

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
CHRIS TRUBAC
VICTOR CELENTINO
BRYAN CRENSHAW
ERIN GRAHAM
ROBERT PEÑA
RANDY SCHAFFER

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 29, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/83592433091>.

Agenda

Call to Order

Approval of the [April 15, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [TSI Inc.](#) for the Purchase of One Portacount Respiratory Fit Tester
2. 9-1-1 Dispatch Center – Resolution to Authorize Payment of 2021 Arcserve Maintenance Support Costs to [Central Square Technologies](#) for the Computer Aided Dispatch (CAD) System
3. Controller's Office
 - a. Resolution Updating Various [Fees](#) for Law & Courts Committee Services Provided by the County
 - b. Resolution to Authorize [Adjustments](#) to the 2021 Ingham County Budget

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 15, 2021

Draft Minutes

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Polsdofer (Ingham County, Michigan), Trubac (Ingham County, Michigan), Celentino (Ingham County, Michigan), Crenshaw (Ingham County, Michigan), Graham (Ingham County, Michigan), Peña (Ingham County, Michigan), and Schafer (Ingham County, Michigan).

Members Absent: None.

Others Present: Captain Greg Harris, Teri Morton, Richard Terrill, Brenda Sayles, Missy Harris, and Michael Tanis.

Approval of the April 1, 2021 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE APRIL 1, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Animal Control Advisory Board – Interviews

Brenda Sayles interviewed for the Animal Control Advisory Board Committee.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO RECOMMEND THE APPOINTMENT OF BRENDA SAYLES TO THE ANIMAL CONTROL ADVISORY BOARD COMMITTEE IN THE VOLUNTEER POSITION.

THE MOTION CARRIED UNANIMOUSLY.

2. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Purchase Digital Media Analytical Software for Investigative Purposes from Cellebrite Inc.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Commissioner Celentino asked why Ingham County Sheriff's Office (ICSO) chose Cellebrite Inc.

Captain Greg Harris, ICSO, stated that that Cellebrite Inc. was the first company to offer this type of analytical software. He further stated that they had the largest law enforcement footprint in the world for this type of product.

Captain Harris stated that Cellebrite Inc. was the most expensive option. He further stated that the reason was that they were able to analyze more devices than their competitors.

Commissioner Crenshaw asked how many other departments in the area used this similar software.

Captain Harris stated that the Lansing Police Department, Michigan State University (MSU) Police Department and Michigan State Police (MSP) used this similar software in the county. He further stated that because this type of evidence was easily destroyable, time was of the essence in these cases.

Captain Harris stated that other agencies used multiple vendors to analyze the same device. He further stated that the MSP used three vendors, and the MSU Police Department used two vendors, so ICSO was happy to start with one vendor, and wanted to choose the software with the largest footprint.

Commissioner Crenshaw asked if this cost included training for officers or detectives to utilize the software. He further asked if so, how many people would be trained.

Captain Harris stated yes. He further stated that one person would be trained to utilize the software.

Commissioner Crenshaw asked, in knowing people retired, what the cost would be to train another individual.

Captain Harris stated that because he planned to have more than one person trained, it would cost \$4,000 per individual to be certified. He further stated that the certification was good for two years, and to be recertified, it would cost \$2,000.

Commissioner Schaffer stated that he continued to be impressed by the initiatives and foresight of ICSO.

Chairperson Polsdofer asked if it would be possible to train one individual the first year, and then another individual trained the next year to create staggered certifications in the event of retirement.

Captain Harris stated that it would be possible, but it would not be his recommendation. He further stated that it would be a detective who was trained in this software, so there would be no transfers, and they would be keeping retirement in mind.

THE MOTION CARRIED UNANIMOUSLY.

3. Facilities Department – Ingham County Justice Complex Update – Energy Savings Initiatives

Richard Terrill, Facilities Department Director, provided an update on the Ingham County Justice Complex to the Law & Courts Committee.

Commissioner Schafer stated that he continued to be impressed by the work of Mr. Terrill and the Facilities Department regarding energy savings initiatives.

Commissioner Graham asked for details regarding the ozone technology in the Justice Complex.

Mr. Terrill stated that for example, the ozone technology helped to conserve the use of hot water. He further stated that it reduced the need for use of detergent and hot water to use the technology, and he could provide further information to the Law & Courts Committee.

Commissioner Graham stated that further information would be helpful.

Commissioner Trubac asked if he was correct if the County was implementing improvements as compared to the current facility that would result in energy and water savings, as well as financial savings for the County.

Mr. Terrill stated that he was correct. He further stated that reducing usage consumption and being energy conscientious were their primary targets.

Commissioner Trubac asked if it would be possible to quantify the amount the County was saving in terms of energy improvements in the Justice Complex.

Mr. Terrill stated that they could use the existing facilities as a benchmark and draw a comparison. He further stated that he would discuss the idea with their engineers to create a scenario to use as a comparison.

Commissioner Trubac stated that he thought that information would be instructive to the Board of Commissioners, Environmental Affairs Commission, and the Controller's Office. He further stated that he wanted to make sure the County was thinking about those types of things.

Commissioner Schafer asked for that information to be shared with the Board of Commissioners.

Chairperson Polsdofer asked Mr. Terrill for the information to be sent to Becky Bennett, Board of Commissioners Director, to share with all of the Commissioners.

4. Controller's Office – Discussions Regarding Updating Various Fees for County Services

Teri Morton, Deputy Controller, provided an overview of the memo provided to the Law & Courts Committee regarding the updating of various fees for County services.

Commissioner Celentino asked if the Controller's Office agreed with the departments that opposed fee increases.

Ms. Morton stated yes. She further stated that once they received their feedback, they agreed with the departments and made their recommendations accordingly.

Commissioner Celentino asked if he was correct that ICSO would not see a fee increase.

Ms. Morton stated that the fee would be increasing from \$17.00 to \$20.00.

Commissioner Celentino asked if he was correct that the Controller's Office granted every request by departments.

Ms. Morton stated that for this year, he was correct.

Commissioner Celentino asked if he was correct the County was increasing fees every three years.

Ms. Morton stated that they would look at one committee per year, so the Law & Courts Committee fees would be looked at again in three years.

Commissioner Celentino stated that he contacted Gregg Todd, County Controller, because he was uncomfortable with the three-year approach of raising fees.

Commissioner Celentino asked if she had concerns about large fee increases after three years.

Ms. Morton stated that departments had been displeased to have to print new brochures every year. She further stated that so often, the County did not raise a fee for a department that was displeased, and so if they waited a couple of years, they would not have that argument.

Ms. Morton stated that some departments agreed every year to fee increase. She further stated that if there was a department that wanted a certain fee addressed, they could put together a resolution to raise a certain fee, or, for example, if inflation was high one year, they could look at all fees.

Commissioner Celentino asked if it would be better for the constituents if they incrementally raised fees to help absorb the increased cost.

Ms. Morton stated that with the Consumer Price Index (CPI) being low, that would not be an issue. She further stated that if inflation was high one year, they should look at revisiting fees every year.

Commissioner Celentino asked if the Commissioners had the right not to increase a certain fee.

Ms. Morton stated yes.

Commissioner Schafer stated that he agreed with Commissioner Celentino. He further stated that the only fee he had an issue with was the Ingham County Health Department (ICHHD) wanting 100 percent of well and septic inspections.

Commissioner Schafer stated that he did not think there was a tremendous cost to publish the fees.

Commissioner Crenshaw stated that, to Commissioner Celentino's point, when Mr. Todd brought this idea up to him as a possibility, he talked to him about statutory fees that increased, and with a three-year cycle, they would put together a separate resolution for those fees. He further stated that if a department felt a fee needed to be increased before the cycle, they would put together a separate resolution.

Commissioner Crenshaw stated that the Board of Commissioners had to make sure the fees were being put in place at an adequate rate to not make services cost-prohibitive for their constituents.

Chairperson Polsdofer asked if the County could include a trigger that if a certain CPI percentage was met, they would revert to annual adjustments.

Ms. Morton stated that it was the will of the Board of Commissioners. She further stated that with inflation low, increased fees was not a huge concern, but if inflation were higher, they would want to revisit annual fee increases.

Commissioner Graham asked how fees were determined to be on a sliding scale.

Ms. Morton stated that many of the ICHD fees were on a sliding scale based on income. She further stated that she could provide the fee spreadsheet from last year to see the different types of sliding scale fees.

Commissioner Graham stated that she would be interested in being provided that spreadsheet. She further stated that she wondered if the use of sliding scales could be further discussed in the future.

Commissioner Celentino asked whether it was part of the process for the Law & Courts Committee to see a resolution at their next meeting.

Ms. Morton stated yes.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:06 p.m.

**APRIL 29, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with TSI Inc. for the Purchase of one PortaCount Respiratory Fit Tester*

This resolution will authorize the purchase of one PortaCount Respiratory Fit Tester from TSI Inc., for \$18,080, utilizing funding of \$18,080 from the Department of Justice's Bureau of Justice Assistance (BJA) FY 20 Coronavirus Emergency Supplemental Funding Program, previously approved by Resolution #20-363. These grant funds include the purchase of equipment to mitigate and prevent the spread of COVID-19 in the correctional facility. Properly worn and fitting masks protect against the spread of COVID-19 and other potentially hazardous particulates. N95 mask fit testing is required for Ingham County Sheriff's Office (ICSO) staff annually. Currently, the ICSO fit testing equipment is outdated and no longer functional. ICSO currently gets a machine on loan to complete fit testing. TSI Inc. is a sole source manufacturer and provider of the PortaCount Respirator Fit Tester.

2. *9-1-1 Dispatch Center – Resolution to Authorize Payment of 2021 Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System*

This resolution will approve the payment of 2021 Arcserve maintenance fees for support coverage for the time period of December 30, 2020 to December 29, 2021 to Central Square Technologies for the Computer Aided Dispatch System at a cost not to exceed \$3,463.04. Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers software (third party software) to replicate all Computer Aided Dispatch (CAD) data from the live servers to reporting servers. Funds are available within the 9-1-1 budget for this expense.

- 3a. *Controller's Office – Resolution Updating Various Fees for Law & Courts Committee Services Provided by the County*

This resolution authorizes various fee increases effective the start of the 2022 County fiscal year. The Controller's Office annually prepares for the Board's review details about adjustment of the fees for the upcoming budget process. This information was presented at a previous round of Law & Courts and Finance committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$86,000.

See memo for details.

- 3b. *Controller's Office – Resolution to Authorize Adjustments to the 2021 Ingham County Budget*

This resolution will authorize various budget adjustments for the first quarter of 2021. The total increase to the General Fund is \$10,764.

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 \$252,425.

See memo for details.

Agenda Item 1

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: April 20, 2021
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with TSI Inc. for the purchase of one PortaCount Respiratory Fit Tester.

For the meeting agenda of *April 29, 2021, May 5, 2021*

BACKGROUND

This Resolution is for the approval to utilize Department of Justice's BJA FY 20 Coronavirus Emergency Supplemental Funding Program to purchase equipment to improve our ability to protect against the spread of COVID 19 and other respiratory hazards. Specifically, BJA FY 20 Emergency Supplemental funding will be used to purchase one PortaCount Respiratory Fit Test machine at a cost of \$18,080.00.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

The equipment purchase utilizes previously accepted supplemental funds (Resolution 20-363) intended to support prevention of the spread of COVID 19.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the purchase of equipment to help protect against the spread of COVID-19 for staff, inmates, and the people they interact with outside of the correctional facility; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available supplemental monies awarded to Ingham County.

OTHER CONSIDERATIONS

N95 mask fit testing is required for Ingham County Sheriff's Office staff annually. Currently, the ICSO fit testing equipment is outdated and no longer functional. ICSO currently gets a machine on loan to complete fit testing.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of one PortaCount Respiratory Fit Test machine.



TSI INCORPORATED

500 Cardigan Road, Shoreview, MN 55126 USA
tel 651 490 2811 + toll free 800 874 2811 + fax 651 490 3824 + web www.tsi.com

April 20, 2021

Robert Boerkoel
Ingham County Sheriff's Office

Dear Robert,

TSI Incorporated is the sole source manufacturer, and calibration service provider of the Model 8030, 8038, 8040, and 8048 Respirator Fit Testers (PortaCount), the model 8095 N95 Companion, and the model 8026 Particle Generator. In addition, we are the sole source manufacturer for Quest products including Quest Dosimeters, QuesTemp, and Quest Environmental Monitor equipment.

TSI's calibration system meets ISO 9001:2015 and complies with ISO 13485:2003; Measurement management systems – Requirements for measurement processes and measuring equipment.

TSI performs calibrations and certifies the instruments conform to the original manufacturer's specifications and have been calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology (NIST).

Sincerely,

Patrick Sullivan
Customer Service Representative
1-800-874-2811 Option 2
WWW.TSI.COM
patrick.sullivan@tsi.com

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH TSI INC.
FOR THE PURCHASE OF ONE PORTACOUNT RESPIRATORY FIT TESTER**

WHEREAS, the Ingham County Sheriff's Office of Homeland Security and Emergency Management are to develop and maintain a response plan capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the Department of Justice BJA FY 20 Coronavirus Emergency Supplemental Funding Program (Resolution #20-363); and

WHEREAS, the purpose of these supplemental funds includes the purchase of equipment to mitigate and prevent the spread of COVID-19 in the correctional facility; and

WHEREAS, properly worn and fitting masks protect against the spread of COVID-19 and other potentially hazardous particulates; and

WHEREAS, the supplemental funding will be used to purchase one PortaCount Respiratory Fit Tester machine capable of testing mask fit effectiveness; and

WHEREAS, TSI Inc. is a sole source manufacturer and provider of the PortaCount Respirator Fit Tester; and

WHEREAS, the total expenditure for this proposal is \$18,080.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one PortaCount Respiratory Fit Tester from TSI Inc. for \$18,080 by utilizing funding of \$18,080 from the Department of Justice's BJA FY 20 Coronavirus Emergency Supplemental Funding Program.

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

Agenda Item 2

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Melissa Harris, Interim 9-1-1 Director
DATE: April 20, 2021
SUBJECT: Payment of Arcserve Maintenance Fees to Central Square Technologies.
For meeting agendas of Law & Courts April 29, 2021 and Finance May 5, 2021

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations. Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers software (third party software) to replicate all CAD data from the live servers to reporting servers. Because it is a third party application, Central Square Technologies does not include Arcserve maintenance fees in our annual maintenance agreement.

ALTERNATIVES

Confirmed with Ingham IT that there really are no alternatives. The Arcserve software is used within Central Square CAD providing nearly live replication of data from live CAD servers to reporting servers that our public safety agencies in Ingham County use to supply data to their report servers and other applications like crime analysis.

FINANCIAL IMPACT

\$3,463.04 Terms of this support coverage are 12/30/20-12/29/21.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing payment of our 2021 Arcserve maintenance fees to Central Square.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PAYMENT OF 2021 ARCSERVE MAINTENANCE
SUPPORT COSTS TO CENTRAL SQUARE TECHNOLOGIES FOR THE
COMPUTER AIDED DISPATCH (CAD) SYSTEM**

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 previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers (third party software) to replicate all CAD data from the live servers to reporting servers, Central Square invoices maintenance costs for Arcserve separately from Central Square Technologies annual maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, Ingham County 9-1-1 was invoiced for 2021 Arcserve maintenance fees in the amount of \$3,463.04 with terms of support coverage from December 30, 2020 to December 29, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the payment of 2021 Arcserve maintenance fees to Central Square Technologies for the Computer Aided Dispatch System at a cost not to exceed \$3,463.04.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract/documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3a

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst-Budget Office

DATE: April 20, 2021

SUBJECT: Resolution Updating Various Fees for Law and Courts Committee Services
Provided by the County

This resolution will authorize the adjustment of various fees for the Law & Courts Departments. These fees would be effective for the Friend of the Court on October 1, 2021 and all others on January 1, 2022. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2021 cost was calculated by multiplying the 2021 cost by the 2022 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from the Law & Courts Departments as part of the process of making these recommended adjustments. A full analysis of each fee was presented to Law & Courts and Finance Committees at the previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$85,765. Any additional revenue will be recognized in the 2022 Controller Recommended Budget.

Please feel free to contact me if you have any questions regarding this information.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR LAW & COURTS COMMITTEE SERVICES
PROVIDED BY THE COUNTY**

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 Controller’s Office will be reviewing and making recommendations on a three-year rotation by Committee; 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 the 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 the target percent is reached in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by the 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 effected offices and departments in order to receive their input; and

WHEREAS, after reviewing the input from the effected 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 Law & Courts Department’s 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, 2022 with the exception of the Friend of the Court, where new rates will be effective October 1, 2021.

2022 County Fees Analysis
Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2021 Fee	2022 Fee
Animal Control	Enforcement/Dog License Fees			
Animal Control	Sterilized	25.0%	\$15.00	\$16.00
Animal Control	Sterilized - Delinquent	25.0%	\$30.00	\$31.00
Animal Control	Sterilized - 3 year License	25.0%	\$35.00	\$36.00
Animal Control	Un-Sterilized	75.0%	\$45.00	\$46.00
Animal Control	Un-Sterilized - Delinquent	75.0%	\$90.00	\$91.00
Animal Control	Un-Sterilized - 3 year License	75.0%	\$130.00	\$135.00
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$78.00	\$80.00
Animal Control	Boarding Fee per day-others	75.0%	\$36.00	\$37.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$76.00	\$77.00
Animal Control	Puppies(age-four months or less)	75.0%	\$115.00	\$120.00
Animal Control	Cats(under six years of age)	75.0%	\$65.00	\$66.00
Animal Control	Cats(six years or older)	75.0%	\$26.00	\$27.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$53.00	\$54.00
Animal Control	Euthanasia Fee	100.0%	\$145.00	\$150.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$165.00	\$170.00
Animal Control	Owner Surrender	100.0%	\$47.00	\$48.00
Animal Control	Owner Pick-up Fee	100.0%	\$48.00	\$49.00
Animal Control	Rabies Decap	100.0%	\$50.00	\$51.00
Animal Control	Tranq. At-Large Fee	100.0%	\$48.00	\$49.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$83.00	\$84.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$485.00	\$490.00
Pros Atty	Diversion - Felony Offender	50.0%	\$840.00	\$850.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$115.00	\$120.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$250.00	\$255.00
Jail	Day Rate (1)	100.0%	\$8.00	\$9.00
Sheriff	Fingerprinting and/or Palm Printing	100.0%	\$16.00	\$20.00
Sheriff	Costs for Command per hour	100.0%	\$68.58	\$70.86
Sheriff	Costs for Deputy per hour	100.0%	\$61.51	\$63.56
Sheriff	False Alarm Fee- third offense	100.0%	\$45.00	\$47.00
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$32.00	\$33.00
Sheriff/Em Mgt.	Cost Recov. Fee flat rate per/hr per vehicle	100.0%	\$300.00	\$305.00
Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	100.0%	\$110.00	\$115.00

2022 County Fees Analysis
Law and Courts Committee

ATTACHMENT B
Fees Suggested to Increase

Location of Service	Fee Description	Target Percent	2021 Fee	2022 Fee
Circuit Court	Show Cause - Probation	100.0%	\$200.00	\$210.00
Family Division	Delinquency Court Costs	100.0%	\$310.00	\$320.00
Family Division	Truancy Court Cost	100.0%	\$100.00	\$105.00
Family Division	Traffic - Fail to Appear	25.0%	\$28.00	\$29.00

Agenda Item 3b

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 19, 2021

RE: First Quarter 2021 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2021. The total increase to the General Fund is \$10,764.

The quarterly budget amendment process, as authorized by the Board of Commissioners, is necessary to adjust 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 2020. Some of the larger projects are as follows:

- Jail Chiller Replacement - \$225,832
- Clock Tower - \$168,714
- Circuit Court Courtroom Technology - \$242,631
- Circuit Court Imaging/Scanning Project - \$331,025
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- HSB Parking Lot Repairs - \$124,200
- Health Department Cubicles - \$100,000
- Fair Paved Surfaces - \$260,000
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$320,900
- IT Department Microsoft Licensing - \$203,700
- IT Department Other Projects - \$190,400
- Trails & Parks Projects - \$17,982,094

The 9-1-1 Center budget is increased \$2,927,641 for the Motorola lease purchase payment that was not included in the budget and decreased \$100,000 to correct a data entry error for the on-call budget. The Hotel/Motel projected revenue budget is being requested to be amended down by \$1,664,000 based on the revised projection.

In the General Fund, \$2,679 was re-appropriated for Cultural Diversity and Youth Commission funds not spent in 2020. The County Clerk is requesting a re-appropriation of \$8,085 for the fingerprinting system not received in 2020. 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 \$252,425. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

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

2021 CONTINGENCY

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
Current Contingency Amount	\$252,425

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 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>2021 BUDGET</u> <u>04/19/21</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$85,920,217	10,764	\$85,930,981
208	Parks	\$2,597,693	121,771	\$2,719,464
215	Friend of Court	\$6,351,342	32,730	\$6,384,072
221	Health	\$23,137,949	14,203	\$23,152,152
228	Trails & Parks Millage	\$962,379	18,400,161	\$19,362,540
230	Hotel/Motel	\$3,264,000	-1,220,752	\$2,043,248
245	Public Improvements	\$503,000	1,208,757	\$1,711,757
261	911 Emergency Phone	\$9,119,708	3,057,006	\$12,176,714
264	Juvenile Justice Millage	\$5,298,623	25,000	\$5,323,623
511	Community Health Center	\$27,836,864	13,500	\$27,850,364
561	Fair	\$1,374,664	443,248	\$1,817,912
595	Jail Commissary Fund	\$885,374	38,640	\$924,014
631	Building Authority Operating	\$2,643,969	674,903	\$3,318,872
636	Innovation & Technology	\$5,385,264	1,072,700	\$6,457,964
639	Drain Revolving	\$1,872,876	406,215	\$2,279,091
664	Mach. & Equip. Revolving	\$607,856	1,291,430	\$1,899,286

GENERAL FUND REVENUES

	<u>2021 Budget –</u> <u>04/19/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	57,856	10,764	68,620
Department Generated Revenue			
Animal Control	1,371,984	0	1,371,984
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	47,465	0	47,465
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	56,249	0	56,249
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	896,510	0	896,510
Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000

Sheriff	4,476,243	0	4,476,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
Total General Fund Revenues	85,920,217	10,764	85,930,981

GENERAL FUND EXPENDITURES

	<u>2021 Budget – 03/26/21</u>	<u>Proposed Changes</u>	<u>2021 Proposed Budget</u>
Board of Commissioners	669,738	0	669,738
Circuit Court - General Trial	8,374,643	0	8,374,643
District Court	3,517,331	0	3,517,331
Circuit Court - Friend of the Court	1,683,058	0	1,683,058
Jury Board	1,190	0	1,190
Probate Court	1,887,272	0	1,887,272
Circuit Court - Family Division	5,809,997	0	5,809,997
Jury Selection	177,055	0	177,055
Elections	366,483	0	366,483
Financial Services	1,032,605	0	1,032,605
County Attorney	486,044	0	486,044
County Clerk	1,266,322	8,085	1,274,407
Controller	1,064,007	0	1,064,007
Equalization/Tax Services	762,416	0	762,416
Human Resources	847,932	2,679	850,611
Prosecuting Attorney	7,468,758	0	7,468,758
Purchasing	286,018	0	286,018
Facilities	2,172,364	0	2,172,364
Register of Deeds	863,849	0	863,849
Remonumentation Grant	85,000	0	85,000
Treasurer	904,536	0	904,536
Drain Commissioner	1,113,601	0	1,113,601
Economic Development	115,636	0	115,636
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
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	218,600	0	218,600
Sheriff	22,328,089	0	22,328,089

Metro Squad	60,000	0	60,000
Community Corrections	122,374	0	122,374
Animal Control	2,561,347	0	2,561,347
Emergency Operations	259,623	0	259,623
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,557,605	0	5,557,605
CHC	2,490,495	0	2,490,495
Jail Medical	2,245,656	0	2,245,656
Medical Examiner	716,504	0	716,504
Substance Abuse	681,260	0	681,260
Community Mental Health	2,139,950	0	2,139,950
Department of Human Services	2,033,754	0	2,033,754
Tri-County Aging	71,683	0	71,683
Veterans Affairs	645,586	0	645,586
Cooperative Extension	428,385	0	428,385
Parks and Recreation	1,845,697	0	1,845,697
Contingency Reserves	252,425	0	252,425
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	848,383	0	848,383
Total General Fund Expenditures	85,920,217	10,764	85,930,981

General Fund Revenues

Use of Fund Balance-Uncommitted Increase of use of fund balance \$10,764 due to revenue and expense changes.

General Fund Expenditures

Board of Commissioners Re-appropriate Cultural Diversity and Youth Commission funds of \$2,679.

County Clerk Re-appropriate operating funds of \$8,085 for Fingerprinting System not received in 2020.

Non-General Fund Adjustments

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, Revenue Management System (\$12,723) and 2020 CIP projects: LLS Rental House Dem (\$18,150), HI Fence (\$33,827), BUR Gates (\$45,109), LLS Doors (\$6,962).
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 (\$14,203).
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, 19-504 and 20-562 (\$17,982,094). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$8,058), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Roof Red Trail Hawk (\$4,365), LLS TOPO Survey (\$11,970), and CIP 2020 projects: HI Snowcat Building (\$75,000), LLN Maintenance Facility (\$75,000), HI Permeable Trail (\$20,132), BUR Solo Pedal (\$6,137), LLN Main Shelter Roof (\$28,200), BUR Park ADA Improvements (\$95,130) Re-appropriate funds for 2020 Spicer, Crannie and Johnson Contracts (\$75,390).
Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fund 561 for following 2019 and 2020 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$260,000), and Building Maintenance (\$43,248). To re-project revenue and expenses for the projected loss revenue due to Pandemic (\$1,664,000). To appropriate funding for transfer to Fund 561 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.
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), from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), from CIP 2016, Jail Roof Repairs (\$9,568), all from CIP 2017, Jail Heat Pumps/Piping (\$26,433), from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$225,832), 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), Receiving Split System (\$7,000), Compressor Replacement (\$35,000), Roof

Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs (\$62,407). Re-appropriate funds for 2020 CIP: Probate Data Cable (\$3,310), VMC Card Readers (\$9,000) CC Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Muffin Monster Sensor (\$12,500), Jail Dryer Replacement (\$27,000), HSB Gate Replacement (\$3,000), FCHC Cement Repairs (\$5,000), FCHC Tuck Point Chimney (\$9,500), TCOA Furniture (\$16,536), ICFC Sink (\$4,500), YC Tuck Pointing Phase 2 (\$50,000), YC Security Gate (\$12,000), Mason CH Benches (\$2,422), Mason CH Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), HRB Print Shop Humidification (\$15,000), Mason CH Swing Gates (\$5,000).

911 Emergency Phone
(F261)

Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$19,365). To appropriate additional fund for the Motorola lease purchase (\$2,927,641) that was not included in the 2021 budget. To decrease 2021 budgeted on-call (\$100,000) to correct amount.

Juvenile Justice Millage
(F264)

Re-appropriate funds for the following project; Youth Center Gym Ceiling Tiles (\$25,000).

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 (\$260,000), Building Maintenance (\$43,248). To appropriate funding from Fund 230 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.

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
(F631)

Re-appropriate funds for the following projects at HSB; 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) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$100,000), TCOA Auto Doors (\$5,500) and 2 Office Spaces (\$15,000).

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 2020; Network Redesign (\$320,900), wireless project (\$30,000), Microsoft Licensing (\$203,700), Maintenance (\$85,500), Network Security Assessment (\$58,000), and Wiring Project (\$16,900).

Drain Office
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Pickup Truck (\$45,000), Hydro Hoe (\$150,000), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$40,000) from 2020 CIP and Vactor Truck (\$98,215) from R19-177.

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 (\$242,631) from 2018, Rolling File Storage (\$243,850), Document Management System (\$50,000), Projectors Jury Room (\$5,000) from 2019, Courtroom Gates (\$40,000), AED (\$1,400) from 2020. Animal Control's bullet proof vest (\$5,085) 2018. 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), 2020 CIP Courtroom Gates (\$10,000), Office Cameras (\$6,000) and Clerk's Electric Doc System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). 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 (\$1,986) from R19-192. Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: CC Tables (\$3,000), CC Briefcase Licenses (\$3,500) CC Scanners (\$12,000), VMC/GPB Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000).