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VICE-CHAIRPERSON PRO-TEM
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LAW & COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
KARA HOPE
VICTOR CELENTINO
TERI BANAS
SARAH ANTHONY
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 & COURTS COMMITTEE WILL MEET ON THURSDAY, APRIL 26, 2018
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 12, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney – Resolution to Authorize the Acceptance of Grant Funds for a [Detective](#) Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy
2. Circuit Court–Family Division
 - a. Resolution to Authorize a Contract with Ingham Intermediate School District for [Educational Instruction](#) at the Ingham Academy
 - b. Resolution to Authorize Funds for Two [Replacement Vehicles](#) for the Ingham County Family Center
 - c. Resolution to Authorize a Contract for [Electronic Monitoring](#) with House Arrest Services
3. 9-1-1 Dispatch Center
 - a. Resolution to [Amend Resolution #18-065](#) for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
 - b. Resolution to Authorize [Electronic Training Records](#) Programs
 - c. Resolution to Authorize Replacement of [Outdoor Surveillance Cameras](#) at the 9-1-1 Center
4. Controller’s Office – Resolution Updating Various [Fees](#) for County Services (*Discussion*)

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 12, 2018
Draft Minutes

Members Present: Crenshaw, Banas (arrived at 6:11 p.m.), Hope, Celentino, Maiville, and Schafer

Members Absent: Anthony

Others Present: Teri Morton, Lindsey LaForte and others

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

Approval of the March 29, 2018 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE MARCH 29, 2018 LAW AND COURTS COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Anthony.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

1. Sheriff's Office – Resolution to Accept Dataworks as a Sole Source Vendor and to Purchase Two Mobile Identification Units
3. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grant
4. Controller's Office
 - a. 1st Quarter Budget Adjustments

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Anthony.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Anthony.

4. Controller's Office
 - b. Resolution to Accept the 2019 – 2023 Strategic Plan

Chairperson Crenshaw stated that this was on the agenda in order to remind Committee members to review the Strategic Plan. He further stated that if anyone had suggestions for changes to the Strategic Plan, they should forward them to Teri Morton, Deputy Controller.

2. Circuit Court – Resolution to Authorize Project Change Request #2 for the Statement of Work Entered into with Imagesoft Corporation Pursuant to Resolution #16-276 and an Analysis by Equivant of the Case Initiation and Auto Docketing Processes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated that he was concerned about the funding because contingency funds were being utilized.

THE MOTION CARRIED PASSED. **Yeas:** Crenshaw, Hope, Celentino, and Maiville **Nays:** Schafer **Absent:** Banas and Anthony

5. Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Chairperson Crenshaw stated that there was additional information passed out.

Commissioner Celentino stated that the cost increase with the Circuit Court surprised him.

Chairperson Crenshaw stated that the discussion to include the Circuit Court was mainly a concern about security in the current location at the Historical Courthouse. He further stated that the addition of space for the Circuit Court did not add as much cost to the project as the District Court did because the need for space was less than the District Court.

Commissioner Celentino asked about the square footage increase from the 2016 plan to the current proposal and if it was increased in order to address the County's need for additional storage.

Ms. Morton stated that the 2016 plan was smaller because there was an effort to reduce the cost of the complex and amount of millage requested, thus the square footage was reduced.

Commissioner Celentino asked about how storage concerns, particularly the Clerk's concern for climate-controlled storage, could be addressed.

Chairperson Crenshaw stated that the site of the current animal control facility would be empty as soon as the new facility was finished. He further stated that the building may be demolished and the site would be available for building a new, stand-alone storage facility.

Commissioner Schafer thanked Chairperson Crenshaw for his leadership on this issue. He further stated that there was a need to complete the project in the best way possible and perhaps that meant including storage.

Chairperson Crenshaw stated that the Committee needed a consensus on the programming portion of the millage.

Commissioner Maiville stated that the increased cost for the Circuit Court seemed reasonable. He further stated that he was concerned if an additional floor could be added without a huge increase in cost.

Ms. Morton stated that it was something that could be explored.

Commissioner Hope asked about the number of beds in the proposal, which was higher than had been previously discussed.

Ms. Morton stated that it was based on a basic formula, but the RFP would have fewer beds in it.

Commissioner Hope asked if a possible District Court Consolidation would impact this project.

Ms. Morton stated that the consensus seemed to be that they still needed to be a District Court presence in Mason. She further stated that therefore, it would not seem that it would have any impact.

Ms. Morton stated that if a district court consolidation moved forward quickly and it did not appear that this complex needed room for the Court, this funding could be used toward a consolidated court building.

Commissioner Banas arrived at the meeting at 6:11 p.m.

Commissioner Hope asked about changing the title of the millage question which had been discussed at a prior meeting.

Discussion

Chairperson Crenshaw stated that there needed to be a discussion about programming. He further stated that the cost for programming would be about a million dollars on top of the overall cost.

Commissioner Celentino stated that the programming may bring the millage up to 0.83 mills.

Chairperson Crenshaw stated that he figured 0.15 mills for programming and 0.7 mills for the building for a total of 0.85 mills. He further stated that if the cost were to come in lower, the Board of Commissioners could choose to not levy the entire amount.

Ms. Morton stated that the owner of a \$200,000 house would pay an addition \$40 per year in property taxes.

Commissioner Celentino asked if it would be subject to Headlee override.

Ms. Morton stated that it could possibly be subject to a Headlee override in the future.

Chairperson Crenshaw asked if there was a consensus on programming.

Commissioner Hope stated that she continued to support the amount for programming.

Chairperson Crenshaw asked if the Committee had a preference between 0.83 mills versus 0.85 mills.

Commissioner Banas asked what the difference was between the two in dollars and cents.

Ms. Morton stated that it would be a difference of \$100,000 per year.

Commissioner Banas stated that she was inclined to round up because the more funding available for programming would be helpful. She asked about the cost of the debt per year.

Ms. Morton stated that they expected about \$30 million in borrowing costs for this project.

Commissioner Banas stated that the millage was planned for a length of 20 years and perhaps this could be done in less time. She further stated that the animal control millage was reduced in length which reduced borrowing cost.

Ms. Morton stated that the animal control project was one tenth of the size and could be funded more quickly.

Discussion.

Commissioner Banas stated she supported the millage rate of 0.85.

Commissioner Celentino stated that he supported this rate as well.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 7, 2018:

JUSTICE MILLAGE QUESTION

For the purpose of constructing, equipping, and financing a new combined justice complex facility and expanding correctional programming, to include a new county jail, Sheriff's department offices, and court facilities, which would replace the existing facilities and will be safer for the public, staff and inmates, and allow for more efficient operations; and including programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to ~~xx/100 (0.xxxx)~~ **85/100 (0.8500)** of one (1) mill, ~~\$0.xx~~ **\$0.85** per thousand dollars of state taxable valuation, for a period of twenty (20) years (2018-2037) inclusive? If approved and levied in full, this Millage will raise an estimated \$~~_____~~ **\$6,078,272** in the first calendar year of the levy, based on state taxable valuation.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

Discussion.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO AMEND THE MILLAGE QUESTION TITLE AS FOLLOWS:

JUSTICE COMPLEX AND CORRECTIONAL PROGRAMMING MILLAGE QUESTION

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

Announcements

Chairperson Crenshaw stated that he and Commissioner Maiville attended the 9-1-1 Center employee award ceremony and it was a great event. He further stated that the recipient of the employee of the year award was very surprised and it was evident how his fellow employees held him in the highest esteem.

Chairperson Crenshaw stated that he encouraged fellow commissioners to attend an award ceremony if they can fit it in their schedule. He further stated that Barb Davidson, 9-1-1 Staff Services Manager, was doing an excellent job and staff moral seemed to be very high.

Discussion.

Commissioner Schafer stated that he received a letter from Dave Clinton to Treasurer Schertzing. He asked if the Committee would be addressing the letter.

Chairperson Crenshaw stated that a response would be more appropriate from the Finance Committee.

Commissioner Hope stated that when citizens bring concerns to the Board of Commissioners, she expected the commissioner who represented that concerned citizen to respond to their concern.

Discussion.

Chairperson Crenshaw stated that the Committee recommended that the commissioner who represented Mr. Clinton respond to the letter and possibly the Finance Committee could take up the concern, if necessary.

Commissioner Maiville stated that the County Services Committee would be taking up the resolution at the next meeting concerning Board Rules on public comment but he was concerned that the media and public may have issues with this. He further stated that Jackson County was having an issue with a changes to public comment rules.

Commissioner Maiville wanted to get ahead of this issue so it did not develop into a firestorm.

Chairperson Crenshaw stated that he was the one to request the change to the Board Rules, and he would talk to County Services Committee Chairperson Nolan about it. He further stated that there could be time for everyone to speak, but it allowed the meeting to move more efficiently if only comments concerning agenda items happened during the Limited Public Comment portion of the meeting.

Commissioner Maiville stated that Chairpersons may use their discretion to limit public comment during the limited public comment portion of a meeting. He further stated that based on his 30 years of experience on public committees and boards, this proposed changes to the Board Rules was not good public policy.

Commissioner Maiville stated that it was sometimes difficult for certain members of the public to sit through the whole meeting to be heard.

Commissioner Banas stated that she understands that a chairperson needs to be able to maintain order, but she had experienced meetings in Meridian Township, using the proposed change to the Board Rules, and it was not a good experience.

Commissioner Banas stated that the Board of Commissioners had learned a lot from public comment. She further stated that perhaps this would be best left to the discretion of the chair and not a rule change.

Commissioner Celentino stated that he wanted to mention that Agenda Item 5 had been something that has been worked on for a long time. He further stated that he thanked Chairperson Crenshaw and Commissioner Hope, former Chairperson of Law & Courts, for their hard work and leadership.

Commissioner Celentino thanked his colleagues for their efforts on passing the Justice Complex resolution.

Commissioner Maiville stated that last year, the Board was not in a place to have a vote on this millage, but this was the right time.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

APRIL 26, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Prosecuting Attorney Office – Resolution to Authorize the Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy*

This resolution will authorize the Ingham County Prosecutor's Office to enter into a Memorandum of Understanding with the Michigan State Police to accept grant funds in the amount of \$70,816 to cover salary, fringe benefits, and expenses for a Detective from the Ingham County Sheriff's Office to investigate cases as part of the Sexual Assault Kit Initiative (SAKI). A new Detective position will be authorized in the Sheriff's Office budget through December 31, 2018. A transfer of up to \$40,000 from the 2018 Contingency account will be authorized to cover the cost of non-SAKI cases handled by the grant funded position and to cover the overlap in positions to allow for cross training.

See memo for details.

- 2a. *Circuit Court – Family Division – Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy*

This resolution will authorize a contract with the Ingham Intermediate School District (IISD) in the amount of \$494,664 for educational instruction at the Ingham Academy. The Juvenile Division has partnered with IISD for the past 11 years for these services. Increased staff cost at IISD has resulted in an increase in their contract and, given the nature of these services, the contract did not go out for bid. The cost of this contract was included in the 2018 budget and is funded 50% from the Juvenile Justice Millage and 50% from the State Child Care Fund.

See memo for details.

- 2b. *Circuit Court – Family Division – Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center*

This resolution would authorize the purchase of two transit wagons for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. These new vehicles would replace two minivans, both over 8 years old, with high mileage.

At the end of 2017, the reserve fund for van replacement had accumulated \$97,825. These funds are accumulated as the County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs when the program is part of the juvenile's treatment plan. The cost of the new vehicles should not exceed \$30,000 each and would be purchased through the State government purchasing contract as has been past practice.

2c. Circuit Court – Family Division – Resolution to Authorize a Contract for Electronic Monitoring with House Arrest Services

This resolution would authorize a per diem contract with House Arrest Services for electronic monitoring. Although per diem amounts for electronic monitoring have decreased, there has been a significant increase in the number of youth placed on electronic monitoring, resulting in the need to increase the total contract amount from \$30,000 to \$35,000. This cost was included in the 2018 budget and is funded 50% by the State Child Care Fund.

House Arrest Services has provided electronic monitoring for the Juvenile Division since 2012. Although the Juvenile Division has been satisfied with House Arrest Services, in the next year the Court will work with the Purchasing Department to complete an RFP to ensure they are receiving the most competitive rate.

3a. 9-1-1 Dispatch Center – Resolution to Amend Resolution #18-065 for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.

Resolution #18-065 approved system support and maintenance with Carousel Industries at a cost of \$100,353.30. The amount approved was incorrect, and this resolution will authorize the corrected amount of \$100,403.32.

3b. 9-1-1 Dispatch Center – Resolution to Authorize Electronic Training Records Programs

This resolution would authorize a contract with International Business Information Technologies, Inc. to provide their software solutions to Ingham County 9-1-1 Center for training documentation. The initial cost will be \$8,225 to include first year maintenance, with a reoccurring cost of \$2,845 for software support and data storage. Funding for 2018 is available within the 9-1-1 fund balance.

Staff training at the 9-1-1 Center is ongoing and requires extensive documentation, which is currently done via paper and pen. The need for an electronic documentation system has been brought to the administration by the Supervisors and training officers, and after researching options, International Business Information Technologies, Inc., a public safety software provider, has been identified as having two programs that meet the Center's needs.

See memo for details.

3c. 9-1-1 Dispatch Center – Resolution to Authorize Replacement of Outdoor Surveillance Cameras at the 9-1-1 Center

This resolution will authorize the expenditure of up to \$5,700 from the 9-1-1 Emergency Telephone Dispatch Services fund balance for the costs associated with the purchase of replacement outdoor surveillance camera equipment. The 9-1-1 Center uses surveillance cameras to maintain the security of the building and staff and the cameras currently in use were installed with the construction of the center in 2012. The cameras are not functioning properly in the night time mode, which extremely limits the view provided in dim light conditions. In order to provide security of the building and staff, the cameras should be replaced.

DISCUSSION ITEM:

4. Controller's Office – *Resolution Updating Various Fees for County Services*

Attached is a draft resolution and materials to provide the annual update of county fees as directed by the Board of Commissioners. It is anticipated that a final resolution will be presented at the next round of meetings to recommend increases to certain fees.

The attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2018, park annual and zoo winter seasonal fees on October 1, 2018, and for all other departments on January 1, 2019. As noted in the fee schedule, seasonal fees will continue through March 31, 2019.

Fee increases as recommended by the Controller's Office would generate approximately \$83,970 in additional revenue in 2019.

See memo and attachments for detail.

Agenda Item 1

TO: Law & Courts, County Services, and Finance Committees of the Board of Commissioners

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Memorandum and Resolution to Accept Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and Resolution to Authorize Expenditure of Funds to Hire an Ingham County Deputy to address the vacancy

DATE: April 17, 2018

CC: Sheriff Scott Wriggelsworth

The Ingham County Prosecutor's Office and the Ingham County Sheriff's Office is jointly requesting authorization to enter into a Memorandum of Understanding with the Michigan State Police to address the 122 untested shelved CSC kits in Ingham County that have been sent to the Crime Lab for testing (SAKI project). This grant award of \$70,816.00 will cover salary, fringe benefits, and all necessary expenses to perform the job position through December 31, 2018. These cases are currently under review and now that the testing is starting to be complete it is necessary that a Detective/Investigator be assigned who is familiar with these types of sophisticated investigations.

The Ingham County Prosecutor's Office has previously received approval for funds for a Special Assistant Attorney General to prosecute any cases that are deemed viable. This prosecutor is assigned to the Ingham County Prosecutor's Office.

The approval of this resolution will cover all expenses for an Ingham County Sheriff Detective during the project. This resolution is for expenses through December 2018. We believe it will be necessary to continue the project through 2019 and will be applying for additional funds to cover the 2019 Budget cycle.

We have received support from all local police agencies to have one Detective review and investigate all the cases regardless of the originating agency. Because the Ingham County Sheriff's Office already has a trained SAKI detective, we believe this will allow for a quick transition to start reviewing and investigating these cases.

This Detective will only be able to handle SAKI cases. Any pending investigations assigned to this Detective will remain with her to ensure consistency for the crime victims. There will be a short period of time where some cases will not be able to be billed to the SAKI project and we are requesting contingency funds not to exceed \$20,000 to cover non-SAKI cases. The contingency funds will cover her salary and fringe benefits.

As a result, the Ingham County Sheriff's Office will promote a current Deputy temporarily to replace the Detective that is temporarily assigned to the Prosecutor's Office. This will leave a vacant Deputy position. In order to avoid a loss in staffing, we are requesting the Ingham County Sheriff's Office be authorized to hire a Deputy during the pendency of this project. The cost for an entry level Deputy which includes salary and fringe benefits is \$69,535 –Step 1. This cost will be offset with the grant funds awarded for the Detective position. We are also asking for an additional \$20,000 in contingency funds because we believe the Deputy will have to be hired prior to the Detective being assigned to the Prosecutor's Office so any cross training can be addressed prior to the permanent changes.

Therefore, we are requesting no more than \$40,000 in contingency funds to cover any gaps as we transition the positions.

Introduced by the Law and Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FOR A DETECTIVE CURRENTLY EMPLOYED BY INGHAM COUNTY FOR THE SEXUAL ASSAULT KIT INITIATIVE AND TO AUTHORIZE EXPENDITURE OF FUNDS TO HIRE AN INGHAM COUNTY DEPUTY

WHEREAS, there are 122 untested sexual assault kits in Ingham County that have been sent to the Michigan State Crime Lab for testing; and

WHEREAS, the Michigan State Police have indicated that they have funds through the federal government to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits; and

WHEREAS, grant funds in the amount of \$70,816.00 are available to cover salary, fringe benefits, and expenses for a Detective from the Ingham County Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office would designate a detective to review these investigations and determine any investigative measures and work with the Special Assistant Attorney General to determine the viability of the prosecutions of these untested sexual assault kits; and

WHEREAS, the Detective will be working out of the Ingham County Prosecutor's Office; and

WHEREAS, the Detective will be paid by funds from the Michigan State Police including but not limited to salary, computers, phones, training, and mileage and any other funds approved by the Michigan State Police. All expenses including salary will be processed by Ingham County but will be paid for by the Michigan State Police; and

WHEREAS, the vacant Detective position created by the transfer of an existing Detective to the SAKI position will be filled through an internal promotion from the Sheriff's Office; and

WHEREAS, in order to address the vacancy, the Ingham County Sheriff's Office is authorized to hire an Ingham County Deputy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a Memorandum of Understanding with the Michigan State Police to accept grant funds in the amount of \$70,816.00 to cover salary, fringe benefits, and expenses for a Detective from the Ingham County Sheriff's Office.

BE IT FURTHER RESOLVED, that a new Detective position is authorized in the Sheriff's Office Budget through December 31, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to hire an Ingham County Deputy to address the vacancy created by the new position.

BE IT FURTHER RESOLVED, that a transfer of up to \$40,000 from the 2018 Contingency Fund to the Ingham County Sheriff's Office personnel budget is authorized to cover the cost of non-SAKI cases handled by the grant funded position and to cover the overlap in positions to allow for cross training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments to the 2018 budget and position allocation list.

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

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 17, 2018

SUBJECT: **Resolution to Enter Into a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy**

This resolution requests authorization to enter into a contract with the Ingham Intermediate School District. The Juvenile Division has partnered with IISD for the past 11 years to provide educational services at the Ingham Academy. Due to an increase in staff cost, IISD has asked for an increase in their contract. Given the nature of the service provided by the IISD, the contract did not go out for bid.

The Juvenile Division anticipated this cost in the 2018 budget cycle and has planned accordingly. The cost of the contract is funded 50% Juvenile Justice Millage and 50% Child Care Fund.

Introduced by the Law and Courts and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EDUCATIONAL INSTRUCTION AT THE INGHAM ACADEMY

WHEREAS, the Ingham Academy is a partnership between the Juvenile Division of the Circuit Court, Highfields Inc., Peckham Inc., and the Ingham Intermediate School District; and

WHEREAS, the Juvenile Division of the Circuit Court has utilized Ingham Intermediate School District to provide educational instruction at the Ingham Academy since September of 2007; and

WHEREAS, the Ingham Intermediate School District provides teachers, paraprofessionals, administrative support and a part-time principal; and

WHEREAS, it has been several years since the Ingham Intermediate School District has received an increase in the contract amount; and

WHEREAS, the Ingham Intermediate School District requested an increase in their contact amount to cover the increase in staff cost for 2018; and

WHEREAS, the cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund; and

WHEREAS, as part of the 2018 budget, \$469,664.00 was allocated for educational instruction at the Ingham Academy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract not to exceed \$469,664 with Ingham Intermediate School District for educational instruction for the time period of October 1, 2017 through September 31, 2018.

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 17, 2018

SUBJECT: **Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center**

This resolution requests authorization to purchase two new Ford Transit XLT Passenger Wagons for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. These new vehicles would replace two minivans, both over 8 years old, with high mileage.

Ingham County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs, when the program is part of the juvenile's treatment plan. The reimbursement funds are put in a reserve which is targeted for van replacement. At the end of 2017, the fund had accumulated \$97,825.

It is believed a new van would not exceed \$30,000 each in cost. If authorized, the new vehicles will be purchased through the state government purchasing contract as previously done with the other Family Center vehicles.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE FUNDS FOR TWO REPLACEMENT VEHICLES
FOR THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Family Division has a fleet of 10 vehicles to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, two of the ten vehicles are in need of replacement (both 2010 Dodge Caravans), both with mileage exceeding 130,000; and

WHEREAS, the Family Division's budget includes a line item for van replacement. The funds deposited in this reserve come from the Child Care Fund's reimbursement for each van's usage, transporting youth to and from community programs; and

WHEREAS, as of the end of 2017, there is a balance of \$97,825 in the van replacement reserve portion of the Family Division's budget; and

WHEREAS, a request is made to purchase two new 2018 Ford Transit XLT Passenger Wagon at a cost not to exceed \$60,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of two 2018 Ford Transit XLT Passenger Wagons at a cost not to exceed \$60,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2018 Family Division budget.

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 17, 2018

SUBJECT: **Resolution to Enter Into a Contract for Electronic Monitoring with House Arrest Services**

This resolution requests authorization to enter into a per diem contract with House Arrest Services for electronic monitoring. The Juvenile Division has placed more of an emphasis on utilizing electronic monitoring as a best practice to treat juvenile offenders in the community. Although the per diem amounts for electronic monitoring have decreased, there has been a significant increase in the number of youth placed on electronic monitoring, resulting in the need to increase the total contract amount.

House Arrest Services has provided electronic monitoring for the Juvenile Division since 2012. Although the Juvenile Division has been satisfied with House Arrest Services, in the next year we will be working with the Purchasing Department to complete an RFP to ensure we are receiving the most competitive rate. The Juvenile Division is requesting an increase in the contract from \$30,000 to \$35,000.

The Juvenile Division anticipated this cost in the 2018 budget and has planned accordingly. The cost for electronic monitoring is funded 50% by the State Child Care Fund.

Introduced by the Law and Courts and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR ELECTRONIC MONITORING
WITH HOUSE ARREST SERVICES**

WHEREAS, the Juvenile Division of the Circuit Court has utilized House Arrest Services Inc. for electronic monitoring of youth offenders since 2012; and

WHEREAS, the Juvenile Division of the Circuit Court has had a per diem contract with House Arrest Services to pay for Cell Tethers, GPS Tethers, and Electronic Alcohol Monitoring; and

WHEREAS, more emphasis is being placed on utilizing electronic monitoring as a best practice to treat juvenile offenders in the community and in order to reduce the population at the Ingham County Youth Center; and

WHEREAS, although the per diem amounts for electronic monitoring have decreased, there has been a significant increase in the number of youth placed on electronic monitoring; and

WHEREAS, the cost for using electronic monitoring equipment is State Child Care Fund reimbursable; and

WHEREAS, as part of the 2018 budget, \$35,000 was allocated for the use of electronic monitoring equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract not to exceed \$35,000 with House Arrest Services Inc. for electronic monitoring for the time period of October 1, 2017 through September 31, 2018.

Agenda Item 3a

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Lance Langdon
DATE: April 17, 2018
SUBJECT: Resolution Amending Resolution #18-065 correcting the amount of contract
For the meeting agenda of April 26, 2018

BACKGROUND

The Board of Commissioners approved resolution #18-065 for system support and maintenance with Carousel Industries with a cost for this contract of \$100,353.30. The amount approved was not correct and should have been \$100,403.32 for this service contract.

ALTERNATIVES

This is a minor amount but the contract needs to be corrected for proper payment.

FINANCIAL IMPACT

Very little additional impact will be made on the 9-1-1 fund balance in making this correction.

STRATEGIC PLANNING IMPACT

This system provides access to emergency and non-emergency needs of our citizens.

OTHER CONSIDERATIONS

There are no additional considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to modify the resolution to show the correct amount of this service contract, \$100,403.32.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #18-065 FOR THE RENEWAL OF THE
9-1-1 TELEPHONE SUPPORT AGREEMENT WITH CAROUSEL INDUSTRIES INC.**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners approved, under Resolution #18-065, the system support and maintenance for the 9-1-1 Center's 9-1-1 phone system; and

WHEREAS, the resolution had an incorrect total amount of this contract totaling \$100,353.30; and

WHEREAS, the resolution should have had the correct amount of the service contract totaling \$100,403.32; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners amend resolution #18-065 to reflect the corrected amount for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Carousel Industries, Inc. for system maintenance and support for the period of February 1, 2018 through January 31, 2019 for a total cost of \$100,403.32.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Lance Langdon
DATE: April 17, 2018
SUBJECT: Resolution Authorizing purchase of Electronic Training Documentation software
For the meeting agenda of April 26, 2018

BACKGROUND

The staff of the 9-1-1 Center requires a great deal of training for their initial training as well as updated training as required by the State on a regular basis. The training of new dispatchers requires extensive documentation each day by the CTO, Communications Training Officer, which so far has been with paper and pen. The need for an electronic system has been brought to the administration by the Supervisors and CTO's. After researching options we have identified International Business Information Technologies, Inc., a public safety software provider, which has two programs that meet the center's needs.

ALTERNATIVES

We can continue to do all of the documentation with paper and pen, but it is not efficient and is limited in the ability to search for information without looking at hundreds of pieces of paper to get information or to track the training provided and/or needed.

FINANCIAL IMPACT

The two programs have an initial cost of \$8,225.00 that includes first year maintenance with a reoccurring cost of \$2,845.00 for software support and data storage. The funding for this program would be requested from the 9-1-1 fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of supporting employees in providing a system to better document training received and needed as well as providing a system to do so electronically.

OTHER CONSIDERATIONS

The Center currently has 17 staff members that are in some level of initial training which spans more than a year. All of our staff are required to have 24 continuing education credits in each 24 month period to maintain State of Michigan requirements and other certifications. This program will be a valuable asset to the Center's ability to document and evaluate training needs of staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the purchase of Electronic Training Documentation software from International Business Information Technologies, Inc.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ELECTRONIC TRAINING RECORDS PROGRAMS

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 administration has identified a software solution to electronically document, track, and store employee training as requested by the Center's Training Cadre; and

WHEREAS, the 9-1-1 Staff Services Manager in working with our Center's Communication Training Officers, and has reviewed the features, options, and demonstrations of these programs to perform these functions; and

WHEREAS, the LEFTA Systems and METR Software systems have been found to meet the needs of our Center's training program as well as the administrative needs to electronically document training information; and

WHEREAS, the company International Business Information Technologies, Inc. provider of the LEFTA Systems and METR Software programs, have provided a quote for these programs in the amount of \$8,225.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the LEFTA Systems and METR Software programs from international Business Information Technologies in an amount not to exceed \$8,225.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents with International Business Information Technologies, Inc. to provide their software solutions to Ingham County 9-1-1 Center for training documentation.

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Lance Langdon, 9-1-1 Director
DATE: April 18, 2018
SUBJECT: Resolution for security camera replacement
For the meeting agendas on April 26, 2018

BACKGROUND

The security systems used by the 9-1-1 Center, which is a secure facility, use security cameras that were installed with the construction of the center. The cameras normally have the ability to work in daylight or very dim lighting conditions. This dim light capability has become greatly reduced, limiting what can be seen or monitored by staff with the camera system.

ALTERNATIVES

Continue with cameras that do not function well at night, and submit them as CIP for 2019.

FINANCIAL IMPACT

\$5,700.00 to be used from 9-1-1 fund balance

STRATEGIC PLANNING IMPACT

Service to residents: With our building being a secure facility, the cameras are used to see and then communicate with people visiting the center in addition to providing security for center staff.

OTHER CONSIDERATIONS

We have had minor incidents around the center building which have involved our camera system. The cameras are needed to function properly.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for this equipment replacement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REPLACEMENT OF OUTDOOR
SURVIELLANCE CAMERAS AT THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 Center uses surveillance cameras to maintain the security of the building and staff; and

WHEREAS, the cameras currently in use were installed with the construction of the center in 2012; and

WHEREAS, the cameras are not functioning properly in the night time mode, extremely limiting the view provided in dim light conditions; and

WHEREAS, the County IT Department has obtained a quote for replacement cameras from Vidcom Solutions in the amount of \$5,601.27, with the IT department doing the installation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure not to exceed \$5,700.00 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the camera equipment.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 16, 2018

SUBJECT: 2019 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 2019 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, 2018, park annual and zoo winter seasonal fees on October 1, 2018, and for all other departments on January 1, 2019. As noted in the fee schedule, seasonal fees will continue through March 31, 2019.

The first attachment (Attachment A) offers analysis of proposed fees for 2019. The annual average United States' consumer price index was used to do the calculation. This rate of 2.1% 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 2018 cost as calculated in last year's fee update process.
4. The 2019 cost, which was calculated by multiplying the 2018 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 2019 calculated fee is based on the 2018 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2019, 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**.
8. 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.
9. 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 cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk's Office would like to maintain the 2018 rates for all of their fees in 2019. The Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end.
 - b. CS: The Zoo Lines 71, 73 and 79, Non Resident Adult, Senior Rates and School Groups– They would like to keep the same as 2018 since they were just increased last year. Line 74, Children Admission – They would like to increase even more because at \$5.00 the fee is still a lot less than Detroit Zoo or Binder Zoo by at least half.
 - c. HS: The Health Department agrees with most fees except the following: BCCCP – Lines 2-6 fees are 135% of Medicaid Rate, a standard fee methodology used in CHC Clinic. Lines 9-11 – New Fees and State of Michigan Procedure, fees are 135% of Medicaid Rate as well. Medical Examiner – Line 25, Autopsy Report Copies, fee should match Sparrow Forensic Current Charges and at this rate it does. Environmental Health - Line 50- This penalty fee should be the same as the license fee. Line 51 – This fee is set by the state. Lines 55 and 56 – Fee is closer to actual costs of providing services. Fee is a result of non-compliant actions. Line 85 – This fee should be the same as the original inspection fee. Line 89 – This fee is set per Statute.
 - d. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 112 and 114 Resident and Non-Resident Annual Fee – a one-dollar increase creates inefficiencies at the park entrances. Last year they increased by \$2 and they updated signage at the park entrances. Lines 116-117, 119-126, 144-146 Shelters/Cabanas/Winter Sports Building – We don't recommend increasing by \$1.00 increments. Line 160 Boat Launch Annual – given that they eliminated the senior annual in 2014, which was \$25.00, frequent complaints are received about the current \$50.00 fee. They request to keep it the same in 2019. Line 178, Season Pass Disc Golf – They don't agree with fee increase because they are the only course in the area that charges.

Line 182, Dog Park Regular Pass – They have already printed signs, applications, website, brochures, etc. Line 195, Snow Tube Hill – They recommend changing fee from \$100 to \$300 for a minimum required pre-paid group size of 25 people, plus the per person group rate fee of \$8.00 per person for any additional guests past the pre-paid 25 people. The Hawk Island Snow Tubing Hill offers guests the ability to rent the tubing hill in two hour blocks during non-operational hours for private events. The current fee for this rental is \$100 paid in advance plus \$8.00 per person when the party arrives at the facility. Numerous times during the last two operating seasons, groups would reserve the hill and inform us that they were expecting 25-50 people with their groups. When the groups would arrive at the facility, they would have as few as 8 persons. With this number of persons in the group, the hill is actually operating at a loss during this time. To still provide the ability to rent the facility, but to ensure the hill is at a minimum breaking even financially, we are proposing that a minimum of 25 paying guests be required for a reservation. This would be paid at the time of the reservation. Additional persons over the 25 threshold would then be charged accordingly at the facility when they are checking in for their reservation. The breakdown of the rental costs vs rental income is below: 4 seasonal staff @ 4 hours = \$160-\$200 1 full time staff member to shut down and/or restart snow making = \$100 Total Costs for rental: \$260-\$300 Total Revenue for rental (with 25 minimum): \$300. Line 208 -PA, Chairs or Music Stands – Too small of an increase to reprint signs and documents. **New Fees** - Line 209, Snow Shoe Rental Adult – Just an error they didn't have adult rental prices. Line 210, Cancellation Admin Fee – Added because if group cancels we have already spent time prepping the hill for reservations.

- e. L&C: Animal Control does not want to increase any fees for the 2019 year. They feel that they increased most of them last year and it is too soon to increase again.
 - f. L&C: The District Court does not recommend any fee increase for 2019.
 - g. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 67. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2019 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2018 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 \$83,970 in additional revenue in 2019.

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

Attachments

DRAFT

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 the Attachments at the rates established effective January 1, 2019 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2018, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2018.

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

ATTACHMENT A

Location of Service	Fee Description	2018 Cost	2019 Cost Increase Factor	2019 Cost	Target Percent	2018 Fee	2019 Calc. Fee	2019 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
1	Animal Control Enforcement/Dog License Fees										
2	Animal Control Sterilized	\$61.52	2.1%	\$62.82	25.0%	\$15.00	\$15.70	\$15.00	15,000	\$15.00	\$0
3	Animal Control Sterilized - Delinquent	\$198.43	2.1%	\$202.60	25.0%	\$30.00	\$50.65	\$31.00	3,916	\$30.00	\$0
4	Animal Control Sterilized - 3 year License	\$140.32	2.1%	\$143.26	25.0%	\$35.00	\$35.82	\$35.00	3,000	\$35.00	\$0
5	Animal Control Un-Sterilized	\$194.27	2.1%	\$198.35	75.0%	\$45.00	\$148.77	\$46.00	6,311	\$45.00	\$0
6	Animal Control Un-Sterilized - Delinquent	\$388.55	2.1%	\$396.71	75.0%	\$90.00	\$297.53	\$91.00	805	\$90.00	\$0
7	Animal Control Un-Sterilized - 3 year License	\$467.72	2.1%	\$477.54	75.0%	\$125.00	\$358.16	\$130.00	320	\$125.00	\$0
8	Animal Control Boarding Fee-Dangerous Animals	\$94.98	2.1%	\$96.97	100.0%	\$77.00	\$96.97	\$78.00	300	\$77.00	\$0
9	Animal Control Boarding Fee per day-others	\$46.77	2.1%	\$47.75	75.0%	\$35.00	\$35.82	\$35.00	1,900	\$35.00	\$0
10	Animal Control Adoption Fee										\$0
11	Animal Control Dogs(under six years of age)	\$100.23	2.1%	\$102.34	75.0%	\$75.00	\$76.75	\$76.00	550	\$75.00	\$0
12	Animal Control Dogs(six years or older)	\$25.90	2.1%	\$26.45	75.0%	\$19.00	\$19.84	\$19.00	100	\$19.00	\$0
13	Animal Control Puppies(age-four months or less)	\$150.35	2.1%	\$153.50	75.0%	\$110.00	\$115.13	\$115.00	190	\$110.00	\$0
14	Animal Control Cats(under six years of age)	\$86.34	2.1%	\$88.16	75.0%	\$64.00	\$66.12	\$65.00	450	\$64.00	\$0
15	Animal Control Cats(six years or older)	\$34.54	2.1%	\$35.26	75.0%	\$25.00	\$26.45	\$26.00	50	\$25.00	\$0
16	Animal Control Animal Redemption										\$0
17	Animal Control Animal Redemption - 1st offense	\$43.17	2.1%	\$44.08	50.0%	\$25.00	\$22.04	\$25.00	350	\$25.00	\$0
18	Animal Control Animal Redemption - 2nd offense	\$51.81	2.1%	\$52.89	100.0%	\$51.00	\$52.89	\$52.00	50	\$51.00	\$0
19	Animal Control Animal Redemption - 3rd offense	\$99.22	2.1%	\$101.30	100.0%	\$100.00	\$101.30	\$100.00	20	\$100.00	\$0
20	Animal Control Animal Redemption - after 3rd offense	\$155.42	2.1%	\$158.68	100.0%	\$155.00	\$158.68	\$155.00	3	\$155.00	\$0
21	Animal Control Euthanasia Fee	\$184.69	2.1%	\$188.57	100.0%	\$135.00	\$188.57	\$140.00	50	\$135.00	\$0
22	Animal Control Ten Dog Kennel Inspection Fee	\$158.31	2.1%	\$161.63	100.0%	\$155.00	\$161.63	\$160.00	10	\$155.00	\$0
23	Animal Control Over Ten Dog Kennel Inspection Fee	\$184.69	2.1%	\$188.57	100.0%	\$180.00	\$188.57	\$185.00	10	\$180.00	\$0
24	Animal Control Owner Surrender	\$46.77	2.1%	\$47.75	100.0%	\$46.00	\$47.75	\$47.00	1,100	\$46.00	\$0
25	Animal Control Owner Pick-up Fee	\$46.77	2.1%	\$47.75	100.0%	\$46.00	\$47.75	\$47.00	40	\$46.00	\$0
26	Animal Control Rabies Decap	\$46.77	2.1%	\$47.75	100.0%	\$50.00	\$47.75	\$50.00	20	\$50.00	\$0
27	Animal Control Tranq. At-Large Fee	\$46.77	2.1%	\$47.75	100.0%	\$46.00	\$47.75	\$47.00	40	\$46.00	\$0
28	Animal Control Rabies vaccination on redeemed dogs	\$21.11	2.1%	\$21.55	100.0%	\$21.00	\$21.55	\$21.00	350	\$21.00	\$0
29	Animal Control Bordatella Vaccination-redeemed dogs	\$19.94	2.1%	\$20.36	100.0%	\$19.00	\$20.36	\$20.00	490	\$19.00	\$0
30	Animal Control Spay/neuter deposit-Owners redeeming pet	\$82.40	2.1%	\$84.13	100.0%	\$81.00	\$84.13	\$82.00	212	\$81.00	\$0
31	Pros Atty Diversion - Initial Interview	\$72.08	2.1%	\$73.60	50.0%	\$36.00	\$36.80	\$36.00	450	\$36.00	\$0
32	Pros Atty Diversion - Misdemeanor Offender	\$941.83	2.1%	\$961.60	50.0%	\$460.00	\$480.80	\$470.00	488	\$470.00	\$4,880
33	Pros Atty Diversion - Felony Offender	\$1,695.29	2.1%	\$1,730.89	50.0%	\$810.00	\$865.44	\$820.00	112	\$820.00	\$1,120
34	Pros Atty Costs-eligible convictions - Guilty Plea	\$149.01	2.1%	\$152.13	75.0%	\$110.00	\$114.10	\$110.00	600	\$110.00	\$0
35	Pros Atty Costs for eligible convictions - Trial	\$2,384.38	2.1%	\$2,434.45	10.0%	\$235.00	\$243.44	\$240.00	11	\$240.00	\$55
36	Jail Day Rate (1)	\$55.17	2.1%	\$56.33	100.0%	\$55.00	\$56.33	\$56.00	22,448	\$56.00	\$22,448
37	Sheriff Accident/Incident Report *	\$5.17	2.1%	\$5.28	100.0%	\$5.00	\$5.28	\$5.00	2,384	\$5.00	\$0
38	Sheriff OWI arrest resulting in conviction	\$255.15	2.1%	\$260.50	100.0%	varies by arrest	\$260.50	varies by arrest	329	varies by arrest	\$0
39	Sheriff Fingerprinting and/or Palm Printing	\$16.19	2.1%	\$16.53	100.0%	\$16.00	\$16.53	\$16.00	621	\$16.00	\$0
40	Sheriff Public Notary Fee for gun permits (2)	\$10.16	2.1%	\$10.37	100.0%	\$10.00	\$10.37	\$10.00	1,354	\$10.00	\$0
41	Sheriff Costs for Command per hour	\$65.60	2.1%	\$66.98	100.0%	\$65.60	\$66.98	\$66.98	0	\$66.98	\$0
42	Sheriff Costs for Deputy per hour	\$58.84	2.1%	\$60.07	100.0%	\$58.84	\$60.07	\$60.07	0	\$60.07	\$0
43	Sheriff Pistol Entry database verification (3)	\$1.02	2.1%	\$1.04	100.0%	\$1.00	\$1.04	\$1.00	0	\$1.00	\$0
44	Sheriff Cert. of Reg for Precious Metal/Gem Dealer License (5)	\$54.93	2.1%	\$56.08	100.0%	\$50.00	\$56.08	\$50.00	0	\$50.00	\$0

Location of Service	Fee Description	2018 Cost	2019 Cost Increase Factor	2019 Cost	Target Percent	2018 Fee	2019 Calc. Fee	2019 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
45 Sheriff	Road Bonds per Warrant	\$10.99	2.1%	\$11.22	100.0%	\$10.00	\$11.22	\$11.00	0	\$11.00	\$0
46 Sheriff	False Alarm Fee- third offense	\$43.95	2.1%	\$44.87	100.0%	\$43.00	\$44.87	\$44.00	0	\$44.00	\$0
47 Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	\$31.34	2.1%	\$32.00	100.0%	\$31.00	\$32.00	\$32.00	0	\$32.00	\$0
48 Sheriff/Em Mgt.	Cost Recov. Fee flat rate per/hr per vehicle	\$261.17	2.1%	\$266.65	100.0%	\$300.00	\$266.65	\$300.00	0	\$300.00	\$0
49 Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	\$109.86	2.1%	\$112.17	100.0%	\$105.00	\$112.17	\$110.00	0	\$110.00	\$0
50 All Courts	Work Release (4)	\$53.24	2.1%	\$54.35	50.0%	\$25.00	\$27.18	\$25.00	5,250	\$25.00	\$0
51 District Court	Civil **	\$117.57	2.1%	\$120.04	50.0%	Varies	\$60.02	Varies	4,264	varies	\$0
52 District Court	Pre-Sentence Reports	\$227.97	2.1%	\$232.76	100.0%	\$100.00	\$232.76	\$105.00	75	\$100.00	\$0
53 District Court	Probation Oversight (per month)	\$120.05	2.1%	\$122.57	100.0%	\$35.00	\$122.57	\$36.00	5,220	\$35.00	\$0
54 District Court	Criminal ***	\$277.48	2.1%	\$283.30	100.0%	\$275.00	\$283.30	\$275.00	1,579	\$275.00	\$0
55 District Court	Traffic ****	\$266.89	2.1%	\$272.60	50.0%	Varies	\$136.30	Varies	17,861	Varies	\$0
56 Circuit Court	Copies	\$3.88	2.1%	\$3.97	25.0%	\$1.50	\$0.99	\$1.50	25,000	\$1.50	\$0
57 Circuit Court	Felony Case Costs	\$758.32	2.1%	\$774.25	100.0%	\$1,470.00	\$774.25	\$1,470.00	650	\$1,470.00	\$0
58 Circuit Court	Show Cause - Probation	\$478.15	2.1%	\$488.19	100.0%	\$185.00	\$488.19	\$190.00	130	\$190.00	\$650
59 Circuit Court	GTD Bench Warrants	\$151.80	2.1%	\$154.99	100.0%	\$150.00	\$154.99	\$150.00	50	\$150.00	\$0
60 Family Division	Delinquency Court Costs	\$417.17	2.1%	\$425.94	100.0%	\$285.00	\$425.94	\$290.00	1,725	\$290.00	\$8,625
61 Family Division	In-Home Detention	\$40.79	2.1%	\$41.64	0.0%	\$0.00	\$0.00	\$0.00	7,000	\$0.00	\$0
62 Family Division	Intensive Probation	\$964.56	2.1%	\$984.82	0.0%	\$0.00	\$0.00	\$0.00	970	\$0.00	\$0
63 Family Division	Regular Probation	\$159.80	2.1%	\$163.15	0.0%	\$0.00	\$0.00	\$0.00	5,292	\$0.00	\$0
64 Family Division	Tether	\$140.36	2.1%	\$143.30	25.0%	\$33.00	\$35.83	\$34.00	2,625	\$34.00	\$2,625
65 Family Division	Traffic	\$228.56	2.1%	\$233.36	50.0%	Ticket fee schedule	\$116.68	Ticket fee schedule	1,775	Ticket fee schedule	\$0
66 Family Division	Traffic - Fail to Appear	\$107.49	2.1%	\$109.75	25.0%	\$26.00	\$27.44	\$27.00	355	\$27.00	\$355
67 FOC	FOC Bench Warrants	\$690.25	2.1%	\$704.74	100.0%	\$275.00	\$704.74	\$280.00	1,000	\$275.00	\$0
TOTALS											\$40,758

* - Part of FOIA varies - \$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)

** Civil Fees are set by various State statutes

*** Criminal Court costs set at \$275/case (MCL 769.1k for authority to assess court costs)

**** Traffic Court costs cannot exceed \$100 (MCL 257.907)

(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) As stated in MCL 445.483 (4) the fee cannot exceed \$50.00

2019 County Fees Analysis
 Law and Courts Committee

ATTACHMENT B

Location of Service	Fee Description	2018 Fee	Controller/ Department Recommend.	Additional Revenue
Pros Atty	Diversion - Misdemeanor Offender	\$460.00	\$470.00	\$4,880
Pros Atty	Diversion - Felony Offender	\$810.00	\$820.00	\$1,120
Pros Atty	Costs for eligible convictions - Trial	\$235.00	\$240.00	\$55
Jail	Day Rate (1)	\$55.00	\$56.00	\$22,448
Sheriff	Costs for Command per hour	\$65.60	\$66.98	\$0
Sheriff	Costs for Deputy per hour	\$58.84	\$60.07	\$0
Sheriff	Road Bonds per Warrant	\$10.00	\$11.00	\$0
Sheriff	False Alarm Fee- third offense	\$43.00	\$44.00	\$0
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	\$31.00	\$32.00	\$0
Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	\$105.00	\$110.00	\$0
Circuit Court	Show Cause - Probation	\$185.00	\$190.00	\$650
Family Division	Delinquency Court Costs	\$285.00	\$290.00	\$8,625
Family Division	Tether	\$33.00	\$34.00	\$2,625
Family Division	Traffic - Fail to Appear	\$26.00	\$27.00	\$355