

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

LAW & COURTS COMMITTEE  
DERRELL SLAUGHTER, CHAIR  
MARK POLSDOFER  
VICTOR CELENTINO  
BRYAN CRENSHAW  
RYAN SEBOLT  
CHRIS TRUBAC  
RANDY SCHAFFER

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 ax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET THURSDAY, APRIL 30, 2020 AT  
6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY <https://ingham.zoom.us/j/94194818305>

Agenda

Call to Order  
Approval of the [March 12, 2020](#) Minutes  
Additions to the Agenda  
Limited Public Comment

1. Circuit Court/Family Division – Resolution Authorizing Board Chairperson to Sign Necessary Documents Related to 2017 [Dodge Caravan](#) Insurance Claim
2. Animal Control – Resolution to Honor [Roxann Wilkinson](#), Volunteer at the Ingham County Animal Control & Shelter for Her Outstanding Contribution to Animal Fostering
3. Public Defenders Office – Resolution to Convert a [Senior Assistant Public Defender](#) to a Deputy Chief Public Defender
4. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2020 Ingham County Budget
  - b. 2021 Update of [County Fees](#) (*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](http://www.ingham.org).

LAW & COURTS COMMITTEE  
March 12, 2020  
Draft Minutes

Members Present: Slaughter, Polsdofer, Celentino, Crenshaw, Sebolt, Trubac, Schafer.

Members Absent: None.

Others Present: Robert Hotchkiss, Helen Walker, George Strander, Rick Terrill, Terri Thornberry, Teri Morton, Michael Tanis, and others.

The meeting was called to order by Chairperson Slaughter 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 February 27, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE FEBRUARY 27, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage
3. District Court
  - a. Resolution Appointing Stefani C. Godsey as Attorney Magistrate for the 55<sup>th</sup> District Court
  - b. Resolution Honoring Judge Thomas Boyd
4. 9-1-1 Dispatch Center/Innovation & Technology Department – Resolution to Approve an Additional Computer Technician Position for the 9-1-1 Center

5. 9-1-1 Dispatch Center
  - a. Resolution to Amend Resolution #20-051 – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office
  - b. Resolution to Authorize Purchase Orders for Dispatch Consoles to Build Out the 9-1-1 Backup Center
  - c. Resolution to Authorize the Purchase of Unication Radio Pagers for Fire Departments in Ingham County
  
6. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. for the HVAC System and Split Unit for the 9-1-1 Center’s Backup Location at the Road Department

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Circuit Court/Friend of the Court – Friend of the Court Independent Parenting Time Supervisors – Liability Insurance Issues (*Informational Item*)

George Strander, Court Administrator, Helen Walker, Deputy Court Administrator, and Robert Hotchkiss, Assistant Friend of the Court provided an update on the Friend of the Court Independent Parenting Time Supervisors – Liability Insurance Issues to the Law & Courts Committee.

Commissioner Crenshaw stated that he appreciated the memo that was provided. He further stated that Ms. Walker mentioned the number of individuals who were acting as the parenting supervisor. He asked Ms. Walker how many families were partaking in that service, going through the Friend of the Court.

Ms. Walker stated that there were about 14 cases that were receiving solely grant funding through the Access of Visitation grant. She further stated that, however, there were many other cases that received partial funding through the grant.

Ms. Walker stated that there were about 100 cases who exercised parenting time by private-pay, but she did not have anyone to supervise on a private-pay basis.

Commissioner Crenshaw stated that, when Ms. Walker reached out to State Court Administrative Office (SCAO), they said that other counties were outsourcing work. He asked if there was a state-wide organization that was doing the work for the other counties, or if it was individual contractors within the counties that were providing that service.

Ms. Walker stated that it was individual contractors, from counseling centers to women’s centers to child-family charities. She further stated that, for the other counties, it was an independent

contractor, but it would be a person who had insurance and was taken care of as opposed to what the Friend of the Court had done.

Commissioner Schafer asked Ms. Walker where visitation occurred, if the Friend of the Court had a central location.

Ms. Walker stated that what the old program had done was visitation occurred within the community.

Commissioner Schafer asked Ms. Walker to clarify what she meant by within the community.

Ms. Walker stated that, for example, it could be at a McDonald's and the child would go to the PlayLand, and Friend of the Court would have a supervisor that would supervise.

Commissioner Schafer stated that it could be a place in the community.

Ms. Walker stated yes. She further stated that some counties that outsourced had a facility, and that was preferred because it was less of a liability.

Commissioner Schafer stated that the child wanted a decent environment.

Ms. Walker stated that, potentially, the Friend of the Court would outsource it to find an agency that was willing to do both. She further stated that it could start with an inside facility, and if things went well, it could proceed to out in the community.

Commissioner Schafer asked if it was safe to assume that the community agencies that the Commissioners had found had been contacted.

Ms. Walker asked Commissioner Schafer if he could give her an example, because she had reached out to several community agencies. She further stated that she had reached out to Child and Family Charities, Cristo Rey Community Center, and Cognitive Consultants.

Teri Morton, Deputy Controller, stated that she knew that Cognitive Consultants was one of the agencies that the Jail used for some of their programs, but she did not think there were any others within the Human Services agencies.

Commissioner Crenshaw asked Ms. Walker what the amount of liability insurance an individual must have for the purposes of being a supervisor.

Ms. Walker stated that it was her understanding after talking to Risk Management that an individual would have to obtain their own liability insurance coverage and name the County as an insured. She further stated that she had received different estimates for that person, but she believed Mr. Hotchkiss contacted two agencies and it was a range of \$500 to \$1,000.

Ms. Walker stated that these supervisors only earned \$15 an hour, and they only supervised on a limited basis, so it would not be worth their while to obtain liability insurance coverage.

Chairperson Slaughter asked if there were any specific families that were requesting this type of supervision.

Ms. Walker stated yes. She further stated that there was a huge need and, unfortunately, the Friend of the Court suspending the program was interrupting relationships between parents and children.

Ms. Walker stated that all of them were devastated. She further stated that all of them wanted to get a program for the community to outsource the grant to.

Commissioner Schafer asked if the County could pay for the liability insurance coverage.

Ms. Walker stated that she had asked that question, and for some reason the County cannot because the County was paying the independent contractor to be insured, which meant they were no longer an independent contractor.

Commissioner Schafer stated that the independent contractors were 1099 individuals essentially.

Ms. Walker stated yes.

Mr. Hotchkiss stated that, since he had been back at the County, the program had been running since 2009 and he had been the person who had done the training for the independent supervisors. He further stated that supervised parenting time was court-ordered, and these cases could range from a parent who had not seen their child for a couple of years to children's protective services referral to domestic violence.

Mr. Hotchkiss stated that when he trained the supervisors in October or November, he would go through a number of points, and he had developed supervised parenting time form which required both of the parents to sign, so that they knew what was and was not allowed. He further stated that, for example, you could not bring a gift to a supervised visit unless the supervisor approved.

Mr. Hotchkiss stated that, for example, he did not recommend third-parties to be present during a supervised visit for the first couple of months for two reasons: he wanted the child to interact with the parent and have a relationship, and not disturbed by third-parties. He further stated that third-parties could sometimes be difficult for a supervisor to manage.

Mr. Hotchkiss stated that there were two requirements that a supervisor must keep in mind: to keep their eyes on the child and be able to hear what was being said at all times. He further stated that supervisors must be able to see and hear an interaction between the child and parent.

Mr. Hotchkiss stated that, to date, the program had not had any major issues, but he had to relieve a supervisor for not properly supervising. He further stated that the parenting time program was suspended and he had notified the supervisor not to take on any more cases, and to contact their clients.

Mr. Hotchkiss stated that he had also notified all of the clients that supervised parenting time was no longer available and to check their website and Facebook page for updates. He further stated that the need was critical because the Friend of the Court had nothing in place for a lot of families who have supervised parenting time, and that was why all of them were before the Law & Courts Committee tonight.

Ms. Walker stated that she wanted to give the Law & Courts Committee a statistic. She further stated that, in 2019, the Friend of the Court ran a query to see how many reports received from supervised visits, and found that 731 reports of supervised visitations took place.

Ms. Walker stated that, in 2018, found that 709 reports of supervised visitations took place. She further stated that it showed the critical need for the grant because it helped their indigent clients because not everyone can pay \$15 to \$20 an hour for supervision.

Commissioner Crenshaw stated that Ms. Walker had mentioned that she had reached out to Child and Family Charities and Cristo Rey Community Center. He asked Ms. Walker what their response was to her inquiry.

Ms. Walker stated that Child and Family Charities was very receptive and said they would crunch some numbers to see if there was a way they could help them. She further stated that she had placed several phone calls to Cristo Rey Community Center and left messages for Joe Garcia, Executive Director, but she had not heard back from Joe Garcia.

Commissioner Crenshaw stated that a response from Mr. Garcia would be a hard one because of what they were going through over at Cristo Rey Community Center. He asked Ms. Walker who she talked to over at Child and Family Charities.

Ms. Walker stated that she talked to Andrea Calabrese, Chief Operations Officer.

Discussion.

Commissioner Crenshaw stated that he had relationships with Ms. Calabrese and Sidney Bishop, who was their Division Director of Juvenile Justice, and if he could facilitate a conversation, he would be willing to do that to try to get this moving forward.

Commissioner Sebolt asked if Ms. Walker had had contract with CASA.

Ms. Walker stated that she believed that Friend of the Court had left CASA a message.

Discussion.

Commissioner Sebolt stated that he could help to reach out to CASA if they wanted him to because he knew some of their board members.

Ms. Walker stated that she would take any help, reach out to anyone.

Chairperson Slaughter stated that, since their conversation a couple of weeks ago, he had brainstormed some organizations and encourage other Commissioners if they had relationships at other organizations to help fill this need. He further stated that, in terms of next steps, Ms. Walker would be reaching out and contacting organizations.

Ms. Walker stated that she would not stop until she could outsource this grant. She further stated that she did not know how much it would cost.

Ms. Morton stated that Ms. Walker's next step would be to put together a Request for Proposals (RFP) to go through the County process. She further stated that the more they reach out to agencies, the more response they may get, and she knew Ms. Walker was working to craft the RFP.

Mr. Strander stated that, once the Friend of the Court received some better information, he would go back to Richard Garcia, Chief Circuit and Probate Judge, and the Family Division judges. He further stated that they were the ones who initially review the situation, and decided to suspend it given the factors, and he was hopeful they would find a solution to put in place.

Commissioner Crenshaw asked when the services had been suspended.

Discussion.

Mr. Hotchkiss stated that he did not know the exact date, but it had been a week or two.

Discussion.

Chairperson Slaughter asked what triggered realizing that these individuals needed to have some type of liability insurance coverage.

Ms. Walker stated that there was a new supervisor that wanted to be added to the Friend of the Court list, and so they were trying to get that person registered as a vendor. She further stated that, at that point, the County asked that they needed some proof of insurance, and that opened the door.

Ms. Walker stated that the Friend of the Court talked to Risk Management and corporate counsel, and realized that they should have their own insurance as an independent contractor, which they did not have. She further stated that the County was covered in the event something happened, but the supervisor who probably believed that they would be covered by the County insurance would not be covered, so felt that they had a duty to not create a risk of harm by allowing it to continue.

Chairperson Slaughter asked if previous supervisors on the list had not been asked.

Ms. Walker stated that she was not sure. She further stated that Risk Management had said that because you did something one way for 20 years, does not mean it should continue to happen that way now that they know

Commissioner Schafer stated that there had been a big impact on the County as far as volunteers doing things for their healthcare. He further stated that, for some reason, Risk Management thought it was more dangerous than they used to think it was.

Discussion.

Chairperson Slaughter thanked Mr. Strander, Ms. Walker, and Mr. Hotchkiss for coming before the Law & Courts Committee.

### Announcements

Commissioner Crenshaw stated that the Commissioners received an email from Becky Bennett, Board of Commissioners Director, regarding the meeting with the Ingham County Countywides and Department Heads about the Coronavirus update. He further stated that Commissioners were not required to be there.

Commissioner Sebolt stated that he asked the Controller's Office earlier this week to put together a supplemental leave policy for County employees. He further stated that the Controller's Office was nearing completion of that task, and he expected it to be a Late Agenda Item for the upcoming County Services Committee meeting to provide additional relief in light of the crisis.

Commissioner Celentino asked Commissioner Crenshaw to clarify that there were two meetings scheduled for March 13, 2020.

Commissioner Crenshaw stated that there was one meeting on March 13, 2020 at 12:00 p.m., with Ingham County Department Heads and Countywides.

Commissioner Celentino stated that, for people who could not make the meeting because of work, he and others receive a briefing or an email of what was discussed.

Ms. Morton stated that it was not a mandatory meeting for Commissioners to attend.

Commissioner Celentino stated that he knew that, but there could be a lot of information that might come out and he would like to be informed.

Commissioner Crenshaw stated that there was information in the email of what would be covered, but he would make sure that additional information was sent out.

Commissioner Celentino stated that the emails he had received from Linda Vail, Health Officer, had been adequate.

Chairperson Slaughter stated that he had had a conversation with Ms. Vail and she would be giving presentations to the Human Services Committee, the County Services Committee, and the Finance Committee about the Coronavirus. He further stated that there would be a Joint Caucus



meeting before the next Board of Commissioners meeting to discuss where the County was at and moving forward.

Commissioner Celentino stated that he had received an email about a special Human Services Committee meeting on March 12, 2020 at 6:00 p.m. He asked if there would be a special County Services Committee meeting as well.

Ms. Morton stated that there would be a Late Agenda Item at the County Services Committee meeting. She further stated that she thought the Human Services Committee had experienced a scheduling issue with Ms. Vail.

Commissioner Trubac stated that he thought the Human Services Committee would schedule a special meeting on March 12, 2020 at 6:00 p.m. He further stated that was the only reason that was different, and as far as the content of the update, it should be the same as the other committees.

Discussion.

Commissioner Crenshaw stated that there would be a flurry of information coming out over the next couple of days. He further stated that if any of the Commissioners had questions, to reach out to Ms. Bennett, Jared Cypher, interim County Controller, or Ms. Vail.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:22 p.m.

**APRIL 30, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Deputy Controller recommends approval of the following resolutions:**

1. *Circuit Court/Family Division – Resolution Authorizing Board Chairperson to Sign Necessary Documents Related to 2017 Dodge Caravan Insurance Claim*

This resolution will authorize the Board Chairperson to sign necessary documents related the 2017 Dodge Caravan insurance claim, which may include a vehicle title and Power of Attorney.

The Juvenile Division has a fleet of nine vehicles that are used to transport juveniles to and from the Ingham Academy and the Pride evening reporting program. The vans are in a lease agreement with Highfields, Inc. who provides insurance coverage for the vehicles. One of the vehicles was involved in an accident on October 30, 2019 and was determined as a total loss by the insurance company. Highfields, Inc. will receive final payment in the amount of \$17,650.80 from Great American Insurance Group for the vehicle and per the lease agreement will remit this money to the County. In order to resolve this matter, the Board Chairperson needs to sign necessary documents.

See memo for details.

3. *Public Defenders Office – Resolution to Convert Assistant Public Defender to Deputy Chief Public Defender*

This resolution will authorize the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender. This change was included in the Public Defenders Fiscal Year 2020 Michigan Indigent Defense Commission (MIDC) Compliance Plan. The position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53) and the long term annual cost of this change will be \$22,628. Funding for this conversion is included in the grant budget authorized by Resolution 20-055.

See memo for details.

- 4a. *Controller/Administrator's Office – First Quarter 2020 Budget Adjustments and Contingency Fund Update*

This resolution will authorize various budget adjustments for the first quarter of 2020. The total increase to the General Fund is \$97,189.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Typical adjustments result from updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$155,514.

See memo for details.

**HONORARY RESOLUTION:**

2. *Animal Control – Resolution To Honor Roxann Wilkinson, Volunteer at the Ingham County Animal Control & Shelter for Her Outstanding Contribution to Animal Fostering*

**DISCUSSION ITEM:**

- 4b. *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, 2020, Park annual and Zoo winter seasonal fees on October 1, 2020, and for all other departments on January 1, 2021. As noted in the fee schedule, seasonal fees will continue through March 31, 2021.

Fee increases as recommended by the Controller's Office would generate approximately \$70,000 in additional revenue in 2021.

See memo and attachments for detail.

## AGENDA ITEM 1

**TO:** Law and Courts Committee  
**FROM:** Scott LeRoy, Deputy Court Administrator  
**DATE:** 04/22/2020  
**SUBJECT:** Resolution Authorizing Board Chairperson to Sign Necessary Documents Related to 2017 Dodge Caravan Insurance Claim  
For the meeting agendas of April 30, 2020

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### **BACKGROUND**

The Ingham County Family Center has nine vans used to transport students to and from the Ingham Academy and Pride evening reporting program. All nine vehicles are in a lease agreement with Highfields, Inc. who provides insurance coverage for the vehicles. One of the vehicles was involved in an automobile accident on October 30, 2019. Luckily no students were in the vehicle at the time and the driver was not injured. The van was determined to be a complete loss by Highfields' insurance company, Great American Insurance Group. Highfields will receive final payment of \$17,650.80 related to the loss which they will sign over to the County per the lease agreement.

Attached is a resolution authorizing the Board Chairperson to sign all necessary documents related to the vehicle in order for Highfields and Ingham County to resolve the pending claim with Great American Insurance Group. These documents may include a vehicle title and a Power of Attorney. These documents are necessary in order for Great American Insurance Group to issue final payment.

It should be noted there is pending litigation involving the automobile accident. The County Attorney has been in communication with legal counsel from Michigan Municipal Risk Management Authority who is also representing Highfields in the litigation.

### **ALTERNATIVES**

If the resolution is not approved, the Juvenile Division would not be able to resolve the matter as it relates to signing the vehicle title and Power of Attorney.

### **FINANCIAL IMPACT**

The Juvenile 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 usage of each van. The 2018 year end fund balance for this account was roughly \$119,939.12. The \$17,650.80 received from Highfields' insurance provider will be deposited into this fund.

### **STRATEGIC PLANNING IMPACT**

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles. The Ingham Academy and Pride evening reporting program utilized evidence based treatment.

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

That the resolution be authorized allowing the Board Chairperson to sign the vehicle title and Power of Attorney.

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING BOARD CHAIRPERSON TO SIGN NECESSARY DOCUMENTS  
RELATED TO 2017 DODGE CARAVAN**

WHEREAS, the Juvenile Division has a fleet of nine vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride evening reporting program; and

WHEREAS, all vans are in a lease agreement with Highfields, Inc. who provides insurance coverage for the vehicles; and

WHEREAS, one of the nine vehicles was involved in an accident on October 30, 2019 and was determined as a total loss by the insurance company; and

WHEREAS, Highfields, Inc. will receive final payment in the amount of \$17,650.80 from Great American Insurance Group for the vehicle and per the lease agreement will be turn this money over to the County; and

WHEREAS, in order to resolve this matter, the Board Chairperson needs to sign necessary documents which may include a vehicle title and Power of Attorney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Board Chairperson to sign necessary documents related the 2017 Dodge Caravan (VIN: 2C4RDGCG6HR60238) insurance claim.

BE IT FURTHER RESOLVED, that these documents may include a vehicle title and Power of Attorney.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR ROXANN WILKINSON, VOLUNTEER AT THE INGHAM COUNTY ANIMAL CONTROL & SHELTER FOR HER OUTSTANDING CONTRIBUTION TO ANIMAL FOSTERING**

WHEREAS, Roxann Wilkinson has been a volunteer at the Ingham County Animal Control & Shelter (ICACS) for more than ten years; and

WHEREAS, Roxann has devoted her life to the care and training of animals; and

WHEREAS, Roxann has just fostered her 300<sup>th</sup> dog with Ingham County Animal Control & Shelter, many of them puppies, which require many hours of socialization and training; and

WHEREAS, in addition, the adult dogs that Roxann takes into foster often have many behavioral or health issues that cost her time and money; and

WHEREAS, Roxann is one of the most patient people at ICACS, always ready to lend a listening ear regarding behavior issues with their dogs; and

WHEREAS, Roxann is willing, at a moment's notice, to drive across the state to transport an animal to a rescue or other shelter, having put thousands of miles on her personal vehicle, and spent thousands of dollars of her own money on gas; and

WHEREAS, Roxann rarely has a foster dog returned to her, because she spends a great deal of time getting to know her adopters and the animals in her care, and is able to successfully place dogs for their lifetime; and

WHEREAS, in addition, Roxann's care of these animals doesn't end with the adoption, as she encourages the adopters to contact her with questions as the dogs are adjusting to their new homes, offering advice and training tips; and

WHEREAS, Roxann does not accomplish this by herself; her husband Dave and son Scott, as well as Fur Kids Farkle and Feeny all assist in the raising of these many foster dogs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes Roxann Wilkinson for her outstanding efforts to foster abandoned animals and extends its sincere appreciation to her for her support of the Ingham County Animal Control and Shelter.

## AGENDA ITEM 3

**TO:** Law & Courts, County Services and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** April 23, 2020  
**SUBJECT:** Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender

For the meeting agendas of April 30, May 5 and 6

### **BACKGROUND**

As part of its Fiscal Year 2020 Michigan Indigent Defense Commission (MIDC) Compliance Plan, the Ingham County Public Defenders Office requested the conversion of Senior Assistant Public Defender to a Deputy Chief Public Defender in order to designate an attorney to serve when the Chief Public Defender is unavailable and to assist with the administrative duties of the office. The request was approved. The position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53)

### **FINANCIAL IMPACT**

The long-term (topped out) annual cost of this position conversion including wages and fringes, would be \$22,628. Funds are included in the 2019-2020 MIDC grant budget for this change.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)

### **OTHER CONSIDERATIONS**

This position will be posted internally. After appointment of the selected individual to the converted position, a position will be eliminated from the Public Defenders Office, for no net increase in the total number of positions.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

### AGENDA ITEM 3

TO: Teri Morton, Deputy Controller  
Russel Church, Chief Public Defender

FROM: Joan Clous, Human Resources Specialist

DATE: April 23, 2020

RE: Memo of Analysis for the creation of a Chief Deputy Public Defender position for the Public Defender's Office

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Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Chief Deputy Public Defender has been determined to fall within the scope of the MC jobs and was classified at an MCF 15 (\$93,550.80 to \$112,289.53)

***Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.***

***If I can be of further assistance, please email or call me on my cellphone (517-930-2075).***



**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY CHIEF PUBLIC DEFENDER**

**General Summary:**

Under the direction of the Chief Public Defender, manages the indigent defense delivery system in Ingham County. This includes, but is not limited to mentoring and supervising attorneys and working with the Administrator to supervise professional and clerical staff to ensure the delivery of high quality legal services to adults in Ingham County who are charged with crimes. Acts for and in the place of the Chief Public Defender in his/her absence.

**Essential Functions:**

An employee in this position may be called upon to do any of the following: (This list is not exhaustive of all the tasks which an attorney in this position may expected to do).

1. Assists the Chief Public Defender in supervising and mentoring staff Assistant Public Defenders. If necessary, recommends the authority to initiate disciplinary action but is authorized to provide on the spot corrections based on performance problems. Along with the Administrator, supervises and mentors the professional and clerical staff, including in the absence of the Chief Public Defender, the authority to initiate disciplinary action.
2. Along with the Chief Public Defender, addresses as necessary internal and external complaints about the performance or activities of the other staff members of the Office of the Public Defender.
3. In the absence of the Chief Public Defender, acts in his or her stead with all the authority of the Chief Public Defender.
4. Maintains a reduced case load of assigned cases, reviewing discovery, conducting investigations, conducting, pre-trial hearings, probable cause hearings, preliminary examinations and trials.
5. May be called upon to perform any duty performed by the Assistant Public Defenders.
6. May be called upon to advise and assist other members of the office on short notice.
7. May be called upon to perform weekend and holiday arraignments on the same schedule.
8. Participates in hiring decisions, personnel assignments, and long range office planning.
9. Drafts and submits BOC resolutions to the appropriate committees and attends meetings to implement the resolutions.
10. May be called upon to participate in labor relations activities for the department, including negotiations of collective bargaining agreements.
11. Attends external meetings on the behalf of the department as designated by the Chief Public Defender.
12. Aids in the training of new Assistant Public Defenders.
13. Assists in developing goals and objectives for entire department.
14. Receives and addresses complaints against the Public Defender's Office and staff.
15. Ensure compliance with outside agency requirements related to confidential data bases such as JIS, LEIN, and Secretary of State Master driving records.
16. In conjunction with the Administrator approves time records and requests for time off.
17. Assists in the development of office manuals related to policies and procedures.

**Other Functions:**

None listed.

**Employment qualifications:**

**Education:** Juris Doctor

**Other Qualifications:** Must be a member in good standing of the State Bar of Michigan.

**Experience:** At least 10 years practicing law with a focus on increasingly more serious and complex criminal litigation.

*(The qualifications outlined above are intended to represent the minimum skills and experience levels associated with performing the duties 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).*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the resilience to be able to handle varying and sometimes high levels of stress.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**April 23, 2020**  
**MC 15**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT A SENIOR ASSISTANT PUBLIC DEFENDER TO A DEPUTY CHIEF PUBLIC DEFENDER**

WHEREAS, as part of it Fiscal Year 2020 Michigan Indigent Defense Commissioner (MIDC) Compliance Plan, the Ingham County Public Defenders Office requested, and was approved for, the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender in order to designate an attorney to serve when the Chief Public Defender is unavailable and to assist with the administrative duties of the office; and

WHEREAS, the position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53); and

WHEREAS, the long term annual cost of this change will be \$22,628; and

WHEREAS, funding for this position is included in the grant budget authorized by Resolution 20-055.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget and position allocation list.

## AGENDA ITEM 4a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: First Quarter 2020 Budget Adjustments, Contingency Fund Update

DATE: April 21, 2020

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2020. The total increase to the General Fund is \$97,189.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2019. Some of the larger projects carried over from the 2017, 2018 and 2019 budgets include \$164,105 for the Steam Repairs VMC, and \$238,774 for jail chiller replacement and \$168,714 Clock Tower, \$249,417 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects \$331,025 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. DHHS Carpet Replacement \$240,000 and \$124,200 for Parking Lot Repairs at HSB are also from 2019. The IT department had a number of unfinished projects including \$150,000 for network redesign, and \$190,400 for Microsoft Licensing, and others that total \$77,075. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328, #17-109, #18-110, #18-186, #18-533, #19-047, #19-215, #19-284 and #19-504. The balance of these projects totals \$9,272,041.

In the General Fund, a \$50,000 increase to transfer to the DHHS Foster Care Fund is being requested to cover cost not covered by State of Michigan funds. The Animal Control is requesting \$20,626 and the Sheriff requesting \$16,268 be re-appropriated for vehicles not purchased in 2019. The Prosecuting Attorney is requesting an additional \$5,000 to fund the Crime Victim Rights Grant that was reduced. \$5,000 is also being requested to fund the CAPCOG Membership that was not included in the 2020 budget. The Cultural Diversity Unity Committee request \$295 be re-appropriated for luncheon fund not spent in 2019. The use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$155,514. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

## 2020 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Cultural Diversity Committee Funding	(1,500)
R19-502: Additional Community Agency Funding	(17,300)
R20-016: Funding Tri County Region Aerial Imagery	(27,500)
R20-019: Funding for HR COM Program	(47,200)
R20-088: Funding Transport Van Containment System	(21,049)
R20-062: Funding Trillium Staffing Solutions	(25,000)
R20-111: Funding Departments – COVID-19	(50,000)
R20-166: Funding Probate – Court Guardian Case Manager COVID-19	(4,937)
<b>Current Contingency Amount</b>	<b>\$155,514</b>

**AGENDA ITEM 4a**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2020 Budget on October 22, 2019 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2020 BUDGET</u> <u>04/22/20</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$88,058,500	97,189	\$88,155,689
208	Parks	\$2,683,455	3,368	\$2,686,823
215	Friend of Court	\$6,044,680	32,730	\$6,077,410
221	Health	\$22,622,825	22,500	\$22,645,325
228	Trails & Parks Millage	\$8,627,007	9,409,062	\$18,036,069
230	Hotel/Motel	\$3,264,000	210,000	\$3,474,000
245	Public Improvements	\$708,200	1,245,841	\$1,954,041
261	911 Emergency Phone	\$9,340,108	90,000	\$9,430,108
511	Community Health Center	\$28,036,875	13,500	\$28,050,375
561	Fair	\$1,082,995	210,000	\$1,292,995
595	Jail Commissary Fund	\$734,959	38,640	\$773,599
631	Building Authority Operating	\$2,643,969	596,203	\$3,240,172
636	Innovation & Technology	\$5,632,833	775,175	\$6,408,008
664	Mach. & Equip. Revolving	\$889,766	1,203,026	\$2,092,792

**GENERAL FUND REVENUES**

	<u>2020 Budget – 04/22/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	54,299,126	0	54,299,126
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,410,047	0	6,410,047
Convention/Tourism Tax – Liquor	1,361,714	0	1,361,714
Court Equity Funding	1,544,000	0	1,544,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance – Committed	0	0	0
Use of Fund Balance – Uncommitted	2,106,078	97,189	2,203,267
<b>Department Generated Revenue</b>			
Animal Control	1,207,797	0	1,199,936
Circuit Court - Family Division	1,300,045	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	1,570,516	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	778,750	0	618,850
District Court	2,175,198	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	24,975	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	409,838	0	409,838
Prosecuting Attorney	792,335	0	792,335

Purchasing	0	0	0
Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000
Sheriff	4,725,933	0	4,725,933
Treasurer	4,179,133	0	4,179,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	427,164	0	427,164
<b>Total General Fund Revenues</b>	<b>88,058,500</b>	<b>97,189</b>	<b>88,155,689</b>

### GENERAL FUND EXPENDITURES

	<u>2020 Budget – 04/22/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
Board of Commissioners	664,904	5,000	669,904
Circuit Court - General Trial	8,127,738	0	9,167,583
District Court	3,523,770	0	3,523,770
Circuit Court - Friend of the Court	1,775,039	0	1,775,039
Jury Board	1,190	0	1,190
Probate Court	1,741,003	0	1,741,003
Circuit Court - Family Division	5,775,672	0	5,775,672
Jury Selection	165,842	0	165,842
Elections	479,013	0	479,013
Financial Services	876,915	0	876,915
County Attorney	485,968	0	485,968
County Clerk	1,137,202	0	1,137,202
Controller	1,042,162	0	1,042,162
Equalization/Tax Services	810,317	0	810,317
Human Resources	910,769	295	911,064
Prosecuting Attorney	7,601,494	5,000	7,606,494
Purchasing	272,043	0	272,043
Facilities	2,085,008	0	2,085,008
Register of Deeds	897,597	0	897,597
Remonumentation Grant	85,000	0	94,260
Treasurer	914,334	0	914,334
Drain Commissioner	1,129,221	0	1,129,221
Economic Development	129,924	0	129,924
Community Agencies	217,300	0	217,300
Ingham Conservation District Court	13,100	0	13,100
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500



Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	221,600	0	221,600
Sheriff	21,570,282	16,268	21,586,550
Metro Squad	60,000	0	60,000
Community Corrections	167,398	0	167,398
Animal Control	2,545,895	20,626	2,566,521
Emergency Operations	255,546	0	255,546
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,829,564	0	5,829,564
CHC	3,490,495	0	3,490,495
Jail Medical	2,159,862	0	2,159,862
Medical Examiner	688,747	0	688,747
Substance Abuse	684,102	0	684,102
Community Mental Health	2,112,482	50,000	2,162,482
Department of Human Services	2,032,948	0	2,032,948
Tri-County Aging	100,656	0	100,656
Veterans Affairs	633,286	0	633,286
Cooperative Extension	415,025	0	415,025
Parks and Recreation	1,785,959	0	1,785,959
Contingency Reserves	205,514	0	205,514
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,516,618	0	1,516,618
<b>Total General Fund Expenditures</b>	<b>88,058,500</b>	<b>97,189</b>	<b>88,155,689</b>

### **General Fund Revenues**

Use of Fund Balance-Uncommitted    Increase of use of fund balance \$97,189 due to revenue and expense changes.

### **General Fund Expenditures**

Board of Commissioners                    Increase of \$5,000 for CAPCOG Membership.

Human Resources	Re-appropriate operating funds of \$295 for IC Cultural Diversity Luncheon.
Prosecuting Attorney	Additional funds of \$5,000 requested due to cut in 2020 Crime Victim Rights Grant.
Department of Human Services	Additional funds of \$50,000 requested for unlicensed relative child care which is Ingham County expense.
Sheriff	Re-appropriate operating funds of \$16,268 for purchase of vehicles not expensed in 2019.
Animal Control	Re-appropriate operating funds of \$20,626 for purchase of vehicle not expensed in 2019.

**Non-General Fund Adjustments**

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, (\$693) ATV/Gator LL, (\$970) Roof Peregrine Hawk, (\$645) Roof Kestrel Hawk, and (\$560) Roof Sandhill LL.
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$22,500).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533, 19-047, 19-215, 19-284 and 19-504 (\$9,272,041). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$13,694), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Drinking Fountains Hawk (\$3,512), Roof Red Trail Hawk (\$4,365), Roof Boat Hawk (\$575), Roof Boat LL (\$790). Re-appropriate funds for 2019 Crannie and Johnson Contracts (\$95,400).
Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fund 561 for following 2019 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000),

Public Improvement (F245)	Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$14,459), and Steam Repairs VMC (\$164,105) from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$15,200), Jail Roof Repairs (\$46,148), Training Center Roof (\$21,096), all from CIP 2017, Jail Heat Pumps/Piping (\$29,292), and Replace Jail Water Softener (\$25,000) from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$238,774), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$29,615), and Clock Tower Repairs (\$168,714) from CIP 2018. Re-appropriate funds for 2019 CIP: VMC Parking Lot (\$61,000), ISCO General Heating (\$32,700), Work Office Station (\$29,148), Jail Shower Floor (\$55,016), Receiving Split System (\$7,000), Compressor Replacement (\$35,000), Roof Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs (\$72,015). To appropriate additional funds (\$34,272) for office modifications to PA office.
911 Emergency Phone (F261)	Re-appropriate funds for the following projects; Office Remodel (\$90,000) from CIP 2019
Health Clinic (F511)	Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).
Fair (F561)	Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000),
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$18,640) for CIP 2018. Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating	Re-appropriate funds for the following projects at HSB;

(F631)

Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$22,600), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), from CIP 2018. New Blower Shaft (\$10,019), Parking Lot Repair (\$124,200), Drinking Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) and Office Renovate (\$41,800) from 2019 CIP.

Innovation & Technology  
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2019; Network Redesign (\$150,000), wireless project (\$9,775), Microsoft Licensing (\$190,400), Web Site Revamp (\$15,380), Network Security Assessment (\$48,520), and Wiring Project (\$3,400).

Mach./Equip. Revolving  
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$331,025), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$249,417) from 2018, Rolling File Storage (\$243,850), Document Management System (\$50,000), Projectors Jury Room (\$5,000) from 2019. Animal Control's bullet proof vest (\$5,085) 2018 and 2019 CIP and New Shelter Desktops (\$4,134) from CIP 2019. Equalization's Software for Online Mapping (\$4,118) from 2018 CIP. District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160) and Clerk's Electric Doc System (\$30,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$13,391) from R19-192. Re-appropriate 2019 CIP Mason CH UPS Replacement (\$35,050), County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115).

TO: Finance and Liaison Committees

FROM: Jill Bauer, Analyst

DATE: April 22, 2020

SUBJECT: 2021 Update of County Fees

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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 2021 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, 2020, park annual and zoo winter seasonal fees on October 1, 2020, and for all other departments on January 1, 2021. As noted in the fee schedule, seasonal fees will continue through March 31, 2021.

The first attachment (Attachment A) offers analysis of proposed fees for 2021. The annual average United States' consumer price index was used to do the calculation. This rate of 1.9% 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 2020 cost as calculated in last year's fee update process.
4. The 2021 cost, which was calculated by multiplying the 2020 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 2021 calculated fee is based on the 2020 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2021, 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 does not recommend increasing any of her fees this year. However, a new fee Line 19 is added for Birth Written Verification (not certificates).
  - b. CS: The Zoo agrees with most fees except Lines 101-102– They would like to keep the same as 2020 since they match with Parks Department and Parks is not increasing them at this time either.
  - c. HS: The Health Department fees have been left at the 2020 rates due to the importance of Covid and staff not having the time to make this a priority currently. We can always do a separate resolution if necessary.
  - d. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 119 & 121 - Resident and Non-Resident Annual Fee in 2022 or 2023 Parks would look at those fees being increased to \$35 and \$45. This would make it easier to change signs, information pieces, brochures, etc. at one time instead of annually. The increased cost of doing these changes annually outweighs the increased revenues. Line 165 – Boat Launch – Cost to print signs is more than the increase, but will be evaluated for 2022 or 2023. Line 183 - Disc Golf (Annual Pass) - The fee would remain the same in an attempt to encourage users to purchase the annual pass as opposed to the daily pass, thus increasing overall revenue by increase in number of annual passes sold over daily passes. The daily pass is increasing. Lines 187-191 - Dog Park Regular Pass, student, senior, veteran, and owner of service animal – Printed signs, applications, website, brochures, etc. have been printed and a larger increase at one time to limit changing the above material annually would be established. Possibly look to increase the same year as the Resident/Non- Resident Annual parking. Line 202 - Moonwalk – An increase in fee of the moonwalk rental from \$300.00 to \$325.00 to be at the same price threshold as rental companies.
  - e. L&C: Animal Control agree with all proposed fees except Lines 1-6, the licensing fees as we are the highest in the area. Also, Lines 31-35 are fees that they have been charging but were never put on fee list formally. They are for Spay/Neuter vouchers. We are working with Animal Control Director, Heidi Williams, to see actual cost, target % and units at this time. We sell the vouchers currently and then we pay a vet to perform the surgery and their fees have increased as well.
  - f. L&C: The District Court does not recommend any fee increase for 2021.
  - g. L&C: The Sheriff would like to keep fees the same for 2021 due to the state of the world currently.
  - h. L&C: The Friend of the Court does not want to increase the bench warrant fee. Ingham County already has by far the highest fees in the State, and accounts for approximately half of all Bench Warrant Fees collected in Michigan. Approximately ¾ of all FOC offices do not collect a Bench Warrant Fee.

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 2021 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2020 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 \$70,000 in additional revenue in 2021.

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 Budget Office, 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, 2021 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2020, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2020.



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.

2021 County Fees Analysis  
Law and Courts Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

Attachment A

Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
Animal Control	Enforcement/Dog License Fees										
Animal Control	Sterilized	\$64.32	1.9%	\$65.54	25.0%	\$15.00	\$16.39	\$16.00	15,000	\$15.00	\$0
Animal Control	Sterilized - Delinquent	\$207.46	1.9%	\$211.41	25.0%	\$30.00	\$52.85	\$31.00	3,916	\$30.00	\$0
Animal Control	Sterilized - 3 year License	\$146.70	1.9%	\$149.49	25.0%	\$35.00	\$37.37	\$36.00	3,000	\$35.00	\$0
Animal Control	Un-Sterilized	\$203.11	1.9%	\$206.97	75.0%	\$45.00	\$155.23	\$46.00	6,311	\$45.00	\$0
Animal Control	Un-Sterilized - Delinquent	\$406.23	1.9%	\$413.95	75.0%	\$90.00	\$310.46	\$91.00	805	\$90.00	\$0
Animal Control	Un-Sterilized - 3 year License	\$489.00	1.9%	\$498.29	75.0%	\$125.00	\$373.72	\$130.00	320	\$130.00	\$1,600
Animal Control	Boarding Fee-Dangerous Animals	\$99.30	1.9%	\$101.19	100.0%	\$77.00	\$101.19	\$78.00	300	\$78.00	\$300
Animal Control	Boarding Fee per day-others	\$48.90	1.9%	\$49.83	75.0%	\$35.00	\$37.37	\$36.00	1,900	\$36.00	\$1,900
Animal Control	Adoption Fee										
Animal Control	Dogs(under six years of age)	\$104.79	1.9%	\$106.78	75.0%	\$75.00	\$80.09	\$76.00	550	\$76.00	\$550
Animal Control	Dogs(six years or older)	\$27.08	1.9%	\$27.60	75.0%	\$19.00	\$20.70	\$20.00	100	\$20.00	\$100
Animal Control	Puppies(age-four months or less)	\$157.19	1.9%	\$160.17	75.0%	\$110.00	\$120.13	\$115.00	190	\$115.00	\$950
Animal Control	Cats(under six years of age)	\$90.27	1.9%	\$91.99	75.0%	\$64.00	\$68.99	\$65.00	450	\$65.00	\$450
Animal Control	Cats(six years or older)	\$36.11	1.9%	\$36.80	75.0%	\$25.00	\$27.60	\$26.00	50	\$26.00	\$50
Animal Control	Animal Redemption										
Animal Control	Animal Redemption - 1st offense	\$45.06	1.9%	\$45.91	60.0%	\$26.00	\$27.55	\$27.00	350	\$27.00	\$350
Animal Control	Animal Redemption - 2nd offense	\$54.16	1.9%	\$55.19	100.0%	\$52.00	\$55.19	\$53.00	50	\$53.00	\$50
Animal Control	Animal Redemption - 3rd offense	\$103.73	1.9%	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	20	\$105.00	\$100
Animal Control	Animal Redemption - after 3rd offense	\$162.49	1.9%	\$165.58	100.0%	\$160.00	\$165.58	\$165.00	3	\$165.00	\$15
Animal Control	Euthanasia Fee	\$193.09	1.9%	\$196.76	100.0%	\$135.00	\$196.76	\$145.00	50	\$145.00	\$500
Animal Control	Ten Dog Kennel Inspection Fee	\$165.51	1.9%	\$168.65	100.0%	\$155.00	\$168.65	\$165.00	10	\$165.00	\$100
Animal Control	Over Ten Dog Kennel Inspection Fee	\$193.09	1.9%	\$196.76	100.0%	\$190.00	\$196.76	\$195.00	10	\$195.00	\$50
Animal Control	Owner Surrender	\$48.90	1.9%	\$49.83	100.0%	\$46.00	\$49.83	\$47.00	1,100	\$47.00	\$1,100
Animal Control	Owner Pick-up Fee	\$48.90	1.9%	\$49.83	100.0%	\$47.00	\$49.83	\$48.00	40	\$48.00	\$40
Animal Control	Rabies Decap	\$49.93	1.9%	\$50.88	100.0%	\$50.00	\$50.88	\$50.00	20	\$50.00	\$0
Animal Control	Tranq. At-Large Fee	\$48.90	1.9%	\$49.83	100.0%	\$47.00	\$49.83	\$48.00	40	\$48.00	\$40
Animal Control	Rabies vaccination on redeemed dogs	\$22.07	1.9%	\$22.49	100.0%	\$22.00	\$22.49	\$22.00	350	\$22.00	\$0
Animal Control	Bordatella Vaccination-redeemed dogs	\$20.85	1.9%	\$21.24	100.0%	\$20.00	\$21.24	\$21.00	490	\$21.00	\$490
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$86.15	1.9%	\$87.78	100.0%	\$82.00	\$87.78	\$83.00	212	\$83.00	\$212
Animal Control	Spay & Neuter Program Fees - Vouchers										
Animal Control	Dogs-Male		1.9%		100.0%	\$45.00		\$0.00	0	\$55.00	\$0
Animal Control	Dogs-Female		1.9%		100.0%	\$50.00		\$0.00	0	\$60.00	\$0
Animal Control	Cats-Male		1.9%		100.0%	\$20.00		\$0.00	0	\$30.00	\$0
Animal Control	Cats-Female		1.9%		100.0%	\$30.00		\$0.00	0	\$40.00	\$0
Pros Atty	Diversion - Initial Interview	\$75.36	1.9%	\$76.80	50.0%	\$37.00	\$38.40	\$38.00	450	\$38.00	\$450
Pros Atty	Diversion - Misdemeanor Offender	\$984.68	1.9%	\$1,003.39	50.0%	\$480.00	\$501.70	\$485.00	488	\$485.00	\$2,440
Pros Atty	Diversion - Felony Offender	\$1,772.43	1.9%	\$1,806.11	50.0%	\$830.00	\$903.05	\$840.00	112	\$840.00	\$1,120
Pros Atty	Costs-eligible convictions - Guilty Plea	\$155.79	1.9%	\$158.75	75.0%	\$115.00	\$119.06	\$115.00	600	\$115.00	\$0
Pros Atty	Costs for eligible convictions - Trial	\$2,492.88	1.9%	\$2,540.24	10.0%	\$245.00	\$254.02	\$250.00	11	\$250.00	\$55
Jail	Day Rate (1)	\$57.68	1.9%	\$58.78	100.0%	\$8.00	\$8.78	\$9.00	22,448	\$8.00	\$0
Sheriff	Accident/Incident Report *	\$5.40	1.9%	\$5.51	100.0%	\$5.00	\$5.51	\$5.00	2,384	\$5.00	\$0
Sheriff	OWI arrest resulting in conviction	\$266.76	1.9%	\$271.82	100.0%	varies by arrest	\$271.82	varies by arrest	329	varies by arrest	\$0
Sheriff	Fingerprinting and/or Palm Printing	\$16.92	1.9%	\$17.24	100.0%	\$16.00	\$17.24	\$17.00	621	\$16.00	\$0
Sheriff	Public Notary Fee for gun permits (2)	\$10.62	1.9%	\$10.82	100.0%	\$10.00	\$10.82	\$10.00	1,354	\$10.00	\$0
Sheriff	Costs for Command per hour	\$68.58	1.9%	\$69.89	100.0%	\$68.58	\$69.89	\$69.89	0	\$68.58	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
47	Sheriff	Costs for Deputy per hour	\$61.51	1.9%	\$62.68	100.0%	\$61.51	\$62.68	\$62.68	0	\$61.51	\$0
48	Sheriff	Pistol Entry database verification (3)	\$1.07	1.9%	\$1.09	100.0%	\$1.00	\$1.09	\$1.00	0	\$1.00	\$0
49	Sheriff	Cert. of Reg for Precious Metal/Gem Dealer License (5)	\$57.43	1.9%	\$58.52	100.0%	\$50.00	\$58.52	\$50.00	0	\$50.00	\$0
50	Sheriff	Road Bonds per Warrant	\$10.24	1.9%	\$10.43	100.0%	\$10.00	\$10.43	\$10.00	0	\$10.00	\$0
51	Sheriff	False Alarm Fee- third offense	\$45.94	1.9%	\$46.82	100.0%	\$45.00	\$46.82	\$46.00	0	\$45.00	\$0
52	Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	\$32.77	1.9%	\$33.39	100.0%	\$32.00	\$33.39	\$33.00	0	\$32.00	\$0
53	Sheriff/Em Mgt.	Cost Recov. Fee flat rate per/hr per vehicle	\$302.08	1.9%	\$307.82	100.0%	\$300.00	\$307.82	\$305.00	0	\$300.00	\$0
54	Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	\$114.86	1.9%	\$117.04	100.0%	\$110.00	\$117.04	\$115.00	0	\$110.00	\$0
55	All Courts	Work Release (4)	\$55.66	1.9%	\$56.72	50.0%	\$25.00	\$28.36	\$25.00	5,250	\$25.00	\$0
56	District Court	Civil **	\$122.92	1.9%	\$125.26	50.0%	varies	\$62.63	varies	4,264	varies	\$0
57	District Court	Pre-Sentence Reports	\$238.35	1.9%	\$242.87	100.0%	\$100.00	\$242.87	\$110.00	75	\$110.00	\$750
58	District Court	Probation Oversight (per month)	\$125.51	1.9%	\$127.90	100.0%	\$35.00	\$127.90	\$36.00	5,220	\$36.00	\$5,220
59	District Court	Criminal ***	\$290.10	1.9%	\$295.61	100.0%	\$275.00	\$295.61	\$275.00	1,579	\$275.00	\$0
60	District Court	Traffic ****	\$279.14	1.9%	\$284.45	50.0%	Varies	\$142.22	Varies	17,861	Varies	\$0
61	Circuit Court	Copies	\$4.06	1.9%	\$4.14	25.0%	\$1.50	\$1.03	\$1.50	25,000	\$1.50	\$0
62	Circuit Court	Felony Case Costs	\$792.83	1.9%	\$807.89	100.0%	\$1,470.00	\$807.89	\$1,470.00	650	\$1,470.00	\$0
63	Circuit Court	Show Cause - Probation	\$499.91	1.9%	\$509.41	100.0%	\$200.00	\$509.41	\$200.00	130	\$200.00	\$0
64	Circuit Court	GD Bench Warrants	\$158.71	1.9%	\$161.73	100.0%	\$155.00	\$161.73	\$160.00	50	\$160.00	\$250
65	Family Division	Delinquency Court Costs	\$436.16	1.9%	\$444.45	100.0%	\$300.00	\$444.45	\$310.00	1,725	\$310.00	\$17,250
66	Family Division	Truancy Court Cost	\$102.40	1.9%	\$104.35	0.0%	\$100.00	\$0.00	\$100.00	79	\$100.00	\$0
67	Family Division	Residential Placement (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	6,092	sliding scale	\$0
68	Family Division	Youth Center (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	9,192	sliding scale	\$0
69	Family Division	In-Home Detention (7)	\$42.64	1.9%	\$43.45	0.0%	sliding scale	\$0.00	sliding scale	17,657	sliding scale	\$0
70	Family Division	Intensive Probation	\$1,008.45	1.9%	\$1,027.62	0.0%	\$0.00	\$0.00	\$0.00	970	\$0.00	\$0
71	Family Division	Regular Probation	\$167.07	1.9%	\$170.24	0.0%	\$0.00	\$0.00	\$0.00	5,292	\$0.00	\$0
72	Family Division	Tether (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	2,625	sliding scale	\$0
73	Family Division	Traffic	\$238.96	1.9%	\$243.50	50.0%	Ticket fee schedule	\$121.75	Ticket fee schedule	1,775	Ticket fee schedule	\$0
74	Family Division	Traffic - Fail to Appear	\$112.38	1.9%	\$114.52	25.0%	\$28.00	\$28.63	\$28.00	355	\$28.00	\$0
75	FOC	FOC Bench Warrants	\$721.66	1.9%	\$735.37	100.0%	\$275.00	\$735.37	\$285.00	1,000	\$275.00	\$0
	<b>TOTALS</b>											\$36,482

\* - 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 901.83. 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

(7) Cost based on US Dept of Health and Human Services Federal Poverty Guidelines for 2015

2021 County Fees Analysis  
Law and Courts Committee

Attachment B

Location of Service	Fee Description	2020 Fee	Controller/ Department Recommend.	Additional Revenue
Animal Control	Un-Sterilized - 3 year License	\$125.00	\$130.00	\$1,600
Animal Control	Boarding Fee-Dangerous Animals	\$77.00	\$78.00	\$300
Animal Control	Boarding Fee per day-others	\$35.00	\$36.00	\$1,900
Animal Control	Dogs(under six years of age)	\$75.00	\$76.00	\$550
Animal Control	Dogs(six years or older)	\$19.00	\$20.00	\$100
Animal Control	Puppies(age-four months or less)	\$110.00	\$115.00	\$950
Animal Control	Cats(under six years of age)	\$64.00	\$65.00	\$450
Animal Control	Cats(six years or older)	\$25.00	\$26.00	\$50
Animal Control	Animal Redemption - 1st offense	\$26.00	\$27.00	\$350
Animal Control	Animal Redemption - 2nd offense	\$52.00	\$53.00	\$50
Animal Control	Animal Redemption - 3rd offense	\$100.00	\$105.00	\$100
Animal Control	Animal Redemption - after 3rd offense	\$160.00	\$165.00	\$15
Animal Control	Euthanasia Fee	\$135.00	\$145.00	\$500
Animal Control	Ten Dog Kennel Inspection Fee	\$155.00	\$165.00	\$100
Animal Control	Over Ten Dog Kennel Inspection Fee	\$190.00	\$195.00	\$50
Animal Control	Owner Surrender	\$46.00	\$47.00	\$1,100
Animal Control	Owner Pick-up Fee	\$47.00	\$48.00	\$40
Animal Control	Tranq. At-Large Fee	\$47.00	\$48.00	\$40
Animal Control	Bordatella Vaccination-redeemed dogs	\$20.00	\$21.00	\$490
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$82.00	\$83.00	\$212
Animal Control	Dogs-Male	\$45.00	\$55.00	\$0
Animal Control	Dogs-Female	\$50.00	\$60.00	\$0
Animal Control	Cats-Male	\$20.00	\$30.00	\$0
Animal Control	Cats-Female	\$30.00	\$40.00	\$0
Pros Atty	Diversion - Initial Interview	\$37.00	\$38.00	\$450
Pros Atty	Diversion - Misdemeanor Offender	\$480.00	\$485.00	\$2,440
Pros Atty	Diversion - Felony Offender	\$830.00	\$840.00	\$1,120
Pros Atty	Costs for eligible convictions - Trial	\$245.00	\$250.00	\$55
Circuit Court	GTD Bench Warrants	\$155.00	\$160.00	\$250
Family Division	Delinquency Court Costs	\$300.00	\$310.00	\$17,250