Examiners are responsible for coordinating coverage and backup among the eleven Enforcement Specialist (caseworker) positions, and for conducting pre-hearings on Orders to Show Cause, which is the primary enforcement mechanism used by Friend of the Court if a case is non-compliant. Most Orders to Show Cause are resolved at the pre-hearing level, and pre-hearings for Orders to Show Cause are typically conducted twice a week.

The third senior enforcement position, that of Senior Enforcement Specialist-Medical, is responsible for enforcing medical support and medical insurance provisions of support orders on the entire FOC caseload. While classified at the same level as the two Senior Case Examiners (ICEA Court PRO6), this position was created with a different description than the other two senior enforcement positions in order to obtain eligibility for a State of Michigan medical enforcement grant. This grant ended approximately ten years ago, and since then the Senior Enforcement Specialist-Medical has been funded through the Cooperative Reimbursement Program (CRP), under which the county receives 66% reimbursement from the federal government for child support enforcement positions. All FOC positions, including the two Senior Case Examiners, are eligible for at least partial CRP reimbursement.

Due to staff reduction and reorganization, the number of FOC personnel who conduct pre-hearings on Orders to Show Cause has declined from five (two Enforcement Supervisors and three Senior Case Examiners) to three (one Enforcement Supervisor and two Senior Case Examiners). This reduction has resulted in the number of cases selected for support hearings to decline from approximately 200 per week to approximately 120 per week. Because of this, FOC collections have remained flat for the past five years, and the performance of Ingham FOC relative to the rest of the state has suffered. Each county receives additional funding from the federal government based on five performance incentive factors. Two of the factors, collections on cases currently charging support, and collections on cases with arrears, are directly related to FOC support enforcement efforts. Per the budget office, in 2009 Ingham County received \$439,510 in funding for incentive performance factors. As of 2013 this amount had dropped to \$392,107, or over a 10% decrease.

At the same time that FOC efforts to enforce non-medical provisions on support orders has lagged, the need for enforcement of medical support provisions has decreased due to the State of Michigan assuming responsibility for the processing of National Medical Support Notices, the primary medical enforcement mechanism, which notifies employers of the necessity to provide medical coverage for dependent parties if available. In addition, the implementation of the Affordable Care Act will make coverage available for a significant portion of the FOC caseload which has previously been uninsured.

In order to better distribute the need for enforcement of medical and non-medical provisions of support orders among existing FOC personnel, we are proposing that the existing job descriptions of Senior Enforcement Specialist-Medical and Senior Case Examiner be consolidated into a revised Senior Case Examiner position. Under this proposal there would be three employees with the revised consolidated Senior Case Examiner job description, and each employee would be responsible for both medical and non-medical enforcement provisions on approximately one-third of the FOC caseload. We believe this will allow for better backup and coverage in the senior enforcement area, and will also allow for additional enforcement on non-medical support provisions of support orders without adding to staff. We have reviewed the revised consolidated description of the Senior Case Examiner position with the Human Resources Department, and have been advised that there would be no change in the current ICEA Court PRO6 classification for the three employees in question (and thus no change in the current cost to the county). We have also reviewed this change with the ICEA Court Professionals union and they have no objection.

Thank you for your consideration. A representative of FOC will be in attendance at the April 17 Law & Courts Committee and April 22 County Services Committee to answer any questions.

Agenda Item 1

TO: Harry Moxley, Interim Deputy Court Administrator/FOC Director

CC: Shauna Dunnings, Circuit Court Administrator
Jean Ann Hamlin, ICEA Local 30 President

FROM: Beth Bliesener, Employment Specialist

DATE: 03/31/2014

RE: Support of Position Conversion

Human Resources has analyzed the current FOC Senior Enforcement Specialist – Medical and FOC Senior Case Examiner job descriptions to be consolidated into one job description. By consolidating the positions, position numbers #142021, #142022 and #142023 current job descriptions would be re-placed with an updated job description titled FOC Senior Case Examiner. The changes made do not change the level of work that is being performed. The consolidated FOC Senior Case Examiner would remain an ICEA Court Professional 6. If any of the above information is incorrect, please let me know. Otherwise, please feel free to use this memo as acknowledgement of Human Resources’ participation, and analysis of your proposal.

(Current Job Description Attachment A)
INGHAM COUNTY
JOB DESCRIPTION

SENIOR CASE EXAMINER

General Summary:

Under the supervision of a Casework Supervisor, regularly performs all functions of Enforcement Specialists in enforcing court orders regarding child support, spousal support and child care. Serves as a mentor to Enforcement Specialists including answering questions and providing direction on a case file. Conducts pre-Show Cause conferences to resolve support issues. Reviews and determines the necessity of preparing orders for driver's or professional license suspension or submission of cases for felony bench warrants.

Essential Functions:

1. Oversees the training and development and acts as a team leader for Enforcement Specialists. Provides assistance and instruction with the more difficult cases or problems that arise.
2. Conducts pre-show Cause conferences with payers who are delinquent in payments on child support, spousal support or arrears due the State.
3. Reviews completed affidavits and interprets to the payer their obligation under the court order. Verifies information provided and formulates proposed resolutions to remedy delinquent payments. Considers remedies such as wage garnishment order, lump sum payment, and other alternatives. Adjourns or dismisses hearings based on appropriate circumstances.
4. Structures agreements between the parties as possible and submits signed agreements to the Judge for signature.
5. Follows up on all cases scheduled for Show Cause hearings, Bench Warrant hearings and Referee hearings. Sends out wage assignment orders, processes bench warrants, sends out dismissal notices and refers files to FOC attorneys for legal actions.
6. Reviews files to determine whether a license (drivers, sports or professional) should be suspended and completes necessary documentation.
7. Reviews files to determine whether delinquent or arrearage cases should be referred to the Prosecutor for issuance of a felony bench warrant and prepares in-depth documentation for use in prosecution.
8. Consults with staff attorneys regarding legal issues and interpretation of court orders.
9. Testifies in court on matters relating to payment history, past enforcement efforts or other issues relating to a case.
10. Initiates contacts with local, county, state and federal offices regarding matters relating to delinquent support cases. Gathers and verifies information.
11. Provides information and assistance to clients and their family members and attorneys. Clarifies and explains office policy and procedure and provides counsel as appropriate.
12. Participates with formulating policy and procedure changes to enhance enforcement efforts.
13. Performs all of the essential job functions as listed for the Enforcement Specialist.

Other Functions:

14. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Two or more years of college level coursework in the human services, business, legal studies or related areas. Bachelor's Degree preferred.

Experience: Two to three years of experience in a capacity providing familiarity with family law and the legal system, accounting, domestic relations or a closely related area.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the court.

Working Conditions:

Works in an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

(Current Job Description Attachment B)

INGHAM COUNTY
JOB DESCRIPTION

SENIOR ENFORCEMENT SPECIALIST-MEDICAL

General Summary:

Under the supervision of a Casework Supervisor, enforces circuit court orders regarding medical coverage and reimbursement of uninsured medical expenses. Identifies cases requiring medical support enforcement and initiates appropriate actions. Contacts clients, attorneys, employers and insurance carriers to obtain coverage information. Maintains required records, reports and other activity documentation.

Essential Functions:

1. Participates in the development and oversight of the Medical Child Support Enforcement Program, a joint federal, state and local partnership.
2. Interprets, investigates, and enforces circuit court orders regarding medical coverage and reimbursement of uninsured medical expenses. Seeks modification of order to include medical support for minor children as appropriate.
3. Identifies cases requiring medical support enforcement modifications, and determines what enforcement action is needed, and initiates such action.
4. Interprets insurance medical billing codes and processes Demands for Medical Reimbursement claims for reimbursement of billed expenses. Ensures that medical services in question are appropriate for enforcement.
5. Monitors cases for compliance to court orders on medical related matters. Prepares Demand Forms for parties with a summary of relevant information. Schedules referee hearings for non-payment of medical expenses, or show cause hearings for failure to provide medical insurance coverage or to pay portions of uninsured medical expenses.
6. Conducts conferences with clients and their attorneys. Negotiates resolutions to disputes by developing alternatives such as payment plans.
7. Initiates contact with clients, employers or insurance carriers, including out-of-state contacts, to obtain insurance coverage and policy information. Serves notices on employers and insurance carriers of the court requirements to enroll dependants in medical and health insurance coverage.
8. Processes bench warrants for failure to appear in court.
9. Provides information and assistance to clients, attorneys, insurance carriers and service providers. Clarifies and explains office policy and procedure and provides assistance and counsel in other Friend of the Court matters as requested.
10. Prepares a variety of monthly status and activity reports on the enforcement of medical insurance and reimbursement efforts. Maintains records, composes and types correspondence, and prepares legal documents.
11. Provides assistance to other office enforcement staff as necessary. Participates as requested in formulating policy and procedure changes to enhance enforcement activities.

Other Functions:

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: High School graduation or equivalent with a minimum of two years of college level coursework in human services, business, medical, legal studies or a related area.

Experience: Two or more years experience in a capacity providing familiarity with family law and the legal system, domestic relations, medical billings systems or closely related work experiences.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

Ability to access departmental files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the court.

Working Conditions:

Works in an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

(New proposed description combined with Senior Enforcement Specialist-Medical Attachment C)

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR CASE EXAMINER

General Summary:

Under the supervision of a Casework Supervisor, regularly performs all functions of Enforcement Specialists in enforcing court orders regarding child support, spousal support, child care and medical support provisions. Identifies cases requiring medical support enforcement and initiates appropriate actions. Conducts pre-Show Cause conferences to resolve all support issues. Serves as a mentor to Enforcement Specialists including answering questions and providing direction on a case file. Reviews and determines the necessity of preparing orders or implementing complex or non-routine enforcement measures including but not limited to license suspension, felony bench warrants and passport denial.

1. Oversees the training and development and acts as a team leader for Enforcement Specialists. Provides assistance and instruction with the more difficult cases or problems that arise. Oversees medical support enforcement provisions of court orders.
2. Conducts pre-show cause conferences with payers who are delinquent in payments on child support, spousal support, child care, arrears due the state or medical support.
3. Reviews completed affidavits and interprets to the payer their obligation under the court order, including medical support provisions. Verifies information provided and formulates proposed resolutions to remedy delinquent payments or lack of medical coverage for minor children. Considers remedies such as wage garnishment, lump sum payment, and other alternatives. Adjourns or dismisses hearings based on appropriate circumstances.
4. Interprets, investigates, and enforces Circuit Court Orders regarding medical coverage and reimbursement of uninsured medical expenses. Identifies cases requiring medical support enforcement modifications, and seeks modifications of Orders to include medical support for minor children as appropriate.
5. Processes National Medical Support Notices and Demands for Medical Reimbursement. Ensures that medical services in question are eligible for enforcement action.
6. Facilitates agreements between the parties when possible and submits signed agreements to the Judge for signature regarding child support, child care, spousal support and medical support.
7. Follows up on all cases for Show Cause hearings (including Medical Show Cause hearings), Bench Warrant hearings and Referee hearings. Refers files to Assistant FOC/Legal for legal actions.
8. Reviews and determines the necessity of preparing orders or implementing complex or non-routine enforcement measures including but not limited to license suspension, felony bench warrants and passport denial. Monitors cases with active bankruptcy proceedings against payors of support.
9. Consults with Assistant FOC/Legal regarding legal issues and interpretation of Court Orders.
10. Testifies in Court on matters relating to payment history, past enforcement efforts including medical enforcement, or other issues relating to a case.
11. Initiates contact with clients, employers or insurance carriers to obtain medical insurance coverage and policy information. Initiates contacts with local, county, state and federal offices regarding matters relating to delinquent support cases.
12. Provides information and assistance to insurance carriers, medical service providers, clients and their attorneys regarding FOC office policies and procedures. Conducts conferences with clients and their attorneys.
13. Participates with formulating policy and procedure changes to enhance enforcement efforts, including medical enforcement.
14. Maintains enforcement statistical information necessary to comply with local, state and federal reporting, including the SCAO 41 report.
15. Performs all of the essential job functions as listed for the Enforcement Specialist in a backup capacity.

Other Functions:

None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High School graduate or equivalent with a minimum of two years of college level coursework in human services, business, medical, legal studies or a related area. Bachelors degree preferred.

Experience: Two or more years experience in a capacity providing familiarity with family law and the legal system, domestic relations, or a closely related area.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the court.

Working Conditions:

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

Introduced by the Law & Courts and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE FRIEND OF THE COURT

WHEREAS, the position of FOC Senior Enforcement Specialist-Medical (ICEA Court PRO6) was created to obtain eligibility for a State of Michigan medical enforcement grant which has since been eliminated; and

WHEREAS, the implementation of the Affordable Care Act will reduce the need for the Senior Enforcement Specialist-Medical to enforce the dependent medical insurance provisions and medical support provisions of child support orders; and

WHEREAS, the position of FOC Senior Case Examiner (ICEA Court PRO6) was created to enforce the non-medical support provisions of child support orders; and

WHEREAS, the Friend of the Court enforcement division has eliminated three positions in five years due to staff reduction and reorganization; and

WHEREAS, this reduction has adversely impacted the ability of the Friend of the Court to enforce the non-medical support provisions of child support orders; and

WHEREAS, a consolidation of the current descriptions of the positions of FOC Senior Enforcement Specialist-Medical and FOC Senior Case Examiner will improve the ability of the Friend of the Court to enforce the non-medical support provisions of child support orders; and

WHEREAS, the Human Resources Department has reviewed the revised consolidated job description for the position of FOC Senior Case Examiner and determined that the new classification and pay grade of the revised consolidated job description would remain ICEA Court PRO6; and

WHEREAS, the ICEA Court Professionals union has reviewed the revised consolidated job description for the position of FOC Senior Case Examiner and has no objection.

THEREFORE BE IT RESOLVED, that the current positions of FOC Senior Enforcement Specialist-Medical and FOC Senior Case Examiner be eliminated and replaced with the revised consolidated FOC Senior Case Examiner position.

BE IT FURTHER RESOLVED, that the three employees who currently hold the positions of FOC Senior Enforcement Specialist-Medical and FOC Senior Case Examiner will assume the revised consolidated position of FOC Senior Case Examiner at their same step as of July 1, 2014.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the Friend of the Court Position Allocation List in accordance with this resolution.

Agenda Item 2a

TO: Law & Court Committee
FROM: Major Sam Davis
DATE: April 8, 2014
RE: Retirement Resolution for Captain Thomas Wheeler

Summary of Proposed Action:

This resolution will honor Captain Thomas Wheeler of the Ingham County Sheriff's Office for dedicating 25 years of his career to corrections and law enforcement. He served the citizens of Ingham County with the highest possible standards while respecting the rights of all people.

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR CAPTAIN THOMAS WHEELER
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Captain Thomas Wheeler was hired by the Ingham County Sheriff's Office as a Deputy in 1989 and assigned to the Corrections Division; and

WHEREAS, in March of 1990 Captain Wheeler was selected as a Correctional Training Officer (CTO); and

WHEREAS, in February of 1991 Captain Wheeler was assigned to the Receiving Section of the Ingham County Jail; and

WHEREAS, in March of 1993 Captain Wheeler was assigned to the Classification Section of the Ingham County Jail; and

WHEREAS, in December of 1994 Captain Wheeler was assigned as a Training Officer in the Corrections Division; and

WHEREAS, in May of 1995 Captain Wheeler graduated from the Michigan Correctional Officers' Training Council (MCOTC) Corrections Academy; and

WHEREAS, in September of 1995 Captain Wheeler was selected and completed the Michigan Correctional Officers' Training Council's (MCOTC) Basic Skills Train the Trainer program; and

WHEREAS, in December of 1996 Captain Wheeler received a certificate of recognition from the Michigan Correctional Officers' Training Council as a Certified Trainer (MCOTC) for Academic Courses, Fire Safety & Pressure Point Control Tactics; and

WHEREAS, in April of 1997 Captain Wheeler completed training for the newly formed Hospital Guard, which involved transporting inmates within the Corrections Division to outside services; and

WHEREAS, in April of 1998 Captain Wheeler was promoted to the rank of Sergeant and assigned to the Corrections Division; and

WHEREAS, in December of 1998 Captain Wheeler was assigned as Sergeant of the Training Unit and his assignment included managing the day to day operations of the Training Unit; and

WHEREAS, in January of 1999 Captain Wheeler attended the 64th Mid-Michigan Police Academy as a Sergeant, during the academy he was selected as Sergeant at Arms and Class President; and

WHEREAS, upon graduation from the Mid-Michigan Police Academy he received the Coordinators Award and became a licensed MCOLES police officer; and

WHEREAS, in May of 2000 Captain Wheeler was promoted to the rank of Lieutenant and assigned to the Corrections Division where his assignment as Shift Commander made him responsible for supervising the day to day operations in Corrections; and

WHEREAS, in April of 2002 Captain Wheeler was selected as acting Captain in the Corrections Division for sixteen weeks; and

WHEREAS, in December of 2004 Captain Wheeler was assigned as the Lieutenant Chairperson of the Ingham County Sheriff's Office Awards Board and served on the Awards Board thru March of 2007; and

WHEREAS, in October of 2005 Captain Wheeler was assigned to the Field Services Division as the Lieutenant Shift Commander where he was responsible for the day to day operations; and

WHEREAS, in November of 2006 Captain Wheeler was promoted to Captain and assigned to the Corrections Division; and

WHEREAS, in March of 2011 and again in March of 2013 Captain Wheeler was selected as part of the Ingham County Sheriff's Office Rules and Regulations Review Committee where his responsibilities included the review of each Rule and Regulation as well as formulating new policies; and

WHEREAS, throughout his career Captain Wheeler was a dedicated employee and well respected by his peers; and

WHEREAS, during his career Captain Wheeler was a go to person largely because of his professionalism, dedication, and his knowledge of the operations of the Ingham County Sheriff's Office; and

WHEREAS, over his 25 year career with the Ingham County Sheriff's Office, Captain Thomas Wheeler received numerous letters of recognition, Unit Citations, Meritorious Service Award, and was named as the 2007 Employee of the Year from the Ingham County Sheriff's Office; and

WHEREAS, after 25 years of dedicated service to the citizens of Ingham County Captain Thomas Wheeler is retiring on April 18, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Captain Thomas Wheeler for his 25 years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

M E M O R A N D U M

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: April 2, 2014

RE: EQUIPMENT PURCHASE – Prisoner Transport Units

This resolution requests permission for the Ingham County Sheriff's Office to purchase equipment and installation of said equipment of approximately \$32,606.00 for departmental transport vans.

This is a one-time purchase of equipment for departmental vehicles that can be transferred to replacement vehicles as they age and are taken out of service.

The equipment will be purchased from Bob Barker Company and installed by Shaheen Chevrolet.

MEMORANDUM

TO: Law & Courts and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: April 11, 2014

SUBJECT: Bid Summary for the Purchase and Installation of Three (3) Prisoner Transportation Systems

Project Description:

Bids were taken for the purchase of three prisoner transportation systems. This type of system permits seating for up to eleven inmates. \$50,000 was approved in the 2014 CIP Budget for this project.

Bid Summary:

Vendors contacted: 3 Local: 0

Vendors responding: 3 Local: 0

| Company Name | Total Cost | Local |
|------------------------------------|--------------|-------------------|
| Bob Barker | \$28,105.38* | No, Charlotte, NC |
| Interceptor Public Safety Products | \$33,640 | No, Forsyth, GA |
| Canfield Equipment Service, Inc. | \$50,739 | No, Warren, MI |

*General Services Administration (GSA) Pricing Schedule, contract number GS-07F-9141S.

Recommendation:

Issue a Purchase Order (PO) to Bob Barker in an amount not to exceed \$28,105.38. Additionally, we recommend the authorization of a PO in an amount not to exceed \$4,500 to Shaheen Chevrolet in Lansing for installing the three prisoner transportation systems. Total cost for this project is \$32,605.38. The County has previously purchased from Bob Barker and has been very satisfied.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT BOB BARKER COMPANY AND SHAHEEN CHEVROLET QUOTES FOR PURCHASE OF VANCELL UNITS AND INSTALLATION FOR THREE TRANSPORT VANS

WHEREAS, the Ingham County Sheriff's Office uses departmental vans to transport county inmates from the jail facility to local detention facilities (Lansing Police Department and East Lansing Police Department); and

WHEREAS, the Ingham County Sheriff's Office additionally picks up and transports inmates to and from various correctional facilities around the state to those facilities and returns them to the jail facility; and

WHEREAS, the Ingham County Sheriff's Office has identified the additional need for enhanced security measures to safely transport said inmates throughout the state with specifically designed prisoner transport units designed by the Bob Barker Company; and

WHEREAS, the Ingham County Sheriff's Office is requesting to purchase three Vancell Prisoner Transport Units from the Bob Barker Company at an approximate cost of \$28,105.38; and

WHEREAS, the Ingham County Sheriff's Office is requesting the installation be completed by Shaheen Chevrolet at an approximate cost of \$4,500.00; and

WHEREAS, the total cost of the new equipment and installation is approximately \$32,605.38, and will outfit three departmental vans used to transport inmates to and from the Ingham County Sheriff's Office in a safer manner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of three Vancell Prisoner Transport Units from the Bob Barker Company (\$28,105.38) and the installation of said units by Shaheen Chevrolet (\$4,500.00), at a cost not to exceed \$32,605.38, from the Equipment CIP Account (595301-10-978000) to be completed by December 31, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the Controller to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2014 budget.

DRAFT – FOR REVIEW AND CONSIDERATION ONLY

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING
THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO PERMIT
KEEPING DWARF GOATS IN NON-AGRICULTURAL AREAS**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, under the Ordinance, as amended, livestock and poultry are generally prohibited from non-agricultural areas within the County; and

WHEREAS, many municipalities in the United States including Portland, Oregon, Seattle, Washington, and Denver, Colorado permit the keeping of a limited number of dwarf goats on residential land in urban areas; and

WHEREAS, dwarf goats only grow as large as medium-sized dogs, are docile, and pose no risk to the health or well-being of urban residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, expressly permitting the keeping of up to two dwarf goats on one or two family residential properties, under certain conditions, unless otherwise prohibited or regulated by local ordinances or private land use restrictions.

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County's internet website.

BE IT FINALLY RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

DRAFT – FOR REVIEW AND CONSIDERATION ONLY

INGHAM COUNTY BOARD OF COMMISSIONERS

**ORDINANCE AMENDING THE INGHAM COUNTY
ANIMAL CONTROL ORDINANCE TO PERMIT
KEEPING DWARF GOATS IN NON-AGRICULTURAL AREAS**

ORDINANCE NO. _____

An Ordinance to amend the Ingham County Animal Control Ordinance to permit the keeping of dwarf goats in non-agricultural areas of the County.

THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:

Section 1. Purpose and Authority. Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

Section 2. Amendment. Article VIII of the Ingham County Animal Control Ordinance, entitled Prohibition of Livestock or Poultry in Non-Agricultural Areas, is amended to read as follows:

- (a) No livestock or poultry shall be owned, kept, possessed, harbored or kept charge of within the boundaries of any non-agricultural area within Ingham County except as such places are provided for shipping said livestock or poultry.
- (b) Notwithstanding paragraph (a), and unless expressly prohibited or regulated by a city, village or township ordinance, or private property restriction, chickens and dwarf goats may be owned, kept, possessed, harbored, and kept charge of within the boundaries of any non-agricultural area within Ingham County, under the following conditions:
 - (i) No more than five (5) hens and two (2) dwarf goats may be kept on any one- or two-family residential property, and no roosters or intact male goats over six weeks old shall be allowed, except that nursing goat offspring may be kept on the property until the age of twelve (12) weeks, and shall not be included in the number of goats allowed;
 - (ii) Chickens and dwarf goats must be kept in an enclosure so constructed or repaired as to keep the chickens and dwarf goats confined on the owner's property, to protect the chickens and dwarf goats from the elements, to prevent wildlife or other predators from gaining entry, and to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
 - (iii) There must be at least sixteen (16) square feet of permeable land area for each chicken and one hundred thirty (130) square feet of permeable land area for each dwarf goat, plus adequate enclosed shelter space for each chicken and dwarf goat;

DRAFT – FOR REVIEW AND CONSIDERATION ONLY

- (iv) A covered enclosure or fenced enclosure shall not be located closer than 10 feet from the property line of any adjacent property, nor closer than 40 feet from any residential structure on an adjacent property, unless the adjacent property owner consents in writing;
- (v) All feed and other items associated with the keeping of chickens and dwarf goats that are likely to attract or to become infested with or infected by rats, mice, or other rodents, shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them.
- (vi) No person shall slaughter any chickens or dwarf goats.
- (vii) For purposes of this section, dwarf goats shall mean Nigerian dwarf or African pygmy breeds of goat.

Section 3. Repeal. All ordinances or parts of ordinances inconsistent herewith are hereby repealed

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on

_____.

Barb Byrum, Ingham County Clerk

Victor Celentino, Chairperson
Ingham County Board of Commissioners

MEMORANDUM

TO: Board of Commissioners

FROM: Jared Cypher, Deputy Controller

RE: Priorities Guiding 2015 Activities and Budget

DATE: April 10, 2014

Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2015 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2015.

There are two resolutions included in your agenda packet. One that includes proposed changes from the 2014 resolution establishing areas of priority that are indicated through bolded and struck-out language. The other is a clean version. There are significant changes from last year's resolution.

Changes include:

- There are now only 5 long-term objectives. All of the old long-term objectives seem to fit within one of the 5 new ones. The new objectives were written to be more outcome based.
- Words such as enhancing, maintaining, supporting, etc. have all been removed from the long term objectives. Those words obligate the County to a specific course of action and as times change, the words must be changed to reflect what is happening.
- There are fewer specific priorities listed for 2015, to keep more focus on what is important and to make things simpler.

As Ingham County moves toward a more outcome based approach to strategic planning, this provides an opportunity for a multitude of measurable tasks developed at the department level, but is not overwhelming in presentation. Second, in measuring tasks, we can relate to three primary questions of performance measure as cited in Chapter 4, Performance Accountability: *How much did we do? How well did we do it? Is anyone better off?* of Mark Friedman's book "Trying Hard Is Not Good Enough."

The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2015, and will be used to guide the development of the Controller/Administrator's Recommended Budget. Thank you for your consideration of these priorities as we begin to develop the budget for 2015. Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2014 2015
BUDGET AND ACTIVITIES OF COUNTY STAFF**

RESOLUTION # 13 – 186

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- ~~*Enhancing access to county records~~
- ~~*Providing a quality transportation system network including roads~~
- ~~*Providing a suitable and ecologically sensitive drainage system~~
- ~~*Providing recreational opportunities~~
- ~~*Fostering economic well being~~
- ~~*Promoting environmental protection, smart growth and conservation~~
- ~~*Preventing and controlling disease~~
- ~~*Promoting accessible health care~~
- ~~*Assisting in meeting basic needs~~
- ~~*Fostering youth development~~
- ~~*Supporting public safety~~
- ~~*Assuring judicial processing~~
- ~~*Providing appropriate evidence based sanctions for adult offenders~~
- ~~*Providing appropriate evidence based treatment and sanctions for at risk juveniles; and~~

- **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**
- **A safe place to work, live, visit, and raise a family**
- **Attract and retain an educated and participating citizenry by providing a high quality of life**
- **Protection of the environment and a thriving economy**
- **Innovative use of technology**

~~WHEREAS, these services are to be delivered in a manner which emphasizes:~~

- ~~* An educated and participating citizenry~~
- ~~* An ongoing capacity for intergovernmental collaboration~~
- ~~* A quality workforce~~
- ~~* Cost effective delivery of county services~~
- ~~* Maximum use of technology~~
- ~~* A commitment to fairness, opportunity and eliminating inequalities; and~~

~~WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments, state cuts to revenue sharing, and potential elimination of portions of the personal property tax for 2014; and~~

~~WHEREAS, the Controller/Administrator is projecting approximately a \$3 million budget shortfall for 2014; and~~

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2014 2015 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2014 2015:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2014 2015 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2014 2015, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

~~3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, while recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.~~

4. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2014 2015.

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

a. ~~Promoting Accessible Health Care~~ **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**

1. Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Maximize implementation of the 2010 Patient Protection and Affordable Care Act and maximize implementation of the Affordable Care Act and the Ingham County Health Care Millage to benefit the County and enhance the delivery of public health services in Ingham County.

2. Maximize ability to draw down federal funds for health care.

3. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.

4. ~~Develop a~~ **Implement the** long range plan for the operation and location of the Community Health Centers.

b. ~~Fostering Economic Well Being~~

~~Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.~~

c. ~~An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services~~

The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.

d. Providing Appropriate Sanctions for Adult Offenders **A safe place to work, live, visit, and raise a family**
Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles **A safe place to work, live, visit, and raise a family**
Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

f. Supporting Recreational Opportunities **A healthy and active population with access to food and other basic needs, health care, and recreational opportunities**
Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.~~

~~BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology countywide will continue to the extent that efficiencies are created and/or funding is available.~~

~~BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners will explore efficiencies regarding the provision of employee and retiree health care benefits.~~

~~BE IT FURTHER RESOLVED, Ingham County will evaluate the budgetary effect of the potential phase out of the personal property tax.~~

~~BE IT FURTHER RESOLVED, that Ingham County will develop a plan to increase road maintenance services if an increase in operating revenue from the Michigan Transportation Fund is approved.~~

~~BE IT FURTHER RESOLVED, as part of other routine and long range planning processes transportation alternatives (such as mass transit and non-motorized) will be given consideration when allowable.~~

~~BE IT FURTHER RESOLVED, that Ingham County will evaluate the budgetary and overall impact of the indigent defense system pending potential State legislation.~~

~~BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short term or long term) and present these to Commissioners for consideration.~~

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2015 BUDGET AND ACTIVITIES OF COUNTY STAFF

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- A healthy and active population with access to food and other basic needs, health care, and recreational opportunities
- A safe place to work, live, visit, and raise a family
- Attract and retain an educated and participating citizenry by providing a high quality of life
- Protection of the environment and a thriving economy
- Innovative service delivery and use of technology; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2015 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2015:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2015 Budget.
2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2015, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.
4. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2015.
5. Priority consideration should be given to all of the following long-term objectives:
 - a. A healthy and active population with access to food and other basic needs, health care, and recreational opportunities
 1. Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Maximize implementation of the 2010 Patient Protection and Affordable Care Act and maximize implementation of the Affordable Care Act and the Ingham County Health Care Millage to benefit the County and enhance the delivery of public health services in Ingham County.

2. Maximize ability to draw down federal funds for health care.
 3. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.
 4. Implement the long range plan for the operation and location of the Community Health Centers.
 5. Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.
- b. Innovative service delivery and use of technology
1. The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.
- c. A safe place to work, live, visit, and raise a family
1. Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.
 2. Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 4, 2014

SUBJECT: 2015 Update of County Fees

When the Board of Commissioners adopted Resolution 02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2015 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2014, park and zoo winter seasonal fees on November 1, 2014, and for all other departments on January 1, 2015. As noted in the fee schedule, seasonal fees will continue through March 31, 2015.

The first set of spreadsheets offer analysis of proposed fees for 2015. The annual average United States' consumer price index was used to do the calculation. This rate of 1.6% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2014 cost as calculated in last year's fee update process.
4. The 2015 cost, which was calculated by multiplying the 2014 cost by the consumer price index
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution 02-155. For other fees added after the passage of Resolution 02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The Board adopted a fee schedule for 2014 by way of Resolution 13-208. In September 2013, user fees for the Hawk Island Snow Park (County Services Attachment lines 161-179) were established through Resolution 13-375 at the recommendation of the Parks Department. In October 2013, the HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule (Law & Courts Attachment lines 55-56) was amended through Resolution 13-418 as recommended by the Sheriff/HazMat Team. Finally, the Rental House (County Services Attachment line 193) fee was reset after approval of Resolution 14-115 in March 2014 upon recommendation of the Parks Department.

7. The 2015 calculated fee is based on the 2015 cost multiplied by the target percent.
8. Although many fees were proposed to remain unchanged in 2015, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
9. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
10. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all such cases, the Controller ultimately agreed with recommendations of the department head as follows:
 - a. CS: The Clerk's Office seeks to maintain the 2014 rate for the Marriage Solemnize fee (line 10) in recognition of a significant increase a few years ago. The Clerk would also like to increase the Expedited Services fee (line 9) because of necessary staff time commitment for this service and U.S. Postal Service fees (\$19.99 per parcel).
 - b. CS: The Register of Deeds Office proposed maintaining 2014 rates for all office fees because most were added as new fees about a year ago, many are set by statute, and additional costs associated with fee changes. The Plat Administration fee (line 222) was adjusted on the spreadsheet to reflect the State law and what the Register of Deeds is currently charging.
 - c. CS: The Zoo has not responded as of yet, so we are assuming that all proposed fees are acceptable.
 - d. CS: The Parks Department proposed maintaining 2014 rates for all park fees. The department believes that most fees were increased over the past few years and that another increase would negatively affect usage of park facilities.
 - e. HS: MSU Extension Office reported that the Soil Box Analysis fee (line 7) is now handled statewide by MSU and the County no longer collects revenue from this fee.
 - f. HS: The Health Department/Office for Young Children (OYC) staff recommended that the OYC Consultation Request (line 23), the Agency Training Request Base (lines 26 through 29) and Advance Training fees (line 33) should be increased more than originally proposed based on the level of service provided. Also, the department recommends the OYC Agency Training Request Base (lines 24 and 25), Advertised Training (line 30) and Administrator Training fees (line 34) be reduced because the proposed rate might present a barrier to service. The Environmental Health division agreed with all proposed fees. However, the temporary campground inspections fee (line 130) is a new state-required fee set by the Bureau of Environmental Health. Also, Type II Non Community – Sanitary Survey fee (line 133) will be removed and split between Type II Non Community – Non Transient and Type II Non Community – Transient (lines 134 and 135), which is a new state category imposed because non-transient water supply requires more effort than transient.
 - g. L&C: The District Court does not recommend any fee increase for 2015.
 - h. L&C: The Sheriff's Office agreed with all fee adjustments except the Precious Metal/Gem Dealer fee (line 52). Pursuant to state statute (MCL 445.483 (4)), the fee cannot exceed \$50.00.

11. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2015 is presented in the final spreadsheet. The spreadsheet simply lists the 2014 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$196,000 in additional revenue in 2015. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 3.5%.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

DRAFT – FOR REVIEW & CONSIDERATION ONLY

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2015 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2014 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2014.

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.

| 2015 County Fees Analysis | | | FEES PROPOSED TO CHANGE ARE IN BOLD | | | | | | | | | |
|---------------------------|---------------------|--|-------------------------------------|---------------------------|------------|----------------|----------|----------------|------------------------|--------|-----------------------------------|--------------------|
| Law and Courts Committee | | | | | | | | | | | | |
| | Location of Service | Fee Description | 2014 Cost | 2015 Cost Increase Factor | 2015 Cost | Target Percent | 2014 Fee | 2015 Calc. Fee | 2015 Initial Prop. Fee | Units | Controller/ Department Recommend. | Additional Revenue |
| 7 | Animal Control | Enforcement/Dog License Fees | | | | | | | | | | |
| 8 | Animal Control | Sterilized | \$58.89 | 1.60% | \$59.83 | 25.0% | \$14.00 | \$14.96 | \$14.00 | 15,000 | \$14.00 | \$0 |
| 9 | Animal Control | Sterilized - Delinquent | \$189.95 | 1.60% | \$192.99 | 25.0% | \$45.00 | \$48.25 | \$46.00 | 2,500 | \$46.00 | \$2,500 |
| 10 | Animal Control | Sterilized - 3 year License | \$134.32 | 1.60% | \$136.46 | 25.0% | \$33.00 | \$34.12 | \$34.00 | 3,000 | \$34.00 | \$3,000 |
| 11 | Animal Control | Un-Sterilized | \$185.97 | 1.60% | \$188.94 | 75.0% | \$65.00 | \$141.71 | \$70.00 | 4,000 | \$70.00 | \$20,000 |
| 12 | Animal Control | Un-Sterilized - Delinquent | \$371.93 | 1.60% | \$377.88 | 75.0% | \$135.00 | \$283.41 | \$140.00 | 500 | \$140.00 | \$2,500 |
| 13 | Animal Control | Un-Sterilized - 3 year License | \$447.72 | 1.60% | \$454.88 | 75.0% | \$150.00 | \$341.16 | \$155.00 | 250 | \$155.00 | \$1,250 |
| 14 | Animal Control | Boarding Fee-Dangerous Animals | \$90.92 | 1.60% | \$92.37 | 100.0% | \$70.00 | \$92.37 | \$75.00 | 300 | \$75.00 | \$1,500 |
| 15 | Animal Control | Boarding Fee per day-others | \$44.77 | 1.60% | \$45.49 | 75.0% | \$30.00 | \$34.12 | \$33.00 | 1,900 | \$33.00 | \$5,700 |
| 16 | Animal Control | Adoption Fee | | | | | | | | | | |
| 17 | Animal Control | Dogs(under six years of age) | \$95.94 | 1.60% | \$97.48 | 75.0% | \$71.00 | \$73.11 | \$72.00 | 550 | \$72.00 | \$550 |
| 18 | Animal Control | Dogs(six years or older) | \$24.80 | 1.60% | \$25.19 | 75.0% | \$18.00 | \$18.89 | \$18.00 | 100 | \$18.00 | \$0 |
| 19 | Animal Control | Puppies(age-four months or less) | \$143.92 | 1.60% | \$146.22 | 75.0% | \$110.00 | \$109.66 | \$110.00 | 190 | \$110.00 | \$0 |
| 20 | Animal Control | Cats(under six years of age) | \$82.65 | 1.60% | \$83.97 | 75.0% | \$61.00 | \$62.98 | \$62.00 | 450 | \$62.00 | \$450 |
| 21 | Animal Control | Cats(six years or older) | \$33.06 | 1.60% | \$33.59 | 75.0% | \$24.00 | \$25.19 | \$25.00 | 50 | \$25.00 | \$50 |
| 22 | Animal Control | Kittens(age-four months or less) | \$66.12 | 1.60% | \$67.18 | 75.0% | \$59.00 | \$50.38 | \$59.00 | 190 | \$59.00 | \$0 |
| 23 | Animal Control | Animal Redemption | | | | | | | | | | |
| 24 | Animal Control | Animal Redemption - 1st offense | \$41.33 | 1.60% | \$41.99 | 75.0% | \$30.00 | \$31.49 | \$31.00 | 350 | \$31.00 | \$350 |
| 25 | Animal Control | Animal Redemption - 2nd offense | \$49.59 | 1.60% | \$50.38 | 100.0% | \$49.00 | \$50.38 | \$50.00 | 50 | \$50.00 | \$50 |
| 26 | Animal Control | Animal Redemption - 3rd offense | \$94.97 | 1.60% | \$96.49 | 100.0% | \$100.00 | \$96.49 | \$100.00 | 20 | \$100.00 | \$0 |
| 27 | Animal Control | Animal Redemption - after 3rd offense | \$148.77 | 1.60% | \$151.15 | 100.0% | \$150.00 | \$151.15 | \$150.00 | 3 | \$150.00 | \$0 |
| 28 | Animal Control | Euthanasia Fee | \$176.79 | 1.60% | \$179.62 | 100.0% | \$100.00 | \$179.62 | \$120.00 | 50 | \$120.00 | \$1,000 |
| 29 | Animal Control | Ten Dog Kennel Inspection Fee | \$151.54 | 1.60% | \$153.96 | 100.0% | \$150.00 | \$153.96 | \$150.00 | 10 | \$150.00 | \$0 |
| 30 | Animal Control | Over Ten Dog Kennel Inspection Fee | \$176.79 | 1.60% | \$179.62 | 100.0% | \$175.00 | \$179.62 | \$175.00 | 10 | \$175.00 | \$0 |
| 31 | Animal Control | Owner Surrender | \$44.77 | 1.60% | \$45.49 | 100.0% | \$40.00 | \$45.49 | \$44.00 | 1,100 | \$44.00 | \$4,400 |
| 32 | Animal Control | Owner Pick-up Fee | \$44.77 | 1.60% | \$45.49 | 100.0% | \$44.00 | \$45.49 | \$45.00 | 40 | \$45.00 | \$40 |
| 33 | Animal Control | RABIES DECAP | \$44.77 | 1.60% | \$45.49 | 100.0% | \$50.00 | \$45.49 | \$50.00 | 20 | \$50.00 | \$0 |
| 34 | Animal Control | TRANQ. AT-LARGE FEE | \$44.77 | 1.60% | \$45.49 | 100.0% | \$45.00 | \$45.49 | \$45.00 | 40 | \$45.00 | \$0 |
| 35 | Animal Control | Rabies vaccination on redeemed dogs | \$20.20 | 1.60% | \$20.53 | 100.0% | 15.00 | \$20.53 | 20.00 | 350 | 20.00 | \$1,750 |
| 36 | Animal Control | Bordatella Vaccination-redeemed dogs | \$19.09 | 1.60% | \$19.39 | 100.0% | 15.00 | \$19.39 | 19.00 | 490 | 19.00 | \$1,960 |
| 37 | Animal Control | Spay/neuter deposit-Owners redeeming pet | \$78.87 | 1.60% | \$80.14 | 100.0% | 78.00 | \$80.14 | 80.00 | 212 | 80.00 | \$424 |
| 38 | Pros Atty | Diversion - Initial Interview | \$69.00 | 1.60% | \$70.11 | 50.0% | \$33.00 | \$35.05 | \$34.00 | 450 | \$34.00 | \$450 |
| 39 | Pros Atty | Diversion - Service Fee | | | | | | | | | | |
| 40 | Pros Atty | Diversion - Misdemeanor Offender | \$901.55 | 1.60% | \$915.98 | 50.0% | \$440.00 | \$457.99 | \$445.00 | 488 | \$445.00 | \$2,440 |
| 41 | Pros Atty | Diversion - Felony Offender | \$1,622.80 | 1.60% | \$1,648.76 | 50.0% | \$780.00 | \$824.38 | \$795.00 | 112 | \$795.00 | \$1,680 |
| 42 | Pros Atty | Costs-eligible convictions - Guilty Plea | \$142.63 | 1.60% | \$144.92 | 75.0% | \$106.00 | \$108.69 | \$106.00 | 600 | \$106.00 | \$0 |
| 43 | Pros Atty | Costs for eligible convictions - Trial | \$2,282.42 | 1.60% | \$2,318.94 | 10.0% | \$220.00 | \$231.89 | \$225.00 | 11 | \$225.00 | \$55 |
| 44 | Jail | Day Rate (1) | \$52.81 | 1.60% | \$53.66 | 100.0% | \$52.81 | \$53.66 | \$53.66 | 22,448 | \$53.66 | \$19,080 |

| | | | | | | | | | | | | |
|----|------------------------|--|-----------------|--------------|-----------------|---------------|---------------------|-----------------|---------------------|--------------|---------------------|------------------|
| 45 | Sheriff | Accident/Incident Report * | \$4.95 | 1.60% | \$5.03 | 100.0% | \$5.00 | \$5.03 | \$5.00 | 2,384 | \$5.00 | \$0 |
| 46 | Sheriff | OWI arrest resulting in conviction | \$244.24 | 1.60% | \$248.14 | 100.0% | Varies by arrest | \$248.14 | Varies by arrest | 329 | Varies by arrest | \$0 |
| 47 | Sheriff | Fingerprinting and/or Palm Printing | \$15.49 | 1.60% | \$15.74 | 100.0% | \$16.00 | \$15.74 | \$16.00 | 621 | \$16.00 | \$0 |
| 48 | Sheriff | Public Notary Fee for gun permits (2) | \$9.72 | 1.60% | \$9.88 | 100.0% | \$10.00 | \$9.88 | \$10.00 | 1,354 | \$10.00 | \$0 |
| 49 | Sheriff | Costs for Command per hour | \$62.79 | 1.60% | \$63.80 | 100.0% | \$62.79 | \$63.80 | \$63.80 | | \$63.80 | \$0 |
| 50 | Sheriff | Costs for Deputy per hour | \$56.32 | 1.60% | \$57.22 | 100.0% | \$55.00 | \$57.22 | \$57.22 | | \$57.22 | \$0 |
| 51 | Sheriff | Pistol Entry database verification (3) | \$0.98 | 1.60% | \$0.99 | 100.0% | \$1.00 | \$0.99 | \$1.00 | | \$1.00 | \$0 |
| 52 | Sheriff | Cert. of Reg for Precious Metal/Gem Dealer License (6) | \$52.58 | 1.60% | \$53.42 | 100.0% | \$50.00 | \$53.42 | \$52.00 | 0 | \$50.00 | \$0 |
| 53 | Sheriff | Road Bonds per Warrant | \$10.52 | 1.60% | \$10.68 | 100.0% | \$10.00 | \$10.68 | \$10.00 | 0 | \$10.00 | \$0 |
| 54 | Sheriff | False Alarm Fee- third offense | \$42.07 | 1.60% | \$42.74 | 100.0% | \$40.00 | \$42.74 | \$42.00 | 0 | \$42.00 | \$0 |
| 55 | Sheriff/Em Mgt. | Cost Recovery Fee (5) flat rate per indiv. | \$30.00 | 1.60% | \$30.48 | 100.0% | \$30.00 | \$30.48 | \$30.00 | 0 | \$30.00 | \$0 |
| 56 | Sheriff/Em Mgt. | Cost Recov. Fee (5) flat rate per/hr per vehicle | \$250.00 | 1.60% | \$254.00 | 100.0% | \$300.00 | \$254.00 | \$300.00 | 0 | \$300.00 | \$0 |
| 57 | Sheriff | False Alarm Fee-fourth offense & subsequent/each yr | \$105.16 | 1.60% | \$106.85 | 100.0% | \$100.00 | \$106.85 | \$105.00 | 0 | \$105.00 | \$0 |
| 58 | All Courts | Work Release (4) | \$50.96 | 1.60% | \$51.77 | 50.0% | \$25.00 | \$25.89 | \$25.00 | 5,250 | \$25.00 | \$0 |
| 59 | District Court | Civil | \$112.55 | 1.60% | \$114.35 | 50.0% | Varies | \$57.17 | Varies | 5,210 | Varies | \$0 |
| 60 | District Court | Felonies | \$181.48 | 1.60% | \$184.38 | 0.0% | \$0.00 | \$0.00 | \$0.00 | 684 | \$0.00 | \$0 |
| 61 | District Court | Pre-Sentence Reports | \$218.22 | 1.60% | \$221.71 | 100.0% | \$100.00 | \$221.71 | \$125.00 | 75 | \$100.00 | \$0 |
| 62 | District Court | Preliminary Breath Test (PBT) | \$6.43 | 1.60% | \$6.54 | 0.0% | \$0.00 | \$0.00 | \$0.00 | 1,750 | \$0.00 | \$0 |
| 63 | District Court | Probation Oversight (per month) | \$114.92 | 1.60% | \$116.76 | 100.0% | \$35.00 | \$116.76 | \$40.00 | 5,220 | \$35.00 | \$0 |
| 64 | District Court | Traffic/Criminal | Varies | 1.60% | \$0.00 | 100.0% | Varies | \$0.00 | Varies | 25,615 | Varies | \$0 |
| 65 | District Court | Traffic | \$255.58 | 1.60% | \$259.67 | 50.0% | Varies | \$129.83 | Varies | 1,775 | Varies | \$0 |
| 66 | Circuit Court | Copies | \$3.72 | 1.60% | \$3.78 | 25.0% | \$1.00 | \$0.94 | \$1.00 | 25,000 | \$1.00 | \$0 |
| 67 | Circuit Court | Criminal Histories | \$10.83 | 1.60% | \$11.00 | 100.0% | \$10.00 | \$11.00 | \$10.00 | 1,000 | \$10.00 | \$0 |
| 68 | Circuit Court | Felony Case Costs | \$725.89 | 1.60% | \$737.51 | 100.0% | \$635.00 | \$737.51 | \$650.00 | 650 | \$650.00 | \$9,750 |
| 69 | Circuit Court | Show Cause - Probation | \$457.71 | 1.60% | \$465.03 | 100.0% | \$130.00 | \$465.03 | \$150.00 | 80 | \$150.00 | \$1,600 |
| 70 | Family Division | Delinquency Court Costs | \$399.34 | 1.60% | \$405.73 | 100.0% | \$230.00 | \$405.73 | \$250.00 | 1,725 | \$250.00 | \$34,500 |
| 71 | Family Division | In-Home Detention | \$39.04 | 1.60% | \$39.67 | 0.0% | \$0.00 | \$0.00 | \$0.00 | 7,000 | \$0.00 | \$0 |
| 72 | Family Division | Intensive Probation | \$923.32 | 1.60% | \$938.09 | 0.0% | \$0.00 | \$0.00 | \$0.00 | 970 | \$0.00 | \$0 |
| 73 | Family Division | Regular Probation | \$152.96 | 1.60% | \$155.41 | 0.0% | \$0.00 | \$0.00 | \$0.00 | 5,292 | \$0.00 | \$0 |
| 74 | Family Division | Tether | \$134.35 | 1.60% | \$136.50 | 25.0% | \$30.00 | \$34.13 | \$30.00 | 2,625 | \$30.00 | \$0 |
| 75 | Family Division | Traffic | \$218.78 | 1.60% | \$222.28 | 50.0% | ticket fee schedule | \$111.14 | ticket fee schedule | 1,775 | ticket fee schedule | \$0 |
| 76 | Family Division | Traffic - Fail to Appear | \$102.90 | 1.60% | \$104.54 | 25.0% | \$25.00 | \$26.14 | \$26.00 | 355 | \$26.00 | \$355 |
| 77 | FOC | FOC Bench Warrants | \$660.73 | 1.60% | \$671.31 | 100.0% | \$260.00 | \$671.31 | \$275.00 | 1,000 | \$275.00 | \$15,000 |
| | TOTALS | | | | | | | | | | | \$132,384 |

* - \$5.00 per page for first two pages, \$1.00 per additional page after the first two pages (this includes Accident & Incident Reports, Proof of Incarceration, and Background Checks)

(1) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83. The reimbursement rate for the contracted beds with the Michigan Department of Corrections is currently set at \$36.00.

| | | |
|--|---|--|
| | (2) As stated in MCL 55.285, the fee charged for performing a notarial act shall not be more than \$10.00 for an individual transaction or notarial act. | |
| | (3) As stated in MCL 28.422a, a local police or sheriff may charge up to \$1.00 for the cost of providing, to the owner, a copy of information that was entered in the pistol entry database. | |
| | (4) Courts ordering work release are encouraged to recognize that the cost of administering work release at the jail has been calculated at \$50.00 per day, but is charged at 50% of that amount, \$25/day, if paid in certain time. Sometimes, the Judge will order a different amount. | |
| | | |
| | (5) Fee raised in 2013 per Reso 13-418 | |
| | | |
| | (6) As stated in in MCL 445.483 (4) the fee cannot exceed \$50.00 | |
| | | |

2015 Proposed Fees to be Changed
Law and Courts Committee

| Location of Service | Fee Description | 2014 Fee | Controller/ Department Recommend. | Additional Revenue |
|----------------------------|---|-----------------|--|---------------------------|
| Animal Control | Sterilized - Delinquent | \$45.00 | \$46.00 | \$2,500 |
| Animal Control | Sterilized - 3 year License | \$33.00 | \$34.00 | \$3,000 |
| Animal Control | Un-Sterilized | \$65.00 | \$70.00 | \$20,000 |
| Animal Control | Un-Sterilized - Delinquent | \$135.00 | \$140.00 | \$2,500 |
| Animal Control | Un-Sterilized - 3 year License | \$150.00 | \$155.00 | \$1,250 |
| Animal Control | Boarding Fee-Dangerous Animals | \$70.00 | \$75.00 | \$1,500 |
| Animal Control | Boarding Fee per day-others | \$30.00 | \$33.00 | \$5,700 |
| Animal Control | Dogs(under six years of age) | \$71.00 | \$72.00 | \$550 |
| Animal Control | Cats(under six years of age) | \$61.00 | \$62.00 | \$450 |
| Animal Control | Cats(six years or older) | \$24.00 | \$25.00 | \$50 |
| Animal Control | Animal Redemption - 1st offense | \$30.00 | \$31.00 | \$350 |
| Animal Control | Animal Redemption - 2nd offense | \$49.00 | \$50.00 | \$50 |
| Animal Control | Euthanasia Fee | \$100.00 | \$120.00 | \$1,000 |
| Animal Control | Owner Surrender | \$40.00 | \$44.00 | \$4,400 |
| Animal Control | Owner Pick-up Fee | \$44.00 | \$45.00 | \$40 |
| Animal Control | Rabies vaccination on redeemed dogs | 15.00 | 20.00 | \$1,750 |
| Animal Control | Bordatella Vaccination-redeemed dogs | 15.00 | 19.00 | \$1,960 |
| Animal Control | Spay/neuter deposit-Owners redeeming pet | 78.00 | 80.00 | \$424 |
| Pros Atty | Diversion - Initial Interview | \$33.00 | \$34.00 | \$450 |
| Pros Atty | Diversion - Misdemeanor Offender | \$440.00 | \$445.00 | \$2,440 |
| Pros Atty | Diversion - Felony Offender | \$780.00 | \$795.00 | \$1,680 |
| Pros Atty | Costs for eligible convictions - Trial | \$220.00 | \$225.00 | \$55 |
| Jail | Day Rate (1) | \$52.81 | \$53.66 | \$19,080 |
| Sheriff | Costs for Command per hour | \$62.79 | \$63.80 | \$0 |
| Sheriff | Costs for Deputy per hour | \$55.00 | \$57.22 | \$0 |
| Sheriff | False Alarm Fee- third offense | \$40.00 | \$42.00 | \$0 |
| Sheriff | False Alarm Fee-fourth offense & subsequent/each yr | \$100.00 | \$105.00 | \$0 |
| Circuit Court | Felony Case Costs | \$635.00 | \$650.00 | \$9,750 |
| Circuit Court | Show Cause - Probation | \$130.00 | \$150.00 | \$1,600 |
| Family Division | Delinquency Court Costs | \$230.00 | \$250.00 | \$34,500 |
| Family Division | Traffic - Fail to Appear | \$25.00 | \$26.00 | \$355 |
| FOC | FOC Bench Warrants | \$260.00 | \$275.00 | \$15,000 |
| TOTALS | | | | \$132,384 |

(1) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30