



Roger A. Bergman
Chairperson

Matthew R. Fenske
Vice-Chairperson

Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, October 26, 2021 at 1:30 PM** for the regular October meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Terpstra
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Sheriff's Office K-9 Unit
6. Public Comments
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk/Register

- I. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the October 12, 2021 Board of Commissioners meeting.

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Allen Dannenberg Randall J. Meppelink
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Gregory J. DeJong

12220 Fillmore Street | West Olive, Michigan 49460 | 616-738-4898 | miOttawa.org

From Administration

2. [Accounts Payable for October 4-15, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$48,898,196.56 as presented by the summary report for October 4-15, 2021.

3. [Correspondence Log 482](#)

Suggested Motion:

To receive for information the Correspondence Log.

B. Public Hearings: None

C. Action Items:

From Planning and Policy Committee

1. [Sub-recipient Monitoring Policy](#)

Suggested Motion:

To approve the Sub-recipient Monitoring Policy for review and comment (first reading).

2. [Statutory Requirements for Local Unit of Government Zoning Changes](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to waive the statutory requirements for local units of government to submit proposed township zoning ordinances, proposed zoning text changes, and rezoning requests per Sec. 307 of the Michigan Zoning Enabling Act.

3. [Specialized Services Master Agreement & Resolution](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Master Agreement No. 2022-0121 with the Michigan Department of Transportation (MDOT) and sign the Resolution authorizing the current and future officeholders of the Chairperson of the Ottawa County Board of Commissioners and the Ottawa County Clerk/Register to execute contracts under Master Agreement No. 2022-0121 with MDOT on behalf of Ottawa County.

4. [Semi-Annual County Newsletter](#)

Suggested Motion:

To approve the issuance of a semi-annual newsletter that would be mailed to all households in Ottawa County at an approximate cost of \$92,800.

5. [Livestreaming of Committee Meetings](#)

Suggested Motion:

To approve the livestreaming of meetings of the Planning & Policy, Finance & Administration, Health & Human Services, and Talent & Recruitment committees while requiring all public comments at committee meetings to be submitted in-person.

6. [Resolution Opposing a Vaccine Mandate from the Federal Government](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution Opposing a Vaccine Mandate from the Federal Government.

From Finance and Administration Committee

7. [FY 2021 Budget Adjustments](#)

Suggested Motion:

To approve the 2021 budget adjustments per the attached schedule.

8. [2021 Ottawa County Apportionment Report](#)

Suggested Motion:

To approve the 2021 Ottawa County Apportionment Report.

9. [2020 Administrative and IT Cost Allocation Plans](#)

Suggested Motion:

To approve the 2020 Cost Allocation Plan and 2020 Innovation and Technology Department Allocation Plan for implementation in the 2022 budget.

10. [Purchase of Tek84 Body Scanner for use at the Adult Detention Center](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the bid for purchase of a Tek84 Intercept body scanner, including delivery, installation, and training at a cost of \$146,500 (\$139,000 scanner, delivery, install, training, and \$7,500 first-year annual maintenance).

11. [Wyoming Water System: 2021 Water System Improvement Bond Issue and Refunding](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to Authorize the Issuance of Not to Exceed \$5,300,000 of Water Supply Bonds and Not to Exceed \$1,750,000 of Water Supply Refunding Bonds for the Wyoming Water System.

12. [FY 2022 Agreement for MSU Extension Services](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the FY 2022 Agreement for Extension Services between Ottawa County and MSU Extension at a cost of \$256,925.00.

13. [Contract for Website Management Services](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the WebTecs service contract at a total cost of \$934,032.00 for 3-years.

14. [Community Mental Health Personnel Request](#)

Suggested Motion:

To approve the request from CMH to add 4 full-time, benefited positions at a total cost of \$593,181 to be paid for with Medicaid and grant dollars.

15. [Public Health Personnel Request](#)

Suggested Motion:

To approve the request from the Public Health Department to increase one Health Educator from a temporary, non-benefited position to a part-time, benefited position at a cost of \$27,153 paid for by a Covid-19 Supplemental Block Grant.

16. [Declaration of Intent to Enter into a Contract of Lease with the Ottawa County Building Authority](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution of intent to enter into a contract of lease with the Ottawa County Building Authority for the Family Justice Center in an amount not to exceed \$30 million.

D. Appointments: None

E. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
OCTOBER SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, October 12, 2021, at 1:30 p.m. and was called to order by the Chair.

Gregory DeJong pronounced the invocation.

The Clerk/Register led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Francia Garcia, Joseph Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Roger Bergman, Matthew Fenske. (10)

Absent: Philip Kuyers. (1) (Note: Commissioner Kuyers was absent due to a NACo Conference)

Presentation of Petitions and Communications

1. Marcie Verbeek, Human Resources Director, gave a brief update on the selection process for the new County Administrator.

Public Comments

A brief statement was read by Chairman Roger Bergman regarding the Health Department's Mask Mandates for elementary students.

Public comments were made by the following:

1. David Barnosky
2. Sylvia Rhodea
3. Emily Underhill and her daughter
4. Tim Droski
5. Michele Muir
6. Lori Grasman

B/C 21-231 Matthew Fenske moved to approve the agenda of today as presented. The motion passed.

B/C 21-232 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the September 30, 2021 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$6,564,964.98 as presented by the summary report for September 20 to October 1, 2021.
3. To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV (D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

The motion passed as shown by the following votes: Yeas: James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 21-233 Gregory DeJong moved to approve the revised Email Retention and Archiving Rule Policy (second reading). The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Gregory DeJong, Roger Bergman. (10)

B/C 21-234 Gregory DeJong moved to approve the revised HIPAA Compliance Policy (second reading). The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Roger Bergman. (10)

B/C 21-235 Gregory DeJong moved to approve the Drone Purchase and Usage Policy (second reading). The motion passed as shown by the following votes: Yeas: James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)

B/C 21-236 Gregory DeJong moved to approve the Photography in County Buildings Policy (second reading). The motion passed as shown by the following votes: Yeas: Matthew Fenske, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (9)

Nay: Douglas Zylstra. (1)

B/C 21-237 Douglas Zylstra moved to place into nomination the name(s) of (*indicates recommendation from the County Clerk/Register):

*James Searls
Jan Gwadacus
Joan Deters

and to select one (1) to fill one (1) Democratic Party Appointment vacancy on the Board of County Canvassers beginning November 1, 2021 and ending October 31, 2025 (four (4) year term).

Roll call vote:

James Holtvluwer – Searls	Kyle Terpstra - Searls
Francisco Garcia – Searls	Randall Meppelink - Searls
Allen Dannenberg – Searls	Joseph Baumann - Searls
Gregory DeJong – Searls	Matthew Fenske - Searls
Douglas Zylstra – Searls	Roger Bergman – Searls

Results of roll call vote: James Searls – 10, Jan Gwadacus – 0, Joan Deters – 0.

The Clerk/Register declared James Seals appointed to the Ottawa County Board of Canvassers representing the Democratic Party.

B/C 21-238 Francisco Garcia moved to place into nomination the name(s) of (*indicates recommendation from the County Clerk/Register):

*Laurie Breuker
Cynthia Davis
Laurette DeBoer

and to select one (1) to fill one (1) Republican Party Appointment vacancy on the Board of County Canvassers beginning November 1, 2021 and ending October 31, 2025 (four (4) year term).

Roll call vote:

Francisco Garcia – Breuker	James Holtvluwer - Breuker
Matthew Fenske – Breuker	Joseph Baumann - Breuker
Douglas Zylstra – Breuker	Gregory DeJong - Breuker
Kyle Terpstra – Breuker	Allen Dannenberg - Breuker
Randall Meppelink – Breuker	Roger Bergman – Breuker

Results of roll call vote: Breuker – 10, Davis – 0, DeBoer – 0.

The Clerk/Register declared Laurie Breuker appointed to the Ottawa County Board of Canvassers representing the Republican Party.

B/C 21-239 Allen Dannenberg moved to nominate and appoint Kim Nagy to the Ottawa County Jury Board representing the Democratic Party for a six (6) year term, beginning immediately

and ending April 30, 2027. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (10)

The County Administrator's report was presented including a brief update on the 2020-2021 Strategic Business Plan.

Several Commissioners commented on meetings attended and future meetings to be held.

Public Comments

Public comments were made by the following:

1. Donna Mooney
2. Shelby Visser (by zoom)

Chairman Bergman adjourned the meeting at 2:16 p.m.

JUSTIN F. ROEBUCK, Clerk/Register
Of the Board of Commissioners

ROGER A BERGMAN, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners
Meeting Date: 10/26/2021
Requesting Department: Fiscal Services
Submitted By: Karen Karasinski
Agenda Item: Accounts Payable for October 4-15, 2021

Suggested Motion:

To approve the general claims in the amount of \$48,898,196.56 as presented by the summary report for October 4-15, 2021.

Summary of Request:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

Financial Information:

Total Cost: \$48,898,196.56	General Fund Cost: \$48,898,196.56	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: October 4, 2021
to October 15, 2021

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

\$48,898,196.56

1,478 INVOICES

48,898,196.56

Karen Karasinski
Fiscal Services Director

10/18/21

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, October 26, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: October 4, 2021

to October 15, 2021

Total of all funds: \$48,898,196.56

0000	TREASURY FUND	5,173.15
1010	GENERAL FUND	1,074,402.44
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	119,915.16
2160	FRIEND OF COURT	8,764.40
2180	OTHER GOVERNMENTAL GRANTS	70,550.51
2210	HEALTH	145,747.49
2220	MENTAL HEALTH	1,880,517.15
2221	MENTAL HEALTH MILLAGE	486,750.09
2225	SUBSTANCE USE DISORDER	128,753.30
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	6,461.44
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	3,619.82
2600	PUBLIC DEFENDERS OFFICE	41,685.10
2620	FEDERAL FOREITURE	0.00
2602	WEMET	12,899.16
2630	SHERIFF GRANTS & CONTRACTS	6,797.65
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	0.00
2920	CHILD CARE - PROBATE	31,604.70
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: October 4, 2021

to October 15, 2021

Total of all funds: \$48,898,196.56

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	336,339.03
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	76,406.90
5160	DELINQUENT TAXES	4,186.28
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	15,492.53
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	33,373.22
6641	EQUIPMENT POOL	6,018.00
6770	PROTECTED SELF-FUNDED INSURANCE	3,914.88
6771	EMPLOYEE BENEFITS	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	6,722.50
6775	LONG-TERM DISABILITY INSURANCE	9,635.96
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	1,059,691.61
7010	TRUST & AGENCY	42,833,540.14
7015	TRUST & AGENCY JUVENILE COURT	1,103.25
7040	IMPREST PAYROLL	179,682.14
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
8010	SPECIAL ASSESS. DRAINS	295,934.52
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	11,000.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	1,514.04

Action Request



Committee: Board of Commissioners
Meeting Date: 10/26/2021
Requesting Department: County Clerk/Register of Deeds
Submitted By: John Shay
Agenda Item: Correspondence Log 482

Suggested Motion:

To receive for information the Correspondence Log.

Summary of Request:

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Search Results Title:

Correspondence From: MUSKEGON CO BOC - 10/18/2021
Correspondence From: OGEMAW CO BOC - 10/14/2021
Correspondence From: KIT KARSTEN, HOLLAND TWP CLERK - 10/12/2021
Correspondence From: INGHAM CO BOC - 10/5/2021
Correspondence From: KALKASKA CO BOC - 9/24/2021
Correspondence From: MUSKEGON CO BOC - 9/21/2021
Correspondence From: TUSCOLA CO BOC - 9/21/2021
Correspondence From: HOLLY STOCKLEY - 9/20/2021
Correspondence From: ROSCOMMON CO BOC - 9/9/2021
Correspondence From: INGHAM CO BOC - 8/27/2021
Correspondence From: KRISTI LACY - 8/26/2021
Correspondence From: CRYSTAL LYONS - 8/25/2021
Correspondence From: CYNDI LAMER - 8/24/2021
Correspondence From: HEALTHCARE PROVIDERS - 8/24/2021
Correspondence From: SHEILDA MARKVLUWER - 8/24/2021
Correspondence From: STACEY BARRETT - 8/24/2021
Correspondence From: RYAN SCHUT - 8/24/2021
Correspondence From: PETER DEHAAN - 8/24/2021
Correspondence From: JOAN KUTCHIN - 8/24/2021
Correspondence From: AMY POSTEMA - 8/24/2021
Correspondence From: STEVE BOEVE - 8/24/2021
Correspondence From: SUSAN CLEMENT - 8/24/2021
Correspondence From: SUSAN REAM - 8/24/2021
Correspondence From: TIM BOEVE - 8/24/2021
Correspondence From: STEPHANIE MYERS - 8/24/2021
Correspondence From: BARBARA VANHORSSSEN - 8/24/2021
Correspondence From: SHELLY BOEVE - 8/24/2021
Correspondence From: BRIAN DUBRIDGE - 8/24/2021
Correspondence From: STEVE & REBECCA GRANT - 8/24/2021
Correspondence From: ANGELA DEVRIES - 8/24/2021
Correspondence From: TAMI OWENS - 8/24/2021
Correspondence From: NICOLE BEHRENS - 8/24/2021
Correspondence From: ALVIN BYLSMA - 8/24/2021
Correspondence From: AMY DEUR - 8/24/2021
Correspondence From: KERI REES - 8/23/2021
Correspondence From: KENDRA VAN ECK - 8/23/2021
Correspondence From: MEGAN KOOLE - 8/23/2021
Correspondence From: NICOLE KLAVER - 8/23/2021
Correspondence From: MEGAN KWANT - 8/23/2021
Correspondence From: REV TODD VAN GROUW, REV DR GORDON WIERSMA, REV LUANNE STANLEY HOOK, LOUIS WAGE
Correspondence From: LOIS FITZSIMMONS - 8/23/2021
Correspondence From: SARAH VANDONKELAAR - 8/23/2021
Correspondence From: BECKY S. - 8/23/2021
Correspondence From: MEREDITH SMEDLEY, DDS - 8/23/2021
Correspondence From: SCOTT KLAVER - 8/23/2021
Correspondence From: LISA TANIS - 8/23/2021
Correspondence From: HOLLY STOCKLEY, DVM - 8/23/2021
Correspondence From: INGRID ANDERSON - 8/23/2021
Correspondence From: MARY MAPES - 8/23/2021
Correspondence From: INGRID ANDERSON - 8/23/2021
Correspondence From: BARBARA VANHORSSSEN, ANTI RACISM TASK FORCE - 8/19/2021
Correspondence From: MACKINAC COUNTY BOC - 8/13/2021
Correspondence From: LAKE COUNTY BOC - 8/12/2021
Correspondence From: LAKE COUNTY BOC - 8/12/2021
Correspondence From: LAKE COUNTY BOC - 8/12/2021
Correspondence From: MARCIA MANSARAY, LOCAL PEDIATRIC PHYSICIANS - 8/10/2021
Correspondence From: MISSAUKEE CO BOC - 8/10/2021
Correspondence From: DAVID MYERS - 8/2/2021
Correspondence From: CITY OF GRAND HAVEN PLANNING COMMISSION - 8/2/2021
Correspondence From: JAMES A DONKERSLOOT, ZEEELAND CITY ATTORNEY - 8/2/2021
Correspondence From: MUSKEGON CO BOC - 7/21/2021

LSTRPT055PAGE: 2

10/21/2021 10:59:44 AM

List Contents Report by Sherri Sayles on 10/21/2021 at 10:59:44 AM

Search Results Title:

Correspondence From: WEXFORD COUNTY BOC - 7/14/2021

Correspondence From: STATE TAX COMMISSION - 7/2/2021

Total Documents : 63

Total Processing Time : 0 Hours, 0 Minutes, 1 Seconds

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Sub-recipient Monitoring Policy

Suggested Motion:

To approve the Sub-recipient Monitoring Policy for review and comment (first reading).

Summary of Request:

County policies require periodic review and updates. This request is to review the Sub-recipient Monitoring Policy and forward it to the Board of Commissioners for a first and second reading before final approval.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee



Sub-recipient Monitoring Policy

I. POLICY

Ottawa County is responsible for monitoring the programmatic and financial activities of award sub-recipients to ensure proper stewardship of federal and state funds. The following policy, roles, and procedures address responsibilities and assists administrators to ensure that, in addition to achieving performance goals, sub-recipients comply with applicable federal laws and regulations, and with the provisions of grant award special conditions.

The County of Ottawa, as a pass-through entity, will evaluate each sub-recipient's risk of noncompliance in order to determine the appropriate monitoring level, monitor the activities of sub-recipient organizations to ensure that the sub award is in compliance with applicable Federal statutes and regulations and terms of the sub award, and verify that sub-recipients are audited as required by Subpart F of the Uniform Guidance. The direct recipient of the federal award is required to provide evidence of due diligence in reviewing the ability of a sub-recipient to properly meet the objectives of the sub award and account for the use of the grantor's funds.

II. STATUTORY REFERENCES

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) Uniform Guidance, Subpart D and Subpart F.

III. COUNTY LEGISLATION OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number:

IV. PROCEDURE

Pre-award evaluation

Prior to identifying a sub-recipient of a Federal award, Fiscal Services will:

- Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring, by considering the following factors:
 - The subrecipient's prior experience with the same or similar subawards;

- The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F of this part, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring.
- Consider imposing specific subaward conditions upon a subrecipient if appropriate, including:
 - Requiring payments as reimbursements rather than advance payments;
 - Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given performance period;
 - Requiring additional, more detailed financial reports;
 - Requiring additional project monitoring;
 - Requiring the non-Federal entity to obtain technical or management assistance; or
 - Establishing additional prior approvals.
- Collaborate with the sub-recipient regarding the sub-recipient's application narrative, goals of the sub award, and the sub-recipient's grant budget.
- Collaborate to establish a draft scope of work.
- Notify the sub-recipient of the grant award approval or denial.

Sub-recipient Memorandum of Understanding (MOU)/Contract

The contract between the County of Ottawa and the sub-recipient will include the following:

- Federal Award Identification
 - Federal award number and name of federal grant
 - Sub-recipient name & DUNS number
 - Federal award date
 - Sub award period of performance start and end date
 - Amount of federal funds obligated to the sub-recipient
 - Total amount of federal award to the prime grantee
 - Federal award project description
 - Name of federal awarding agency, prime grant recipient, contact information of the awarding official of the Pass-through entity
 - Federal Award Identification number and CFDA number
 - Indirect cost rate, if applicable
 - Identification of whether the award is R&D
- All requirements imposed by the prime grantee on the sub-recipient so that the federal award is used in accordance with federal statutes, regulations, and the terms and conditions of the grant award.
- Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports
- Access to the sub-recipient's financial records to meet the requirements of 2 CFR 200.
- Appropriate terms and conditions concerning closeout of the sub award

Post-award monitoring:

After the County of Ottawa (or other agencies as required) has approved and awarded the grant:

- Monitor and approve quarterly programmatic progress and ability of the sub-recipient to meet objectives of the sub award.
- Participate in sub-recipient monitoring training, when available, in coordination with any required agency and sub-recipient, if necessary.
- Participate in annual sub-recipient monitoring site visits, if requested.
- Verify that every subrecipient is audited as required by Subpart F of 2 CFR 200.
- Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.
- Consider taking enforcement action against noncompliant subrecipients, including:
 - Temporarily withholding cash payments pending correction of the deficiency by the sub-recipient entity
 - Disallowing all or part of the cost of the activity or action not in compliance.
 - Wholly or partly suspending or terminating the Federal award.
 - Recommending suspension or debarment proceedings be initiated by a Federal awarding agency.
 - Withholding further Federal awards for the project or program.
 - Taking other remedies that may be legally available.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years and will make recommendations for changes to the Planning & Policy Committee.

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Department of Strategic Impact

Submitted By: Paul Sachs

Agenda Item: Statutory Requirements for Local Unit of Government Zoning Changes

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to waive the statutory requirements for local units of government to submit proposed township zoning ordinances, proposed zoning text changes, and rezoning requests per Sec. 307 of the Michigan Zoning Enabling Act.

Summary of Request:

Pursuant to the Michigan Zoning Enabling Act, local units of government are required to submit zoning amendments to the County Planning Commission. In 2010, the County Board of Commissioners adopted a resolution waiving this requirement. This resolution included a five-year sunset provision, followed by a subsequent resolution in 2015 which included a three-year sunset provision.

The resolutions were adopted for the following reasons:

1. The majority of local units of governments requested that Ottawa County waive this statutory requirement because local units are statutorily able to disregard the County's recommendations and comments related to submitted zoning amendment reviews. Thus, requiring such submittals and reviews is an inefficient process for both local units and the County;
2. Local units could be open to litigation if the review process was not precisely followed pursuant to statute;

As noted above, past resolutions included sunset provisions in order to provide an opportunity to study the impact of the resolutions before adopting a successor resolution. Over the past three years since the adoption of the 2018 successor resolution, the Department has not noted any negative consequences of adopting the resolution to maintain the waiver.

(continued on the next page)

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee

Summary of Request Continued:

In October 2020, the Ottawa County Planning Commission was dissolved. Sec. 307 of the Michigan Zoning Enabling Act states that if there is no County Planning Commission, local governments can submit zoning revisions to a County Zoning Coordinating Committee, if such a body exists. Since Ottawa County does not have a Zoning Coordinating Committee and no longer has a Planning Commission and the County has previously waived mandatory local zoning reviews, local governments can continue to submit zoning revisions to the Ottawa County Department of Strategic Impact on a voluntary and collaborative basis.

Because of the Department's ongoing efforts to remain engaged with and collaboratively support local units of government in their respective planning endeavors, many local units continue to voluntarily submit their zoning amendments, rezoning requests, and text amendments to the Department for review and feedback. This remains a much more efficient and beneficial process to maintain necessary dialog and feedback exchanges between the County's professional planning staff and local units rather than adhering to burdensome statutory obligations.

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ___ day of _____, 20__ at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, Section 307 of the Michigan Zoning Enabling Act (MCLA 125.3307) requires that a township submit any proposed rezoning, new zoning ordinance, and proposed text amendment to a zoning ordinance to a county planning commission (or the equivalent) for review and recommendation where such a body exists and such submission review requirements has not been waived or modified by the county board of commissioners for the county involved. More specifically, MCLA 125.3307 states in relevant part as follows:

125.3307 Review and recommendations after hearing; submission to township; submission to coordinating zoning committee; waiver of right to review.

Sec. 307

(1) Following the hearing required in Section 306, a township shall submit for review and recommendation the proposed zoning ordinance, including any zoning maps, to the zoning commission of the county in which the township is situated if a county zoning commission has been appointed as provided under this act.

(2) If there is not a county zoning commission or a county planning commission, the proposed zoning ordinance shall be submitted to the coordinating zoning committee. The coordinating zoning committee shall be composed of either 3 or 5 members appointed by the legislative body of the county for the purpose of coordinating the zoning ordinances proposed for adoption under this act with the zoning ordinances of a township, city, or village having a common boundary with the township.

(3) The county will have waived its right for review and recommendation of an ordinance if the recommendation of the county zoning commission, planning commission, or coordinating zoning committee has not been received by the township within 30 days from the date the proposed ordinance is received by the county.

(4) The legislative body of a county by resolution may waive its right to review township ordinances and amendments under this section.

WHEREAS, the authority accorded to a county planning commission (or the equivalent body) under MCLA 125.3307 is discretionary only and even if the review and recommendation is given, the township involved is free to disregard the county body's recommendations and comments; and

WHEREAS, townships often find the county submission requirement under MCLA 125.3307 to be cumbersome and time-consuming. Furthermore, if the county submission procedure is not followed precisely, it could lead to court challenges thereafter for the township zoning matter involved; and

WHEREAS, many counties in Michigan have waived the MCLA 125.3307 county submission requirement or have made it optional for townships; and

WHEREAS, in 2008 the Ottawa County Board of Commissioners adopted a resolution to waive the statutory requirement that township zoning amendments and other similar changes (except for rezonings within 500 feet of a local unit boundary) be submitted to the Ottawa County Planning Commission for review prior to taking effect; and

WHEREAS, significant time and resources are required to review and process each local rezoning request which further impacts the ability to complete more pertinent Countywide planning projects; and

WHEREAS, in 2010, 2015, and 2018 respectively, the County Board of Commissioners adopted a resolution which waived the requirement for the mandatory submission process whereby townships are required, before adoption, to submit rezonings, new zoning ordinances, and proposed amendments to zoning ordinances to the Ottawa County Planning Commission (or its successor) for recommendation; and

WHEREAS, the most recent 2018 resolution included a three-year sunset provision which expires on December 30, 2021; and

WHEREAS, during this three-year period, neither the County Planning Commission, County Department of Strategic Impact (formally the County Planning Department), nor the local units of government have reported or experienced any negative consequences of waiving this requirement; and

WHEREAS, efforts to collaboratively enhance coordination of land use planning activities countywide are currently being pursued which align with the intent of the Statute referenced herein; and

WHEREAS, in October 2020, the Ottawa County Board of Commissioners dissolved the County Planning Commission and charged the County Department of Strategic Impact with the responsibility, as successor to the Planning Commission, of coordinating land use planning activities countywide.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Pursuant to MCLA 125.3307, the Ottawa County Board of Commissioners hereby waives the mandatory submission process whereby townships are required before adoption to submit rezonings, new zoning ordinances, and proposed zoning ordinance amendments to the Ottawa County Planning Commission (or its successor) for recommendation.

2. Any township in Ottawa County may, at its sole and absolute discretion, submit a proposed new zoning ordinance or zoning ordinance amendment to the Ottawa County Department of Strategic Impact (or its successor) if it so chooses for informal review and comment. Any such submissions to the county pursuant to this Section 2 are optional only and shall not be mandatory.

3. This resolution is revocable and may be amended or modified at any time by resolution of the Ottawa County Board of Commissioners.

4. Given the ability to revoke, amend, or modify, this 2021 resolution will not “sunset”.

5. This resolution shall have immediate effect. Furthermore, the Ottawa County Clerk is hereby directed to send a copy of this resolution to all townships located within Ottawa County.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk/Register

Action Request



Committee:	Board of Commissioners
Meeting Date:	10/26/2021
Requesting Department:	Strategic Impact
Submitted By:	Paul Sachs
Agenda Item:	Specialized Services Master Agreement & Resolution

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Master Agreement No. 2022-0121 with the Michigan Department of Transportation (MDOT) and sign the Resolution authorizing the current and future office-holders of the Chairperson of the Ottawa County Board of Commissioners and the Ottawa County Clerk/Register to execute contracts under Master Agreement No. 2022-0121 with MDOT on behalf of Ottawa County.

Summary of Request:

Every five years, Ottawa County enters into into a Master Agreement with the Michigan Department of Transportation (MDOT) to fund public transportation studies as well as transit services for the elderly and disabled.

MDOT also requires that a Certified Signature Resolution be passed to confirm that officials who sign each agreement are authorized by the County Board of Commissioners to do so. The Department of Strategic Impact has drafted a resolution that is valid for all agreements with MDOT for fiscal years 2022 through 2026.

Each year, a Project Authorization Agreement with MDOT will still have to be separately executed by the County Board of Commissioners. However, this Resolution will eliminate the need to pass a separate resolution each time an agreement is required by the State.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

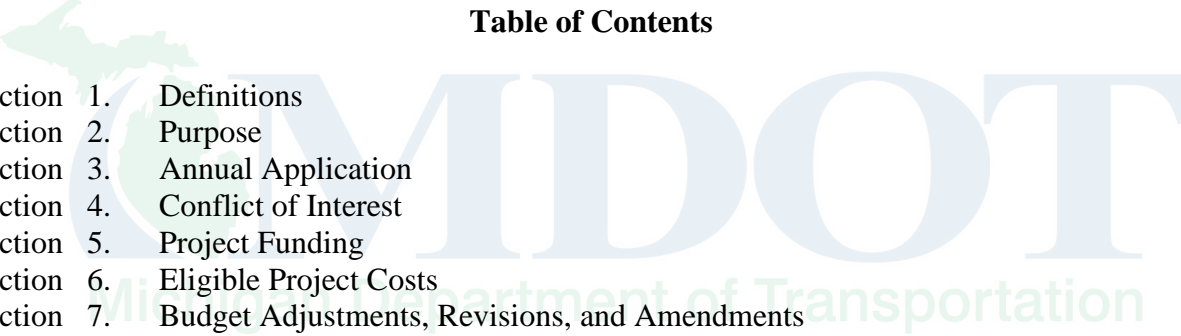
Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee

MICHIGAN DEPARTMENT OF TRANSPORTATION
OTTAWA COUNTY BOARD OF COMMISSIONERS
MASTER AGREEMENT FOR
PUBLIC TRANSPORTATION PROJECTS

This Agreement is made and entered into between the Michigan Department of Transportation (MDOT) and Ottawa County Board of Commissioners (AGENCY).

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1. DEFINITIONS

- AWARD** - Means the FEDERAL grant money and/or State grant money paid by MDOT through the PROJECT AUTHORIZATION.
- COMMISSION** - Means the Michigan State Transportation Commission.
- COORDINATING COMMITTEE** - Means a group of local human services agencies representing Specialized Services interests.
- COST/EXPENSE** - Means the amount to be paid through the PROJECT AUTHORIZATION. The term “cost” implies a one-time event such as a purchase, while the term “expense” implies ongoing payments such as salaries and wages, fuel, utilities, etc. This Agreement covers both capital purchases and operating programs and attempts to use the terms within their definitions.

- DIRECT RECIPIENT** - Means an agency that receives FEDERAL funds directly.
- FEDERAL** - Means the United States Department of Transportation, Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA).
- FEDERAL AWARD** - Means the FEDERAL grant money paid by the federal government directly to the AGENCY.
- FORMULA RECIPIENT** - Means a recipient of funds pursuant to Section 10e(4) of Public Act 51 of 1951, as amended.
- LOCAL OR REGIONAL ALLOCATION COMMITTEE** - Means a group of metropolitan planning agencies, local road commissions, transit agencies, cities, and/or villages, as required, that allocates funds among eligible entities.
- PART 200** - Means the Code of Federal Regulations Title 2 – Grants and Agreements, Subtitle B, Chapter XII, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which applies to DIRECT RECIPIENTS.
- PART 1201** - Means the Code of Federal Regulations Title 2 – Grants and Agreements, Subtitle B, Chapter XII, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, by which the United States Department of Transportation adopts PART 200 with other provisions.
- PROJECT** - Means a funded activity that is budgeted and managed as a separate entity. If a PROJECT uses FEDERAL funds, the activities and content of the PROJECT will be in accordance with the terms of the corresponding FEDERAL grant.
- PROJECT AUTHORIZATION** - Means the written document(s), which may be in electronic or paper form, by which a specific PROJECT is to be carried out by the AGENCY under the terms of this Agreement, as defined and initiated by MDOT.
- SUBRECIPIENT** - Means an agency that receives FEDERAL funds from MDOT.

2. PURPOSE

The purpose of this Agreement is to make FEDERAL and/or state grant funds available to the AGENCY for the costs of eligible PROJECTS that promote or benefit public transportation. This Agreement sets forth the terms and conditions for any and all PROJECT AUTHORIZATIONS issued hereunder. Award of this Agreement will not in any manner provide for or imply any agreement on the part of MDOT to issue any PROJECT AUTHORIZATION(S) to the AGENCY.

For each PROJECT AUTHORIZATION that contains FEDERAL funds, the AGENCY must follow the guidelines and regulations of the respective FEDERAL agency and program, which may include the [FTA Certifications and Assurances](#) and/or the [FTA Master Agreement](#), which are updated annually, as applicable.

3. ANNUAL APPLICATION

The AGENCY must have an approved application for PROJECTS to be selected for funding. Please see the [Annual Application instructions](#).

4. CONFLICT OF INTEREST

The AGENCY must disclose any potential conflict of interest in it receiving financial assistance through a PROJECT AUTHORIZATION to MDOT in writing. If the potential conflict of interest is with a FEDERAL AWARD, the AGENCY must submit the written disclosure to the applicable FEDERAL agency.

5. PROJECT FUNDING

The maximum cost of any PROJECT will be the amount indicated in the PROJECT AUTHORIZATION. MDOT funds for PROJECT AUTHORIZATIONS are made available through legislative appropriations and are based on projected revenue estimates. MDOT may reduce the amount of any PROJECT AUTHORIZATION or terminate any PROJECT AUTHORIZATION if the revenue actually received is insufficient to support the appropriation under which the PROJECT AUTHORIZATION is issued. The AGENCY will be responsible for all costs in excess of the funds shown in any PROJECT AUTHORIZATION.

If the FEDERAL funds received are less than the amount shown in any PROJECT AUTHORIZATION, the MDOT funds will be adjusted to maintain the same ratio shown in the PROJECT AUTHORIZATION. In no case will the MDOT share increase in ratio or in dollar amount without a revision to the PROJECT AUTHORIZATION.

In any case in which a PROJECT AUTHORIZATION contains state funds that match FEDERAL funds, funding of the PROJECT AUTHORIZATION is contingent upon the award of the matching FEDERAL grant. When MDOT is the recipient of the FEDERAL grant, PROJECT AUTHORIZATION funding is contingent upon the award of the grant between MDOT and the FEDERAL agency. When the AGENCY is the recipient of the FEDERAL grant, the PROJECT AUTHORIZATION funding is contingent upon award of the FEDERAL grant between the AGENCY and the FEDERAL agency. MDOT and the AGENCY must comply with the provisions established by the FEDERAL matching grant as they affect this Agreement and each PROJECT AUTHORIZATION, the FEDERAL grant being incorporated herein by reference. When the FEDERAL grant is administered by the AGENCY, special provisions apply as indicated in the PROJECT AUTHORIZATION. The AGENCY must comply with the appropriate fiscal year Contract Clauses Certification referenced in the PROJECT AUTHORIZATION. In addition, the AGENCY must comply with any applicable Department of Labor Certification of Transit Employee Protective Arrangements requirements as issued by the U.S. Department of Labor.

For agencies that receive FEDERAL funds from MDOT, MDOT may withhold FEDERAL funds or require the return of project equipment for failure to meet FEDERAL requirements in the FEDERAL grant and/or MDOT requirements.

6. ELIGIBLE PROJECT COSTS

The AGENCY agrees that the costs reported to MDOT for each PROJECT AUTHORIZATION will represent only those items that are properly chargeable in accordance with this Agreement. The AGENCY also certifies that it has read the Agreement terms and has made itself aware of the applicable laws, regulations, and terms of this Agreement that apply to the reporting of costs incurred under the terms of this Agreement.

DIRECT RECIPIENTS:

PART 200 governs the grant administration, cost principles, and audit requirements for FEDERAL AWARDS. Application of PART 200 is not automatic. Individual agency regulations and the terms and conditions of individual federal awards determine if and how PART 200 affects a specific award. It is the AGENCY's responsibility to determine PART 200's applicability and to notify MDOT in writing of that determination.

SUBRECIPIENTS:

PROJECT AUTHORIZATIONS that reimburse operating expenses must comply with the Local Public Transit Revenue and Expense Manual except for PROJECT AUTHORIZATIONS under the Specialized Services Program. (Please see Section 21.) PROJECT AUTHORIZATIONS that reimburse capital expenses must comply with the terms of this Agreement and MDOT's purchasing/procurement requirements.

Travel costs must be in accordance with and not to exceed the amounts set forth in the current [State of Michigan Standardized Travel Regulations](#).

Insurance proceeds received for all losses, after deductibles are met, will be used for replacement/repair before state and/or FEDERAL funds are used.

If the AGENCY receives state and/or FEDERAL operating funds for more than one PROJECT, a narrative cost allocation methodology is required and must be submitted to MDOT for approval.

7. BUDGET ADJUSTMENTS, REVISIONS, AND AMENDMENTS

Expenditures that are not consistent with PROJECT AUTHORIZATIONS will not be considered eligible PROJECT costs unless written approval has been requested by the AGENCY and granted by MDOT in accordance with this section.

Budget adjustments to a PROJECT AUTHORIZATION are required to change an existing line item. Such changes may include additions or deletions to the quantities and/or description in a specific line item if it is determined that each change is justified to fulfill the purpose of the PROJECT AUTHORIZATION. Upon receipt of a written request to make changes that require a budget adjustment, MDOT must respond to the AGENCY providing written approval or disapproval of the budget adjustment or requesting further information.

Revisions to a PROJECT AUTHORIZATION are required if the proposed change would add a new line item, change the PROJECT AUTHORIZATION amount, change the state, FEDERAL, or local amounts, significantly change the scope, or extend the term of the PROJECT AUTHORIZATION. The PROJECT AUTHORIZATION must be revised to make the change before the expenditure will be deemed an eligible PROJECT cost. Requests to make changes that require a revision to the PROJECT AUTHORIZATION will be processed in a timely manner, as circumstances permit. Upon receipt of a written request to make changes that require revision(s) and, if applicable, receipt of written approval from the LOCAL OR REGIONAL ALLOCATION COMMITTEE, MDOT must respond to the AGENCY, providing written approval or disapproval of the revision or requesting further information.

Amendments to this Agreement are required for any change in the scope or terms of this Agreement and will be by award of a written amendment to this Agreement by the parties.

The AGENCY agrees to notify MDOT in writing of any significant event on a timely basis. A significant event is an event that may have significant potential impact on PROJECT progress, direction, control, or cost.

(Please see Section 21 for additional requirements for the Specialized Services Program.)

8. TIMELY EXPENDITURE OF FUNDS

Beginning with PROJECT AUTHORIZATIONS awarded after September 30, 2021, sufficient progress toward the obligation of funds must be made within twelve (12) months of receiving an awarded PROJECT AUTHORIZATION or MDOT may cancel the PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. Sufficient progress may be documented by placing an order, issuing a solicitation, having a third-party contract awarded, or taking other documentable action to utilize the funds.

The AGENCY may request to extend the term of a PROJECT AUTHORIZATION. Extension requests must be submitted in writing at least six (6) months prior to expiration of the PROJECT AUTHORIZATION and must include justification for the extension and a timeline for completion of the remaining PROJECTS. If MDOT agrees with the justification and timeline, an extension will be granted that maintains the full state match. If the request is not timely or the justification is not acceptable to MDOT, MDOT may choose to offer a one-year extension of the PROJECT AUTHORIZATION replacing one-third of the state match with local funds or may choose to cancel the PROJECT AUTHORIZATION.

For agencies purchasing vehicle(s) through a vehicle contract procured by MDOT, if there is an increase in the contract price, the needed additional funds will not be provided by MDOT unless the vehicle was ordered within six (6) months of the PROJECT AUTHORIZATION being awarded or unless there was an increase in the contract amount within six (6) months of the PROJECT AUTHORIZATION being awarded.

9. COMPETITIVE PROCUREMENT

Project-Related Procurement: If the AGENCY receives FEDERAL funding through MDOT for the procurement, the AGENCY will comply with current [Procurement Guidelines for Grantees Receiving Federal Transit Funds via MDOT](#).

Vehicle-Related Procurement: The AGENCY will submit to MDOT all required procurement documents listed in the [Guidelines for Local Vehicle Procurement on State Administered Grants](#) for review and approval by MDOT for solicitations over the amount identified in COMMISSION policy.

If the AGENCY purchases vehicles through the State Vehicle Purchasing Program, the AGENCY is exempt from the contract approval process described in Section 10. When purchasing vehicles from the State Vehicle Purchasing Program, the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Program](#).

10. THIRD-PARTY CONTRACT PROCEDURES

If the AGENCY is not certified in accordance with COMMISSION policy or receives FEDERAL funding through MDOT for the procurement, the AGENCY will submit to MDOT for approval all contracts, including amendments, between the AGENCY and a party other than MDOT that relate to this Agreement that are estimated to be in excess of the dollar amount for third-party contracts identified in COMMISSION policy prior to said contracts being signed by the AGENCY. All third-party contracts must contain language that incorporates by reference all terms and conditions contained in this Master Agreement. The AGENCY will not enter into multiple contracts of lesser amounts for the purpose of avoiding such approval process.

MDOT approval does not constitute an assumption of liability, a waiver, or an estoppel to enforce any of the requirements of this Agreement, nor will any such approvals by MDOT be construed as warranties of the third party's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity.

11. PROMPT PAYMENT

The AGENCY agrees to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the AGENCY receives from MDOT. The AGENCY further agrees to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement from these time frames may occur only upon receipt of written approval from MDOT. This requirement is also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor against MDOT. This provision applies to both DBE and non-DBE subcontractors.

12. PROCUREMENT OF RECOVERED MATERIALS

Any agency of a political subdivision of the State of Michigan and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds Ten Thousand Dollars (\$10,000.00) or the value of the quantity acquired during the preceding fiscal year exceeded Ten Thousand Dollars (\$10,000.00); procuring solid waste management services in a manner that maximizes energy and

resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

13. PROCUREMENT OF VEHICLES BY AGENCY

The AGENCY will purchase revenue vehicles as shown in each PROJECT AUTHORIZATION through its own local purchase process or through the State Vehicle Purchasing Program. If the AGENCY purchases vehicles through the State Vehicle Purchasing Program, the AGENCY is exempt from the contract approval process described in Section 10. When purchasing vehicles from the State Vehicle Purchasing Program, the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Program](#). When purchasing vehicles under the local purchase process, the AGENCY must follow the procedures outlined in the current [Guidelines for Local Vehicle Purchase on State Administered Grants](#) and is not exempt from the procedures set forth in Section 10.

For procurement of demand response vehicles, the AGENCY must have an approved vehicle accessibility plan in accordance with 1951 Public Act (PA) 51, Section 10e (18), as amended, in addition to meeting the equivalent level of service required by the Americans with Disabilities Act (ADA), United States Department of Transportation (US DOT) Final Rule, 49 CFR Parts 27, 37, and 38.

14. INSPECTION OF PROJECT EQUIPMENT AND RECORDS

The AGENCY will permit MDOT, the Comptroller General of the United States, and the Secretary of the US DOT or their authorized representatives, agents, or employees to audit, review, and inspect all equipment purchased as part of the PROJECT, all transportation services rendered by the AGENCY by the use of such equipment, and all relevant PROJECT records. Any approvals, reviews, and/or inspections of any nature by MDOT will not be construed as warranties or assumptions of liability on the part of MDOT. It is expressly understood and agreed that any such approvals are for the sole and exclusive purposes of MDOT, which is acting in a governmental capacity under this Agreement, and that such approvals are a governmental function incidental to the PROJECT under this Agreement. Such inspection does not relieve the AGENCY of its obligations hereunder, nor is such inspection to be construed as a warranty of the propriety of the equipment, services, or records. The AGENCY will also permit the above referenced persons to audit the books, records, and accounts of the AGENCY pertaining to the PROJECT. Records must be kept for three (3) years after disposal of PROJECT equipment.

15. USE AND DISPOSITION OF FACILITY/PROJECT EQUIPMENT

The AGENCY agrees that the facility/PROJECT equipment will be used for the provision of public transportation service for the duration of its useful life and, if funded with FEDERAL and MDOT funds, will be used in accordance with FEDERAL

procedures as set forth in 49 CFR Part 18. If, during the period of its useful life, any facility/PROJECT equipment is not used in said manner or is withdrawn from public transportation service, the AGENCY will immediately notify MDOT in writing. If FTA-funded real property is no longer needed for any transit purpose, the AGENCY is required to prepare or update an excess real property utilization plan. The plan should identify and explain the reason for the excess property and plans to use or dispose of the excess property. If land was donated by an agency for a facility project and the facility becomes excess property, the land is considered part of the excess property included in the utilization plan. Unless the FTA and the AGENCY agree otherwise, the excess real property inventory and updated excess property utilization plan should be retained by the AGENCY and made available upon request and during an FTA review.

During the period of this Agreement, the AGENCY will maintain the facility/PROJECT equipment for the period of the useful life of such equipment. Maintenance will conform to the manufacturer's recommendations as to service and service intervals for such equipment. In addition, the AGENCY is required to submit a vehicle maintenance plan or plan revision, as directed by MDOT, for review and approval by MDOT. This vehicle maintenance plan, at a minimum, will include all of the components listed in MDOT's current [Preventive Maintenance Manual](#). If the AGENCY revises its vehicle maintenance plan, said plan will be submitted for review and approval by MDOT. The AGENCY will maintain supporting records documenting such maintenance. Representatives of MDOT will have the right to conduct periodic inspection for the purpose of confirming proper maintenance pursuant to this section. Such inspection by MDOT does not relieve the AGENCY of its obligations hereunder, nor is such inspection by MDOT to be construed as a warranty as to the sufficiency of the maintenance but is undertaken for the sole use and information of MDOT. MDOT may withhold funds from the AGENCY for failure to maintain PROJECT equipment pursuant to this section until such time as the AGENCY meets the proper maintenance requirements as determined by MDOT.

Facility/PROJECT equipment purchased under this Agreement may, at the discretion of MDOT, be incorporated into a new or consolidated public transportation service at the time such service is implemented.

At such time as the PROJECT equipment has exceeded its useful life, the AGENCY, with prior notification to MDOT, will dispose of said equipment in accordance with MDOT and/or FEDERAL procedures. All proceeds from the disposal of PROJECT equipment will remain with the AGENCY and will be used to support the provision of public transportation services.

Agencies that receive FEDERAL funding through MDOT agree to give MDOT a security interest in any PROJECT equipment purchased pursuant to the terms of this Agreement. MDOT will retain a security interest in the PROJECT equipment until the terms of this section have been met.

The AGENCY agrees and warrants that it will not allow any encumbrance, lien, security interest, mortgage, or any evidence of indebtedness to attach to or be perfected against any PROJECT equipment until all of its duties, obligations, and responsibilities are satisfied as required herein.

The incidental use of FEDERAL/state-funded equipment or facilities for non-public transportation use cannot interfere with or detract from the provision of the public transportation service for which the equipment and/or facilities were intended or shorten the useful life of the equipment or facilities. The costs of any incidental use are ineligible for state or FEDERAL operating assistance and may require a state-approved cost allocation plan.

(Please see Section 22 for additional requirements for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.)

16. INSURANCE

The AGENCY will carry and maintain for the life of the PROJECT equipment, as a minimum, insurance or self-insurance as set forth in Exhibit A, dated December 9, 2016, attached hereto and made a part hereof. Insurance payment for loss or damage will be made to MDOT. The AGENCY will also provide and maintain public liability and property damage insurance, insuring as they may appear the interests of all parties to this Agreement against any and all claims that may arise out of the AGENCY's operation hereunder, as set forth in Exhibit A.

Agencies receiving operating funds will provide Workers' Compensation Insurance as required by law.

17. INDEMNIFICATION

The AGENCY agrees to indemnify and save harmless the State of Michigan, the COMMISSION, MDOT, and/or the FEDERAL agency and all officers, agents, and employees thereof:

- a. From any and all claims by persons, firms, or corporations for labor, services, materials, or supplies provided to the AGENCY in connection with this Agreement; and
- b. From any and all claims for injuries to or death of any and all persons, for loss of or damage to property, for environmental damage, degradation, and response and cleanup costs, and for attorney fees and related costs arising out of, under, or by reason of this Agreement, except claims resulting from the sole negligence or willful acts or omissions of said indemnitee, its agents, or its employees.

MDOT will not be subject to any obligations or liabilities by contractors of the AGENCY or their subcontractors or any other person not a party to the Agreement without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

It is expressly understood and agreed that the AGENCY will take no action or conduct that arises either directly or indirectly out of its obligations, responsibilities, and duties under this Agreement that results in claims being asserted against or judgments being imposed against the State of Michigan, the COMMISSION, MDOT, and/or the FEDERAL agency.

In the event that the same occurs, it will be considered as a breach of this Agreement, thereby giving the State of Michigan, the COMMISSION, MDOT, and/or the FEDERAL agency a right to seek and obtain any necessary relief or remedy, including, but not limited to, a judgment for money damages.

18. BILLINGS AND PAYMENTS FOR CAPITAL PROGRAMS

The AGENCY may make requests for payment of allowable PROJECT costs for capital programs. In order for the AGENCY to receive payments from MDOT, the following conditions must be met:

- a. The AGENCY must submit requests for payments on applicable forms via ProjectWise, the electronic payment and data storage system utilized by the Office of Passenger Transportation. Payment forms must be complete and must include the agreement and PROJECT AUTHORIZATION numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, and, if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the AGENCY will include the identification number(s) of the vehicle(s) to be replaced on the request form.

The AGENCY will submit a budget summary showing PROJECT costs to date and current billings against individual budget items as shown in the PROJECT AUTHORIZATION.

- i. Agencies receiving FEDERAL funds administered by MDOT will submit required supporting documentation for each billing as set forth in the current [Procurement Guidelines for Grantees Receiving Federal Transit Funds via MDOT](#).
- ii. Prior to requesting reimbursement, the AGENCY may be required to enter data into its vehicle, equipment, and/or facility inventories in the Public Transportation Management System (PTMS). The AGENCY must enter the following information into PTMS:

- (a) the required information for revenue vehicles into the vehicle inventory;
 - (b) equipment procurements of Five Thousand Dollars (\$5,000.00) or more into the equipment inventory if MDOT-administered FEDERAL funds were used for the purchase;
 - (c) new facilities into the facility inventory;
 - (d) facility improvements of Five Thousand Dollars (\$5,000.00) or more into the facility inventory if MDOT-administered FEDERAL funds were used in the projects.
 - iii. When requesting reimbursements for vehicles purchased under the local purchasing process, the AGENCY must follow the procedures outlined in the current [Guidelines for Local Vehicle Purchase on State Administered Grants](#).
 - iv. When requesting reimbursements for vehicles purchased under the State of Michigan's Vehicle Purchasing Program, the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Programs](#).
 - v. MDOT reserves the right to verify progress of work and/or delivery of products to the AGENCY by visual inspection.
 - vi. When requesting reimbursements for vehicles under a lease/purchase agreement, the AGENCY will submit a copy of the lease/purchase agreement with the first payment request.
- b. Within ninety (90) days after costs have been incurred or an invoice received, the AGENCY will submit to MDOT a billing to be charged against the PROJECT AUTHORIZATION. Upon written request by the AGENCY to MDOT within the ninety (90) day period, which request will include documentation of the circumstances that prevent timely submission of all billings, MDOT may, in writing, extend the ninety (90) day period to a date certain. If the AGENCY fails to provide all billings and supporting documentation ninety (90) days after costs were incurred or an invoice received or before or upon the extended date certain established by MDOT, MDOT may elect not to accept any further billings, regardless of whether or not the costs are otherwise allowable under the Agreement.
- c. Expenses paid under a PROJECT AUTHORIZATION cannot be included in expenses to be reimbursed under the 51 PA 1951 Section 10e(4) Local Bus Operating Assistance Program. If MDOT determines that the same expense is presented as being eligible for payment under a PROJECT AUTHORIZATION

and presented as being eligible for Local Bus Operating Assistance Program reimbursement, the expense could be disallowed under both.

Funds administered by MDOT as specified in the PROJECT AUTHORIZATION(S) will be payable by MDOT to the AGENCY.

19. BILLINGS, PAYMENTS, AND QUARTERLY REPORTS FOR OPERATING PROGRAMS

The AGENCY may make requests for payment of eligible PROJECT costs for operating programs. In order for the AGENCY to receive payments from MDOT, the following conditions must be met:

- a. The AGENCY must generate a quarterly operating assistance report in PTMS.
- b. One-quarter (1/4) of the funds to be provided by the State of Michigan and/or State of Michigan administered FEDERAL funds may be advanced to the AGENCY when the following conditions are met:
 - i. MDOT award of this Agreement.
 - ii. Award of the FEDERAL revenue grant, if applicable.
 - iii. MDOT award of the PROJECT AUTHORIZATION.
 - iv. MDOT approval and receipt of executed third-party contracts, if applicable.
 - v. MDOT receipt of reports due from the previous fiscal year.
- c. Up to one-quarter (1/4) of the funds provided by the State of Michigan and/or State of Michigan administered FEDERAL funds set forth in the PROJECT AUTHORIZATION will be payable at the end of each quarter contingent upon the receipt of any outstanding reports from the previous quarter as required by this Agreement.
- d. Expenses paid under a PROJECT AUTHORIZATION cannot be included in expenses to be reimbursed under the 51 PA 1951 Section 10e(4) Local Bus Operating Assistance Program. If MDOT determines that the same expense is presented as being eligible for payment under a PROJECT AUTHORIZATION and presented as being eligible for Local Bus Operating Assistance Program reimbursement, the expense could be disallowed under both.

The AGENCY is responsible for the accuracy of the financial and non-financial data and reports submitted for reimbursement.

(Please see Section 20 for additional requirements for the Section 5311 Rural Area Formula Operating Program.)

20. THE SECTION 5311 RURAL AREA FORMULA OPERATING PROGRAM

- a. The AGENCY's initial award amount in a PROJECT AUTHORIZATION is based on a predetermined reimbursement percentage times total eligible expenses reported in the AGENCY's approved annual application.
- b. Revenues, expenses, eligible expenses, and nonfinancial data is reported on a quarterly basis in accordance with the Local Public Transit Revenue and Expenses Manual.
- c. Forty (40) days after the end of each quarter, the AGENCY will submit a quarterly operating assistance report in PTMS.
- d. Payments are capped at one-quarter (1/4) of the amount of the initial award. MDOT may reduce a payment if a quarterly report indicates that the level of service is lower than originally budgeted. No payments will be made until MDOT is authorized to disburse the FEDERAL funds. Any unpaid amounts will be paid immediately upon authorization.
- e. The Section 5311 Program is required to be audited annually in accordance with the Audit Guide. Failure to comply with the audit requirement will result in a determination that the AGENCY has Zero Dollars (\$0.00) total eligible expenses.
- f. The AGENCY must review its annual Certified Public Accountant (CPA) audit as required by Section 29 - Responsibility to Review the Annual CPA Audit.
- g. MDOT reviews the audited eligible expenses for compliance with this Agreement, the R&E Manual, and the Audit Guide. Upon completion of the MDOT review, the AGENCY will be notified of any adjustments made to eligible expenses as reported in the CPA audit, the final calculation of Section 5311 funds determination, and the amount MDOT owes the AGENCY or the amount the AGENCY owes MDOT. The AGENCY will have twenty-one (21) days to either concur or disagree with MDOT's final calculation.

If the AGENCY disagrees with MDOT's final determination, the AGENCY will have an additional twenty-one (21) days to clearly explain the nature and basis for any disagreement and provide any supporting documentation necessary to resolve any disagreements. The AGENCY agrees that failure to submit a response within the forty-two (42) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned expense.

If MDOT finds that the predetermined reimbursement percentage times the audited eligible expenses exceeds the amount of FEDERAL funds available, and sufficient FEDERAL operating funds are not available in the next fiscal year to offset the shortage, a new percentage will be calculated. This new percentage will be calculated by dividing the total FEDERAL funds available for that period and purpose by the total of the audited eligible expenses of all the participating agencies. Any agency that has already received payments in a total amount that exceeds the new percentage of its actual eligible costs calculated pursuant to this paragraph will repay the excess to MDOT. If, within forty-two (42) days after written notification of the overpayment is sent to the AGENCY, arrangements to refund said monies have not been made, MDOT may withhold monies from any present or future contracts and/or from distributions to be made to the AGENCY pursuant to statute and may pursue any other available remedy to recover the overpayment. The AGENCY will be responsible for all costs in excess of the FEDERAL and MDOT funding.

21. THE SPECIALIZED SERVICES PROGRAM

a. Budget Adjustments

In order to adjust funds from one recipient to another, the recipients listed in the PROJECT AUTHORIZATION must make the request in writing, and the AGENCY and the COORDINATING COMMITTEE must agree upon the request.

b. Reimbursements

Actual reimbursement will be based on an hourly rate or the rate for a one-way passenger trip up to the maximum amount provided in the PROJECT AUTHORIZATION.

c. Third-Party Contract Procedures

If no FEDERAL funds are used, then the AGENCY is exempt from the competitive bidding requirements outlined in Section 9 if the recipients listed in the PROJECT AUTHORIZATION are identified in the AGENCY's application to MDOT and are nonprofit corporations organized under the Nonprofit Corporation Act, Act 162 of the Public Acts of 1982, and eligible authorities and eligible governmental agencies as defined in Act 51 of the Public Acts of 1951, as amended. Services provided by for-profit organizations are subject to competitive bidding requirements.

d. Accounting Records and Documentation

- i. The AGENCY will ensure that records are established and maintained to support the number of hours incurred providing service, the number of passengers carried, and the number of miles traveled.
- ii. Agencies and subrecipients will use the current [Specialized Services Manual](#).

22. THE SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

a. Use and Disposition of Facility/Project Equipment

In addition to the requirements in Section 15, the AGENCY agrees that the facility/PROJECT equipment will be used for the provision of public transportation service primarily for the elderly and persons with disabilities for the duration of its useful life and in accordance with the provision approved in the annual application and this Agreement.

b. Lease of Project Equipment

The AGENCY may lease the PROJECT equipment to any other agency with the prior written approval of MDOT. The AGENCY will maintain or require the lessee to maintain the insurance provisions of Section 16 above. Any such lease will contain all applicable provisions of this Agreement.

23. REPORTING REQUIREMENTS

a. Milestone Reports

The AGENCY will prepare and submit to MDOT milestone reports ten (10) days after the end of each quarter in PTMS. Upon completion of the PROJECT deliverables, the AGENCY must submit to MDOT prior to the final PROJECT payment a comprehensive summary close-out report on the results of the PROJECT, the conclusions reached, and the methods used.

b. Final Reports

The final close-out report must be submitted in the following Americans with Disabilities Act (ADA) compliant format:

- Use Arial font 11 or 12 point.
- Left justified.
- Underlining should be reserved for Uniform Resource Locators (URLs).
- Minimize use of bold or italics with text.
- Refrain from using all caps or highlighting text.

- If using text boxes, tables, and/or graphics, use descriptions the Optical Character Recognition (OCR) reader will recognize.
- No scanned documents.

c. **Management Information System Reporting**

Management Information System (MIS) Reports must be in the status of signed, pending grantee review by the date indicated on the letter from MDOT. If the report is not submitted by the requested date, all FEDERAL funding will be placed on hold. If the report is not completed by the FTA final deadline date (March 15th), all current funding will be withheld, and future funding may be denied.

d. **Section 5310 Performance Measures**

All Section 5310 performance measure reports must be completed and submitted by the deadline. If the report is not submitted by the requested date, all FEDERAL funding will be placed on hold. If the report is not completed by the FTA final deadline date (October 30th), all current funding will be withheld, and future funding may be denied.

24. COMPLIANCE REVIEWS

If the AGENCY fails to respond to letters of finding within forty-five (45) days, twenty-five percent (25%) of local bus operating funds will be withheld, current PROJECT AUTHORIZATIONS will be suspended, and/or future funding may be denied. These measures will remain in effect until a satisfactory corrective action plan or requested documentation has been received and approved by MDOT. Once approval has been given, notification will be sent that withholding measures have been stopped and withheld funds will be released to the AGENCY.

25. ACCOUNTING RECORDS, INTERNAL CONTROLS, AND RECORD RETENTION

With regard to audits and record-keeping:

- a. The AGENCY will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Agreement and/or any PROJECT AUTHORIZATION (RECORDS). Separate accounts will be established and maintained for all costs incurred for each PROJECT AUTHORIZATION under this Agreement.
- b. The AGENCY will maintain the RECORDS for at least three (3) years from the date of final payment made by MDOT under this Agreement and any PROJECT

AUTHORIZATION. In the event of a dispute with regard to the allowable expenses or any other issue under this Agreement or any PROJECT AUTHORIZATION, the AGENCY will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

Agencies that are FORMULA RECIPIENTS will maintain the RECORDS for at least three (3) years from the date of final payment made by MDOT under this Agreement and any PROJECT AUTHORIZATION and until notified that the Local Bus Operating Assistance Program for the year of the RECORDS has been closed out.

- c. Agencies that are FORMULA RECIPIENTS will implement internal controls to identify and keep separate expenses incurred under PROJECT AUTHORIZATIONS from expenses incurred for 51 PA 1951 Section 10e(4) reimbursement.
- d. MDOT or its representative may inspect, copy, scan, or audit the RECORDS at any reasonable time after giving reasonable notice.
- e. If any part of the work is subcontracted, the AGENCY will assure compliance with subsections (a), (b), (c), and (d) above for all subcontracted work.

26. FISCAL YEAR-END ACCOUNTING COMPLIANCE

Agencies must follow year-end accounting procedures in accordance with directions and guidance provided by MDOT for any AWARD. This includes, but is not limited to, payment requests and the setup of payables. Failure to comply could result in the loss of funds.

27. CONTRACTUAL PROVISION FOR FORMULA RECIPIENTS – CPA REPORT ON INTERNAL CONTROLS

If the AGENCY is an urban FORMULA RECIPIENT (an agency with an area whose population exceeds 100,000), it will engage a CPA to test and report on the AGENCY's internal controls, as specified in Section 25(c). The CPA engaged by the AGENCY may be the same CPA who performs the audit required pursuant to Sections 28(a) and 28(b). The report on internal controls issued by the CPA should be emailed to MDOT's Auditing Specialist for the Office of Passenger Transportation.

28. ANNUAL CPA AUDIT REQUIREMENTS

If both a Federal Single Audit and a State Transit Audit are required, the AGENCY may have one audit performed that meets the requirements of both Subpart F of PART 200

and the Audit Guide. The audit must be submitted as required in subsections (a) and (b) below.

a. **Federal Single Audit**

Agencies expending a total of Seven Hundred Fifty Thousand Dollars (\$750,000.00) or more in FEDERAL funds from one or more funding sources in their fiscal year must have a single audit conducted for that year in accordance with Subpart F of PART 200. Submission requirements for the Single Audit are located at [Section 200.512 “Report submission”](#) of PART 200.

The Single Audit and the Section 200.512 of PART 200 reporting requirements must be:

- i. Uploaded at: <https://harvester.census.gov/facweb/default.aspx/>, or a hard copy can be put in the U.S. mail to:

Federal Audit Clearinghouse*
1201 East 10th Street
Jeffersonville, Indiana 47132

*No contact person necessary

- ii. Sent to the following address via email:

Michigan Department of Transportation
Financial Operations Division
Budget, Outreach and Program Support Section
MDOT-LocalAgencyAudit@michigan.gov

If the Single Audit contains a Section 200.516(a) “Audit Findings” and/or a status of prior audit findings relating to a FEDERAL award, an electronic copy of the annual audit must be sent to Mr. Matthew Dietrich, Financial Analyst Federal Transit Administration, at: matthew.dietrich@dot.gov.

b. **State Transit Audit**

Agencies expending less than Seven Hundred Fifty Thousand Dollars (\$750,000.00) in FEDERAL funds that are also FORMULA RECIPIENTS must have an annual CPA audit performed in accordance with the Audit Guide and all other applicable state laws and regulations relative to audit requirements. The audit will be uploaded to the Michigan Department of Treasury’s [website](#).

c. **No CPA Audit Required**

Agencies expending less than Seven Hundred Fifty Thousand Dollars (\$750,000.00) in FEDERAL funds that are not FORMULA RECIPIENTS are not required to have a CPA audit performed but must submit the following information to MDOT:

- i. A statement advising that a single audit is not required.
- ii. The applicable fiscal year.
- iii. The amount of FEDERAL funds spent.
- iv. The name(s) of the MDOT federal programs.
- v. The Assistance Listing (formerly known as the Code of Federal Domestic Assistance).

All agencies are subject to the federally-required monitoring activities, which may include limited scope reviews and other on-site monitoring.

29. RESPONSIBILITY TO REVIEW THE ANNUAL CPA AUDIT

Within thirty (30) days of the audit being posted to the appropriate website, the AGENCY will:

- a. Review all aspects of the audit relating to this Agreement and all applicable PROJECT AUTHORIZATIONS, including the following:
 - i. The Schedule of Expenditure of Federal and State Awards to verify that it is complete and accurate.
 - ii. Audit findings applicable to this Agreement and the PROJECT AUTHORIZATIONS hereunder.
 - iii. If Section 27 of this Agreement applies, the AGENCY will verify that the opinion issued by the CPA is an unqualified opinion.
- b. Report all errors, omissions, deficiencies, and inconsistencies in writing to the Auditing Specialist for MDOT's Office of Passenger Transportation (NOTIFICATION). The NOTIFICATION must include but is not limited to the following:
 - i. Identification of any missing line items for each PROJECT AUTHORIZATION and any incorrect dollar amounts reported on the Schedule of Expenditure of Federal and State Awards. The NOTIFICATION must explain why the errors occurred and must identify the corrective action taken or being taken to prevent future misreporting.
 - ii. If an audit finding, particularly one that identifies loss due to neglect, misuse, waste, or conflict of interest, is applicable to a PROJECT

AUTHORIZATION, the NOTIFICATION must explain the impact the audit finding has on the amount MDOT would otherwise be obligated to pay on the PROJECT AUTHORIZATION. The explanation must identify the corrective action taken or being taken to help to ensure that the audit finding is not repeated in future audits.

- iii. If the CPA issued a qualified opinion on the internal controls report required under Section 27, the NOTIFICATION must explain the internal control failure(s) and must identify the corrective action taken or to be taken to help to ensure that an unqualified opinion will be issued in future audits.

The AGENCY must take the necessary corrective action to prevent the same errors, omissions, deficiencies, and/or inconsistencies from being repeated in subsequent years' audits. Repetition of errors resulting in the same audit findings may result in the loss of funds associated with the PROJECT AUTHORIZATIONS that are the subjects of the audit findings.

- c. If no errors, omissions, deficiencies, or inconsistencies are found in the audit, the AGENCY may either:
 - i. Submit a written concurrence to MDOT's Auditing Specialist that will allow the Office of Passenger Transportation to begin its review of the CPA audit; or
 - ii. Take no action and allow the thirty (30) day review period to expire. The AGENCY agrees that failure to submit a written concurrence means that the AGENCY has performed the required review, concurs with the audit, and agrees that MDOT can proceed with its review.

Upon expiration of the AGENCY's thirty (30) day review period, MDOT will review the CPA audits.

30. MDOT AUDIT AND ADJUSTMENTS

In the event that an audit performed by or on behalf of MDOT indicates an adjustment to the costs reported under this Agreement or any PROJECT AUTHORIZATION or questions the allowability of an item of expense, MDOT will promptly submit to the AGENCY a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the AGENCY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the AGENCY will (a) respond in writing to the responsible bureau or office of MDOT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any

disagreement as to a disallowed item of expense, and (c) submit to MDOT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE." The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the AGENCY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by MDOT. The RESPONSE will refer to and apply the language of the Agreement. The AGENCY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned or no opinion expressed cost.

MDOT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If MDOT determines that an overpayment has been made to the AGENCY, the AGENCY will repay that amount to MDOT or reach agreement with MDOT on a repayment schedule within thirty (30) days after the date of an invoice from MDOT. If the AGENCY fails to repay the overpayment or reach agreement with MDOT on a repayment schedule within the thirty (30) day period, the AGENCY agrees that MDOT will deduct all or a portion of the overpayment from any funds then or thereafter payable by MDOT to the AGENCY under this Agreement or any other agreement or payable to the AGENCY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by MDOT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The AGENCY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest MDOT's decision only as to any item of expense the disallowance of which was disputed by the AGENCY in a timely filed RESPONSE.

31. ACCESS

The AGENCY agrees to provide to MDOT copies of all reports and data specified in each PROJECT AUTHORIZATION. The AGENCY further agrees to provide MDOT access to all technical data, reports, other documents, lists of personnel, and work in process pertaining to any PROJECT. Copies of technical data, reports, lists of personnel, and other documents will be provided by the AGENCY upon request from MDOT and/or the FEDERAL agency.

32. NONDISCRIMINATION AND DISADVANTAGED BUSINESS ENTERPRISE

- a. In connection with the acceptance of this Agreement, the AGENCY (hereinafter in Appendix A referred to as the “contractor”) agrees to comply with the State of Michigan provisions for “Prohibition of Discrimination in State Contracts,” as set forth in Appendix A, dated June 2011, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Agreement
- b. During the performance of this Agreement, the AGENCY, for itself, its assignees, and its successors in interest (hereinafter in Appendix B referred to as the “contractor”) agrees to comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 USC Sections 1971, 1975a-1975d, and 2000a-2000h-6, and the Regulations of the US DOT (49 CFR Part 21) issued pursuant to said Act, including Appendix B, dated June 2011, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Agreement.
- c. The AGENCY will carry out the applicable requirements of MDOT’s Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix C, dated October 2, 2014, with regard to its contracting opportunities. The AGENCY’s contracting opportunities include the purchase of any items and the undertaking of any construction projects except transit vehicles.

When the AGENCY reaches the FEDERAL threshold of Two Hundred Fifty Thousand Dollars (\$250,000.00) per FEDERAL fiscal year on FEDERAL funds administered by MDOT, MDOT will notify the AGENCY if it is required to submit its quarterly DBE Accomplishments to MDOT for these FEDERAL funds. Transit vehicles are exempt from this Two Hundred Fifty Thousand Dollar (\$250,000.00) threshold. Failure to comply with 49 CFR Part 26 will result in the withholding of FEDERAL funds administered by MDOT.

- d. Recipients of Department of Transportation (DOT) funds are expected to keep accurate data regarding the contracting opportunities available to firms paid for with DOT dollars. Failure to submit contracting data relative to the DBE program will result in noncompliance with 49 CFR Part 26. All dollar values listed on this form (Uniform Report of DBE Awards or Commitment and Payments) should represent the DOT share attributable to the Operating Administration.
- e. The DBE Commercially Useful Function (CUF) requirements (form 4109T) of MDOT’s Office of Passenger Transportation are set up to ensure compliance with 49 CFR Part 26.37(b). The requirements are effective immediately and apply to all federally-funded MDOT and local agency projects that include participation of a DBE certified company. It should be noted that this applies to all projects with work completed by DBE firms, not just projects with a DBE goal. This review

should be conducted while the DBE is actually working on the project. Federal regulation 49 CFR 26.55 states: “A DBE performs a commercially useful function when it is responsible for execution of the work on the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.” Additional FHWA CUF guidance can be found at: www.fhwa.dot.gov/federal-aidessentials/commusefunction.pdf.

- f. Agencies that direct reports to the FTA for the purposes of the DBE Program are required to provide copies of their FTA DBE participation reports on a semi-annual basis to MDOT.

33. CERTIFICATION

For any PROJECT AUTHORIZATION in excess of One Hundred Thousand Dollars (\$100,000.00) of FEDERAL funds, the AGENCY certifies to the best of its knowledge and belief that:

- a. No FEDERAL appropriated funds have been paid or will be paid by or on behalf of the AGENCY to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any FEDERAL contract, the making of any FEDERAL grant, the making of any FEDERAL loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any FEDERAL contract, grant, loan, or cooperative agreement.
- b. If any funds other than FEDERAL appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the AGENCY will complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” pursuant to Section 1352, Title 31 USC, in accordance with its instructions.
- c. The AGENCY will require that the language of this certification be included in the award documents for all third-party agreements (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 USC. Any person who fails to file the required certification will be subject to a civil penalty of not less than Ten Thousand

Dollars (\$10,000.00) and not more than One Hundred Thousand Dollars (\$100,000.00) for each such failure.

34. TERMINATION OR SUSPENSION

The AGENCY agrees that any PROJECT AUTHORIZATION and/or this Agreement may be terminated for any reason articulated in Section 340 (“Termination”) of PART 200.

For any reason, MDOT or the AGENCY may, by thirty (30) days written notice or as otherwise specified in the PROJECT AUTHORIZATION, suspend any or all of the rights and obligations under this Agreement or any PROJECT AUTHORIZATION until such time as the event or condition resulting in such suspension has ceased or been corrected.

For any reason, MDOT may, by thirty (30) days written notice to the AGENCY, or as otherwise specified in the PROJECT AUTHORIZATION, terminate any or all of the rights and obligations under this Agreement or any PROJECT AUTHORIZATION.

Upon receipt of any notice of termination or suspension of a PROJECT under this section and in accordance with MDOT procedures, the AGENCY will proceed promptly to carry out the actions required therein, which may, without limitation, include any or all of the following:

- a. Take all necessary action to keep to a minimum the further incurrence of eligible PROJECT costs.
- b. Furnish to MDOT a statement of the status of the PROJECT, the inventory, and the PROJECT costs to date, as well as a proposed schedule, plan, and budget for terminating or suspending and closing out PROJECT activities and contracts, and other undertakings, the costs of which are otherwise eligible as PROJECT costs. The closing out will be carried out in conformity with the latest schedule, plan, and budget approved by MDOT or under the terms and conditions imposed by MDOT for failure of the AGENCY to furnish a schedule, plan, and budget within a reasonable time. The closing out of MDOT financial participation in the PROJECT will not constitute a waiver of any claim MDOT may otherwise have arising out of this Agreement.

35. UNFAIR LABOR PRACTICES

In accordance with 1980 PA 278, MCL 423.321 *et seq.*, the AGENCY, in the performance of this Agreement, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different

violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. MDOT may void this Agreement if the name of the AGENCY or the name of a subcontractor, manufacturer, or supplier utilized by the AGENCY in the performance of this Agreement subsequently appears in the register during the performance period of this Agreement. The website for the register is <http://www.sam.gov/portal/SAM/#1>.

36. ASSIGNMENT OF ANTITRUST RIGHTS

With regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement, the AGENCY hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT due to any violation of 15 USC, Sections 1 – 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT.

The AGENCY shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement due to any violation of 15 USC, Sections 1 – 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The AGENCY shall notify MDOT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement may have occurred or is threatened to occur. The AGENCY shall also notify MDOT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement.

37. INTEREST OF MEMBERS OF OR DELEGATES TO CONGRESS

No member of or delegate to the Congress of the United States will be admitted to any share or part of this Agreement or to any benefit arising therefrom.

38. PROHIBITED INTEREST

No member, officer, or employee of the AGENCY, during his/her tenure or one (1) year thereafter, will have any interest, direct or indirect, in this Agreement or the proceeds thereof.

39. POLITICAL ACTIVITY

None of the funds, the facilities, or the PROJECT equipment provided in any PROJECT AUTHORIZATION under this Agreement will be used for any partisan political or millage activity or to further the election or defeat of any candidate for public office.

40. DISCREPANCIES

In case of any discrepancy between the body of this Agreement and any attachment hereto, the body of this Agreement will govern. In case of any discrepancy between the body of this Agreement and any PROJECT AUTHORIZATION hereunder, the body of this Agreement will govern.

41. TERM OF AGREEMENT

The effective date of this Agreement is October 1, 2021, and the Agreement will continue in effect until the last obligation between the parties under this Agreement has been fulfilled. The Agreement will include PROJECT AUTHORIZATIONS for program years 2022 through 2025.

When the funding of a PROJECT AUTHORIZATION is contingent upon the award of the matching FEDERAL grant for MDOT and FTA funds, MDOT will allow costs to be incurred for PROJECTS in advance of FEDERAL and MDOT approval to be apportioned in fiscal years 2022-2025, including carryover amounts, subject to allowance by the FEDERAL agency and the following: (1) use of this pre-award spending authority must meet all of the conditions and requirements as may be set forth in the Federal Register, and (2) costs incurred for the PROJECT that are not approved by the FEDERAL agency or MDOT will not be eligible for reimbursement and will remain the responsibility of the AGENCY.

When a PROJECT AUTHORIZATION contains only state funds or only state and local funds, MDOT will allow costs to be incurred by the AGENCY for the PROJECT prior to award of the PROJECT AUTHORIZATION. If costs are incurred for a PROJECT that are not approved by MDOT, those costs will not be eligible for reimbursement and will remain the responsibility of the AGENCY. If for any reason the PROJECT AUTHORIZATION does not get awarded, MDOT will not be responsible for expenses that have been incurred.

MDOT will not pay or be responsible for any costs incurred by the AGENCY subsequent to the expiration of the PROJECT AUTHORIZATION.

PROJECT AUTHORIZATIONS may be issued under this Agreement beginning October 1, 2021. The term for a PROJECT AUTHORIZATION will be indicated on that PROJECT AUTHORIZATION.

42. SIGNING

This Agreement will become binding on the parties upon signing by the duly authorized representatives of the AGENCY and MDOT and upon the adoption of a resolution approving this Agreement and authorizing the signature(s) hereto of the respective official(s) of the AGENCY. A certified copy of the Agreement resolution must be provided to MDOT.

Prior to the award of any PROJECT AUTHORIZATION, the AGENCY must provide to MDOT a certified copy of a resolution approving the PROJECT AUTHORIZATION and authorizing the signature(s) of the respective official(s) of the AGENCY. In lieu of individual resolutions for each PROJECT AUTHORIZATION, the AGENCY may elect to provide authority to sign the PROJECT AUTHORIZATION as a part of the Agreement resolution.

OTTAWA COUNTY BOARD OF COMMISSIONERS

By: _____
Title:

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

APPROVED
Director Agenda

December 9, 2016

EXHIBIT A
INSURANCE REQUIREMENTS

All insurance coverage provided relative to this Contract is primary and non-contributing to any comparable insurance (including self-insurances) carried by the STATE. The AGENCY also agrees to provide evidence that all applicable insurance policies contain a waiver of subrogation by the insurance company.

The AGENCY will comply with the following insurance requirements as applicable:

1. Vehicle Insurance

- a. Motor vehicle insurance as required by P.A. 218 of 1956, as amended by P.A. 294 of 1972, the Michigan No-Fault Insurance Law.
 - i. Personal Protection Insurance as required by MCL 500.3101(1).
 - ii. Property Protection Insurance as required by MCL 500.3101(1).
 - iii. Residual Liability Insurance as required by MCL 500.3101(1).
 - iv. Self-insurance may be utilized provided the appropriate coverage, limits, and Secretary of State certification is provided. A One Million Dollar (\$1,000,000) minimum per occurrence limit should be carried.
 - v. The coverage specified above will be in the minimum combined single limit amount of One Million Dollars (\$1,000,000) per occurrence.
- b. Collision coverage as provided in P.A. 218 of 1956, MCL 500.3037 and comprehensive coverage as provided in P.A. 218 of 1956, MCL 500.2102 shall be carried. Both collision coverage and comprehensive coverage will be for the actual cash value of the vehicle. The amount of deductible for collision coverage and comprehensive coverage will be determined by the AGENCY and will be payable by the AGENCY. The AGENCY with prior STATE approval may self-insure the collision and comprehensive coverage.
- c. The coverage specified above will name the AGENCY and the STATE as the insured.

2. Facility and/or Equipment Insurance (Non-vehicle) and Bonds

- a. Insurance - During the term of this Agreement, the AGENCY will:

- i. Keep all buildings, improvements, and equipment in, on, or appurtenant to the transportation facility or premises at the commencement of construction and thereafter, including all alterations, building, rebuilding, replacements, changes, additions, and all improvements, insured against loss, and all perils, in an amount not less than ninety percent (90%) of the full replacement value. The AGENCY will be responsible for the payment of any deductible. The AGENCY will maintain an annual inventory of all equipment purchased under this Agreement with current dollar values.
- ii. Provide Commercial General Liability Insurance covering all operations by or on behalf of the AGENCY against claims for personal injury (including bodily injury and death) and property damage in the minimum amount of One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) general aggregate.

b. Bonds

The AGENCY will require the successful bidder to procure and deliver to the AGENCY a Performance Bond and a Lien Bond each in an amount equal to the Agreement price, underwritten by a surety licensed to do business in Michigan, naming the AGENCY as the obligee. Such bonds will be delivered to the AGENCY prior to any construction work being performed.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C
Assurances that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR § 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanction;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

OTTAWA COUNTY
STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners, held at the Fillmore Complex in the Township of Olive, Michigan on October 26, 2021 at 1:30 p.m. local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the County of Ottawa has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and,

WHEREAS, the County of Ottawa does hereby approve Master Agreement No. 2022-0121;

NOW, THEREFORE, BE IT RESOLVED, that the current and future office-holders of the Chairperson of the Ottawa County Board of Commissioners and the Ottawa County Clerk/Register be authorized and directed to execute contracts under Master Agreement No. 2022-0121 on behalf of the County of Ottawa

YEAS: Commissioners _____

NAYS: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk/Register

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Administrator's Office

Submitted By: John Shay

Agenda Item: Semi-Annual County Newsletter

Suggested Motion:

To approve the issuance of a semi-annual newsletter that would be mailed to all households in Ottawa County at an approximate cost of \$92,800

Summary of Request:

The Planning & Policy Committee is recommending that the County develop and mail a semi-annual newsletter to all households in the County (117,192 households) in an effort to better inform residents of the activities of Ottawa County government. While the County provides an enormous amount of information on its website, social media channels, the news media and through its GovDelivery email notification system, the committee feels that some County residents may benefit from information from more traditional means, such as through the mail.

Based on an:

- estimated printing of 8-page newsletter
- mail preparation
- postage cost
- address list purchase

It is estimated that mailing out a newsletter once per year to be \$46,400. Twice per year would cost approximately \$92,800 per year. Graphic design would be completed in-house. See the Ottawa County Parks "Outdoors Ottawa County" for mailer style and size.

Financial Information:

Total Cost: \$92,800.00	General Fund Cost: \$92,800.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 3, Objective 2: Maximize communication with citizens.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Shay*

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Administrator's Office

Submitted By: John Shay

Agenda Item: Livestreaming of Committee Meetings

Suggested Motion:

To approve the livestreaming of meetings of the Planning & Policy, Finance & Administration, Health & Human Services, and Talent & Recruitment committees while requiring all public comments at committee meetings to be submitted in-person.

Summary of Request:

In an effort to increase the transparency of County government, the Planning & Policy Committee is recommending that the following committees be livestreamed in order to allow the public to watch the meetings from a remote location:

Planning & Policy Committee
Finance & Administration Committee
Health & Human Services Committee
Talent & Recruitment Committee

The Planning & Policy Committee is recommending that all public comments at committee meetings be submitted in-person.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 3, Objective 2: Maximize communication with citizens.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee

Action Request



Committee:	Board of Commissioners
Meeting Date:	10/26/2021
Requesting Department:	Board of Commissioners
Submitted By:	John Shay
Agenda Item:	Resolution Opposing a Vaccine Mandate from the Federal Government

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution Opposing a Vaccine Mandate from the Federal Government.

Summary of Request:

The Planning and Policy Committee is recommending that the Board of Commissioners adopt the Resolution Opposing a Vaccine Mandate from the federal government.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Planning and Policy Committee

STATE OF MICHIGAN
COUNTY OF OTTAWA

A RESOLUTION OPPOSING A VACCINE MANDATE FROM THE FEDERAL GOVERNMENT

At a meeting of the Board of Commissioners (“Board”) of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Fillmore Complex, Board Room, 12220 Fillmore Street, West Olive, Michigan on October 26, 2021 at 1:30 p.m. local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner: _____ and supported by Commissioner: _____:

WHEREAS, President Biden has directed the federal Occupational Safety and Health Administration (OSHA) to issue an emergency temporary standard requiring all employers with 100 or more employees to require their employees to be fully vaccinated or to submit to weekly COVID-19 testing; and

WHEREAS, the County of Ottawa has more than 100 employees and as could be subject to this emergency temporary standard from OSHA as proposed; and

WHEREAS, the Board is the employer of County personnel and would be charged with enforcing the vaccination/ testing mandate, and while it encourages its employees to get vaccinated, it also supports their choice on whether or not to be vaccinated and opposes the federal government mandating that they be fully vaccinated or weekly tested; and

WHEREAS, the Board recognizes that COVID-19 testing where individuals have no symptoms could lead to false determinations of COVID-19 and result in unnecessary isolation and contact tracing, which would needlessly impair its resources; and

WHEREAS, the Board has recognized that in states or cities with mandatory vaccinations of employees that many employees have quit rather than be vaccinated; and

WHEREAS, Ottawa County cannot afford to lose a significant number of employees, especially law enforcement officers as a result of the proposed mandate;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners for the County of Ottawa opposes a mandate from the federal government to require all employees to be fully vaccinated or be subject to weekly testing; and

BE IT FURTHER RESOLVED that the Ottawa County Clerk be directed to forward a copy of this Resolution to the White House and OSHA.

YEAS: _____

NAYS: _____

RESOLUTION ADOPTED

Chairperson, Roger A. Bergman

Justin F. Roebuck, County Clerk/Register

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2021 Budget Adjustments

Suggested Motion:

To approve the 2021 budget adjustments per the attached schedule.

Summary of Request:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee

	Fund	Department	Explanation	Revenue	Expense
2021					
11-2191	Public Health	Health Department	Correction to General Fund contributions to Public Health	\$	5,754
12-571	General Fund	Medical Examiner Contingency	Appropriation for remaining Medical Examiner costs in FY21.	\$	86,709
				\$	(86,709)
12-804	Public Health	Health Department	Ongoing Family Planning Services Grant is being adjusted to award from a mid-year amendment to the grant (\$238,742 to \$268,742).	\$	30,000
12-1422	General Fund	CAA- Energy Optimization Program	Additional projects were approved for the SEMCO rebate program reimbursement for weatherization assistance. The adjustment is made to reflect actual spending and received rebates.	\$	3,390
				\$	3,390
12-1632	General Fund	Building Authority Contingency	Per diem and mileage expense appropriation for committee members.	\$	1,500
				\$	(1,500)
12-1836	Public Health	Health Department	EGLI Grant is being adjusted to award for FY21. This grant supports the maintenance, testing, and monitoring of noncommunity water supply, drinking water, and other water sources in accordance with state and federal law.	\$	10,070
12-1995	General Fund	Corporate Counsel	Moving appropriation for land purchase to FY22.	\$	(720,000)
12-2173	Governmental Grants	CAA- Emergency Food Assistance Program	The state provides food for Ottawa County Community Action Agency to be distributed to eligible households. According to the final report, the total value of food provided to clients in FY21 (\$362,908) is higher than originally anticipated (\$200,000).	\$	162,908
				\$	162,908
12-2181	General Fund	Circuit Court	Appropriation for family mediation services	\$	3,000
12-2189	General Fund	Equalization Contingency	Correction for salary and benefit costs remaining in FY21.	\$	20,000
				\$	(20,000)
2022					
01-21	General Fund	District Court	Carryforward of district court patio project not finished in FY21.	\$	30,000
01-50	General Fund	Corporate Counsel	Appropriation for land purchase.	\$	708,910
01-64	ROD Automation Fund	ROD	Appropriation for remaining cost of ROD Self Service Kiosk due to vendor delays.	\$	17,210
01-281	Public Health	Health Department	Covid-19 Immunization grant award for FY22. This grant provides support to the vaccination campaign.	\$	1,202,367
				\$	1,202,367

01-284	Public Health	Health Department	ELC Infection Prevention grant award for FY22. This grant supports Covid-19 infection prevention, case investigation, contact tracing, and violation monitoring efforts.	\$ 135,000	\$ 135,000
01-287	Public Health	Health Department	ELC Contact Tracing grant award for FY22. This grant supports Covid-19 case investigations, contact tracing, and wraparound services.	\$ 1,360,608	\$ 1,360,608
01-293	Public Health	Health Department	Lakeshore Regional Entity Covid-19 Supplemental Block Grant award for FY22. This grant is emergency relief funding for substance abuse prevention and treatment.	\$ 53,044	\$ 53,044
01-297	General Fund	Diversity, Equity, & Inclusion	Recognizing fees collected and appropriating expenses for DEI Community Foundation Project	\$ 42,500	\$ 52,500
01-298	Parks & Recreation Parks Capital Improvement Fund	Transfer Out Transfer In Parks Capital Projects	Projects not completed by end of FY21 to be transferred to new Parks Capital Projects Fund.	\$ 731,981	\$ 731,981
01-363	Public Health	Health Department	FY21 carryforward for the Lakeshore Regional Entity grant. Grant period crosses fiscal years and original \$5,000 award was not spent down. This grant supports the state opioid response.	\$ 3,877	\$ 3,877
01-366	Public Health	Health Department	MI Safer Schools: Health Resources Advocates for Sustained In-Person Learning grant award for FY22. This grant supports front-line support for Covid testing and reporting, helps districts identify emerging Covid-related health concerns, and amplifies best health practices. This is a continuation of a grant from FY21.	\$ 1,254,400	\$ 1,254,400
01-414	General Fund	Circuit Court	Appropriation of expenses for Courthouse Learning Center projects in FY22		\$ 13,212

Action Request



Committee: Board of Commissioners
Meeting Date: 10/26/2021
Requesting Department: Equalization
Submitted By: John Shay
Agenda Item: 2021 Ottawa County Apportionment Report

Suggested Motion:

To approve the 2021 Ottawa County Apportionment Report.

Summary of Request:

Every fall, Equalization prepares an Apportionment Report to be received by the Finance and Administration Committee and then approved by the Board of Commissioners.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Shay*

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee



2021
Ottawa County
Apportionment Report

Ottawa County

2021

Apportionment Report



Ottawa County
Where You Belong[®]

**Report of Certified Ad Valorem Tax Rates for All Entities
Levying Taxes in the County of Ottawa, Michigan**

**Prepared For:
Ottawa County Commissioners**

**Prepared by:
Michael R. Galligan
Director of Equalization, MMAO (4)**

**Date of Report:
October 2021**

Cover Photo courtesy of Brian Busscher



County of Ottawa

Equalization Department

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October 26, 2021

Board of Commissioners
Ottawa County, Michigan

Ladies and Gentlemen:

The Ottawa County Equalization Department has prepared this report as authorized by the Finance and Administration Committee of the Ottawa County Board of Commissioners. This report, if approved by the board, directs the spread of taxes in terms of millage to be levied. The book presents an analysis of tax levies in Ottawa County as they relate to County, Townships, Village, Cities, Local School Districts, State Education Tax, Intermediate School Districts, Community Colleges, District Libraries and Authorities. This report does not direct the raising of any specific amount of money. Taxable valuation totals are those presented in April at the Equalization hearing. The taxable valuations do not represent current taxable valuations after adjustments due to changes ordered by the July Board of Review, State Tax Commission, Michigan Tax Tribunal, and others.

The statutory responsibilities of the County Board of Commissioners in this matter are listed below:

THE GENERAL PROPERTY TAX ACT (EXCERPT)

Act 206 of 1893 211.37

Sec. 37.

The county board of commissioners, either at a session held not later than October 31 in each year or at a special meeting held for a local tax collecting unit that approves under section 44a(2) the accelerated collection in a summer property tax levy of a millage that had been previously billed and collected as in a preceding tax year as part of the winter property tax levy, shall ascertain and determine the amount of money to be raised for county purposes, and shall apportion the amount and also the amount of the state tax and indebtedness of the county to the state among the several townships in the county in proportion to the valuation of the taxable real and personal property as determined by the board, or as determined by the state tax commission upon appeal in the manner provided by law for that year, which determination and apportionment shall be entered at large on county records. The board, at a session held not later than October 31 in each year, shall also examine all certificates, statements, papers, and records submitted to it, showing the money to be raised in the several townships for school, highway, drain, township, and other purposes. It shall hear and consider all objections made to raising that money by any taxpayer affected. If it appears to the board that any certificate, statement, paper, or record is not properly certified or is in any way defective, or that any proceeding to authorize the raising of the money has not been had or is in any way imperfect, the board shall verify the same, and if the certificate, statement, paper, record, or proceeding can then be corrected, supplied, or had, the board shall authorize and require the defects or omissions of proceedings to be corrected, supplied, or had. The board may refer any or all the certificates, statements, papers, records, and proceedings to the prosecuting attorney, who shall investigate and without delay report in writing his or her opinion to the board. The board shall direct that the money proposed to be raised for township, school, highway, drain, and all other purposes authorized by law shall be spread upon the assessment roll of the proper townships, wards, and cities. This action and direction shall be entered in full upon the records of the proceedings of the board and shall be final as to the levy and assessment of all the taxes, except if there is a change made in the equalization of any county by the state tax commission upon appeal in the manner provided by law. The direction for spread of taxes shall be expressed in terms of millages to be spread against the taxable values of properties and shall not direct the raising of any specific amount of money. This section does not apply when section 36(2) applies and shall not prevent the township clerk from providing a certification to the county clerk pursuant to section 36(1). If a certification is provided pursuant to section 36(1), the county board of commissioners shall meet and direct or amend its direction for the spread of millages by local units in the county pursuant to the certification.

Respectfully submitted,

Michael R. Galligan, Director
Ottawa County Equalization Department

OTTAWA COUNTY 2021 APPORTIONMENT REPORT

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Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of Ottawa for the year 2021

Michael R. Galligan, Ottawa County Equalization Director

NOTARIZATION

_____ *Notary Public*

_____ *County, Michigan*

STATE OF MICHIGAN

County of _____ } ss

Subscribed before me this _____ day of

_____, *year* _____

My commission expires _____, _____

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of OTTAWA for the Year 2021

(A) County Name	(B) Taxable Value *	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars	(E) Total County Extra Voted Operating Rate	(F) Est. County EV Oper. Tax Dollars	(G) Total County Debt Rate	(H) Est. County Debt Tax Dollars	(I) Total Est. County Tax Dollars	(BB) Total Ren Zone Taxable Value
OTTAWA COUNTY	13,008,170,733.00	3.9000	\$ 50,731,865.86	1.5156	\$ 19,715,183.56	0.0000	\$ -	\$ 70,447,049.42	20,656,568
STATE ED. TAX**	12,799,550,640.00	6.0000	\$ 76,797,303.84	0.0000	\$ -	0.0000	\$ -	\$ 76,797,303.84	20,656,568
* Sections (B) and (K) Exclude Renaissance Zone Taxable Value Section (B) Taxable Value for SET also excludes the Industrial Personal class of Property									
(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted / General Law Operating Rate	(O) Est. Local EV / GL Oper. Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars	(KK) Total Ren Zone Taxable Value
Allendale	667,166,090	2.7422	\$ 1,829,502.85	0.0000	\$ -	0.0000	\$ -	\$ 1,829,502.85	0
Blendon	330,730,343	1.0143	\$ 335,459.79	1.9462	\$ 643,667.39	0.0000	\$ -	\$ 979,127.18	0
Chester	99,562,307	1.0408	\$ 103,624.45	3.3483	\$ 333,364.47	0.0000	\$ -	\$ 436,988.92	0
Crockery	195,380,092	1.0215	\$ 199,580.76	2.7266	\$ 532,723.36	0.0000	\$ -	\$ 732,304.12	0
Georgetown	1,999,330,316	2.2500	\$ 4,498,493.21	0.0000	\$ -	0.0000	\$ -	\$ 4,498,493.21	0
Grand Haven	905,780,568	1.0179	\$ 921,994.04	3.6882	\$ 3,340,699.89	0.4000	\$ 362,312.23	\$ 4,625,006.16	0
**Grand Haven PA 425	1,656,346	10.7314	\$ 17,774.91	1.8220	\$ 3,017.86	1.9000	\$ 3,147.06	\$ 23,939.83	0
*Holland	1,445,857,397	3.4624	\$ 5,006,136.65	1.3976	\$ 2,020,730.30	0.0000	\$ -	\$ 7,026,866.95	17,608,100
Jamestown	459,650,826	1.0256	\$ 471,417.89	3.3508	\$ 1,540,197.99	0.0000	\$ -	\$ 2,011,615.88	0
Olive	205,018,856	1.0179	\$ 208,688.69	3.4287	\$ 702,948.15	0.0000	\$ -	\$ 911,636.84	0
Park	1,215,968,613	0.9076	\$ 1,103,613.11	1.8432	\$ 2,241,273.35	0.0000	\$ -	\$ 3,344,886.46	0
Polkton	135,228,275	0.9496	\$ 128,412.77	3.2256	\$ 436,192.32	0.0000	\$ -	\$ 564,605.09	0
Port Sheldon	530,509,094	1.0000	\$ 530,509.09	1.1997	\$ 636,451.76	0.0000	\$ -	\$ 1,166,960.85	0
Robinson	282,034,764	1.0281	\$ 289,959.94	2.4567	\$ 692,874.80	0.0000	\$ -	\$ 982,834.74	0
* Spring Lake	885,996,820	0.7500	\$ 664,497.62	1.5269	\$ 1,352,828.54	0.0000	\$ -	\$ 2,017,326.16	0
Tallmadge	391,916,899	1.0179	\$ 398,932.21	1.7471	\$ 684,718.01	0.0000	\$ -	\$ 1,083,650.22	204,446
Wright	145,397,057	1.0308	\$ 149,875.29	1.9475	\$ 283,160.77	0.0000	\$ -	\$ 433,036.06	0
Zeeland	490,566,115	3.2500	\$ 1,594,339.87	3.4028	\$ 1,669,298.38	0.0000	\$ -	\$ 3,263,638.25	0
Ferrysburg	206,669,434	7.7582	\$ 1,603,382.80	1.3933	\$ 287,952.52	0.0000	\$ -	\$ 1,891,335.32	0
Grand Haven	655,622,073	10.7314	\$ 7,035,742.71	1.8220	\$ 1,194,543.42	1.9000	\$ 1,245,681.94	\$ 9,475,968.07	0
* Holland	862,516,563	13.7742	\$ 11,880,475.64	0.0950	\$ 81,939.07	0.0000	\$ -	\$ 11,962,414.71	2,844,022
Hudsonville	263,777,435	11.2303	\$ 2,962,299.73	0.0000	\$ -	0.0000	\$ -	\$ 2,962,299.73	0
* Zeeland	499,068,713	10.1354	\$ 5,058,261.03	0.0993	\$ 49,557.52	0.0000	\$ -	\$ 5,107,818.55	0
* Coopersville	132,765,737	13.0000	\$ 1,725,954.58	0.2399	\$ 31,850.50	0.0000	\$ -	\$ 1,757,805.08	0
	13,008,170,733		\$ 48,718,929.63		\$ 18,759,990.37		\$ 1,611,141.23	\$ 69,090,061.23	20,656,568
* Spring Lake Village	151,602,443	9.7300	\$ 1,475,091.77	0.0000	\$ -	0.6300	\$ 95,509.54	\$ 1,570,601.31	0

* These units have Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen rate. For purposes of estimating overall taxes, they are computed here and by the State using the normal millage rates.
** Per Act 425 Agreement 70-03-33-100-076 and related personal property parcels are assessed on Grand Haven Townships roll, but taxed at Grand Haven City's millage rate.

Local Units have been audited and are in compliance with Article IX, Section 6 of the Michigan Constitution.

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of OTTAWA for the Year 2021

(A) Local K12 School District Name	(B) Total Taxable Value*	(C) Total NonHomestead Taxable Value*	(D) Total Commercial Personal Taxable Value*	(E) HH / Supplemental Rate	(F) Est. HH / Supplemental Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreational Rate	(L) Est. Recreational Tax Dollars	(M) Total Est. Local K12 School Tax Dollars	(BB) Total RenZone Taxable Value	Non Homestead Comm.Pers. Operating Rate
* Sections (B), (C) and (D) Exclude Renaissance Zone Taxable Value														
ALLEDALE PUBLIC SCHOOL DIST	666,972,848	241,342,575	11,719,200	0.0000	\$ -	18.0000	\$ 4,414,481.55	12.0000	\$ 8,003,674.18	0.0000	0.00	\$ 12,418,155.73	0	6.0000
*COOPERSVILLE PUBLIC SCH DIST	530,295,868	101,097,323	6,419,300	0.0000	\$ -	17.8308	\$ 1,840,075.80	8.9900	\$ 4,767,359.85	0.0000	0.00	\$ 6,607,435.65	0	5.8308
FRUITPORT COMMUNITY SCHOOLS	124,370,135	23,921,603	206,700	0.0000	\$ -	18.0000	\$ 431,829.05	6.9000	\$ 858,153.93	0.0000	0.00	\$ 1,289,982.98	0	6.0000
GRAND HAVEN CITY SCHOOL DIST	2,430,603,965	816,428,495	26,509,355	0.0000	\$ -	18.0000	\$ 14,854,769.04	4.2000	\$ 10,208,536.65	0.0000	0.00	\$ 25,063,305.69	0	6.0000
GRANDVILLE PUBLIC SCHOOLS	250,139,390	66,650,394	2,934,600	0.0000	\$ -	17.2070	\$ 1,162,133.79	6.4209	\$ 1,606,120.01	0.0000	0.00	\$ 2,768,253.80	0	5.2070
*HOLLAND CITY SCHOOL DISTRICT	1,044,860,715	438,696,188	31,952,300	0.0000	\$ -	18.0000	\$ 8,088,245.18	5.9308	\$ 6,213,727.25	0.0000	0.00	\$ 14,301,972.43	2,844,022	6.0000
HUDSONVILLE PUBLIC SCH DIST	1,874,380,089	333,678,694	23,870,000	0.0000	\$ -	18.0000	\$ 6,149,436.49	7.9668	\$ 14,932,811.29	0.0000	0.00	\$ 21,082,247.78	0	6.0000
JENISON PUBLIC SCHOOLS	1,016,290,068	192,313,865	16,941,100	0.0000	\$ -	17.1875	\$ 3,393,276.51	8.5000	\$ 8,638,465.58	0.0000	0.00	\$ 12,031,742.09	0	5.1875
KENOWA HILLS PUBLIC SCHOOLS	124,173,628	34,374,353	3,642,900	0.0000	\$ -	18.0000	\$ 640,595.75	4.6700	\$ 580,845.61	0.0000	0.00	\$ 1,221,441.36	204,446	6.0000
KENT CITY COMMUNITY SCHOOLS	7,638,106	655,272	0	0.0000	\$ -	17.7881	\$ 11,656.04	9.2283	\$ 70,486.73	0.0000	0.00	\$ 82,142.77	0	5.7881
RAVENNA PUBLIC SCHOOLS	25,733,836	3,321,557	252,100	0.0000	\$ -	18.0000	\$ 61,300.63	7.6000	\$ 195,577.15	0.0000	0.00	\$ 256,877.78	0	6.0000
SPARTA AREA SCHOOLS	43,328,004	10,192,513	466,900	0.0000	\$ -	18.0000	\$ 186,266.63	8.1500	\$ 353,123.23	0.0000	0.00	\$ 539,389.86	0	6.0000
*SPRING LAKE PUBLIC SCH DIST	804,759,797	192,868,636	5,505,800	0.0000	\$ -	17.7584	\$ 3,456,742.99	7.0000	\$ 5,633,318.58	0.0000	0.00	\$ 9,090,061.57	0	5.7584
*WEST OTTAWA PUBLIC SCH DIST	2,436,702,430	795,679,518	39,968,400	0.0000	\$ -	18.0000	\$ 14,562,041.72	8.0468	\$ 19,749,345.97	0.0000	0.00	\$ 34,311,387.69	17,608,100	6.0000
*ZEELAND PUBLIC SCHOOLS	1,627,921,854	505,819,759	21,675,200	0.0000	\$ -	18.0000	\$ 9,234,806.86	8.4343	\$ 13,730,381.29	0.3936	640,750.04	\$ 23,605,938.19	0	6.0000
	\$ 13,008,170,733	\$ 3,757,040,745	\$ 192,063,855		\$ -		\$ 68,487,658.03		\$ 95,541,927.30		\$ 640,750.04	\$ 164,670,335.37		

* These units have Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen rate. For purposes of estimating overall taxes, they are computed here and by the State using the normal millage rates.

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of OTTAWA for the Year 2021

(A) Community College Name	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Community College Tax Dollars	(BB) Total RenZone Taxable Value
GRAND RAPIDS CC	425,279,128.00	1.7307	736,030.59	0.0000	0.00	736,030.59	204,446.00

Intermediate School	Taxable Value	ISD	Est. ISD	ISD Total	Est. ISD EV	ISD Total Debt	Est. ISD Debt	Est. Total ISD	Total
KENT	425,279,128.00	0.0868	36,914.23	5.4289	2,308,976.91	0.0000	0.00	2,345,891.14	204,446
MUSKEGON	150,103,971.00	0.4562	68,477.43	4.2663	640,388.57	0.0000	0.00	708,866.00	0
*OTTAWA	12,432,787,634.00	0.1190	1,479,501.73	6.1055	75,926,374.58	0.0000	0.00	77,405,876.31	20,452,122

* These units have Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen rate. For purposes of estimating overall taxes, they are computed here and by the State using the normal millage rates.

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of OTTAWA for the Year 2021

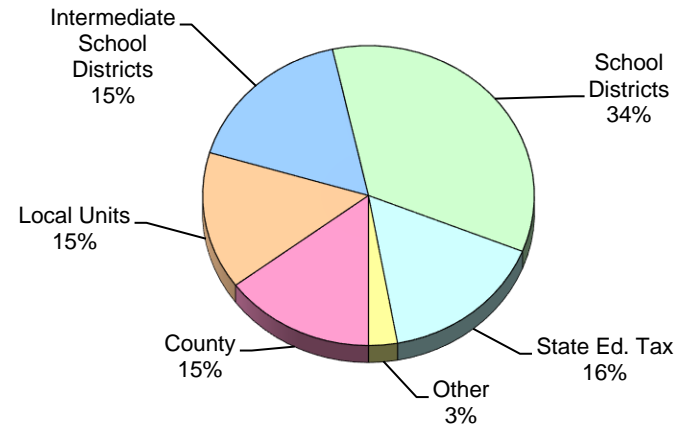
(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(BB) Total RenZone Taxable Value
DDA - GRAND HAVEN	58,282,392.00	1.6821	98,036.81	0.0000	0.00	98,036.81	0.00
DDA - HOLLAND	145,297,701.00	1.5907	231,125.05	0.0000	0.00	231,125.05	0.00
DDA - HUDSONVILLE	16,875,851.00	1.0000	16,875.85	0.0000	0.00	16,875.85	0.00
*LIBRARY - COOPERSVILLE (AKA/NE OTTAWA) DIST.	512,953,376.00	0.5733	294,076.17	0.2800	143,626.95	437,703.12	0.00
*LIBRARY - HERRICK DIST	3,524,342,573.00	1.4290	5,036,285.54	0.0000	0.00	5,036,285.54	20,452,122.00
LIBRARY - LOUTIT DIST.	2,323,300,658.00	0.9613	2,233,388.92	0.1150	267,179.58	2,500,568.50	0.00
*LIBRARY - SPRING LAKE DIST.	885,996,820.00	1.4321	1,268,836.05	0.0000	0.00	1,268,836.05	0.00
*POOL - HOLLAND OTTAWA CO.	1,044,860,715.00	0.9658	1,009,126.48	1.1200	1,173,429.31	2,182,555.79	2,844,022.00
*TRANSIT - MACATAWA AREA EXPRESS (MAX) OTTAWA CO.	2,308,373,960.00	0.3791	875,104.57	0.0000	0.00	875,104.57	20,452,122.00

* These units have Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen rate. For purposes of estimating overall taxes, they are computed here and by the State using the normal millage rates.

Total Estimated 2021 Tax Dollars

Summarized by Individual Taxing Entity

Ottawa County	70,447,046	Ottawa Intermediate School	77,405,878
Allendale Charter Township	1,829,503	Muskegon Intermediate School	708,865
Blendon Township	979,128	Kent Intermediate School	2,345,890
Chester Township	436,988	Allendale School District	12,418,155
Crockery Township	732,306	Coopersville School District	6,607,436
Georgetown Charter Township	4,498,493	Grand Haven School District	25,063,307
Grand Haven Charter Township	4,648,946	Holland School District	14,301,972
Holland Charter Township	7,026,868	Hudsonville School District	21,082,247
Jamestown Charter Township	2,011,616	Jenison School District	12,031,743
Olive Township	911,638	Spring Lake School District	9,090,062
Park Township	3,344,887	West Ottawa School District	34,311,387
Polkton Charter Township	564,605	Zeeland School District	23,605,938
Port Sheldon Township	1,166,961	Grandville School District	2,768,253
Robinson Township	982,835	Kenowa Hills School District	1,221,441
Spring Lake Township	2,017,327	Kent City School District	82,142
Tallmadge Charter Twp	1,083,651	Sparta School District	539,390
Wright Township	433,035	Fruitport School District	1,289,983
Zeeland Charter Township	3,263,638	Ravenna School District	256,878
Coopersville City	1,757,806	State Education Tax (SET)	76,797,306
Ferrysburg City	1,891,335	Total All Taxing Entities	476,419,110
Grand Haven City	9,475,968		
Holland City	11,962,415		
Hudsonville City	2,962,300		
Zeeland City	5,107,819		
Spring Lake Village	1,570,602		
Grand Rapids Community College	736,031		
Loutit Library	2,500,568		
Coopersville Area Library	437,702		
Spring Lake Library	1,268,836		
Herrick Library	5,036,285		
MAX Transport	875,105		
Holland Area Community Pool	2,182,556		
Grand Haven City MSDDA	98,037		
Holland City DDA	231,125		
Hudsonville City DDA	16,876		

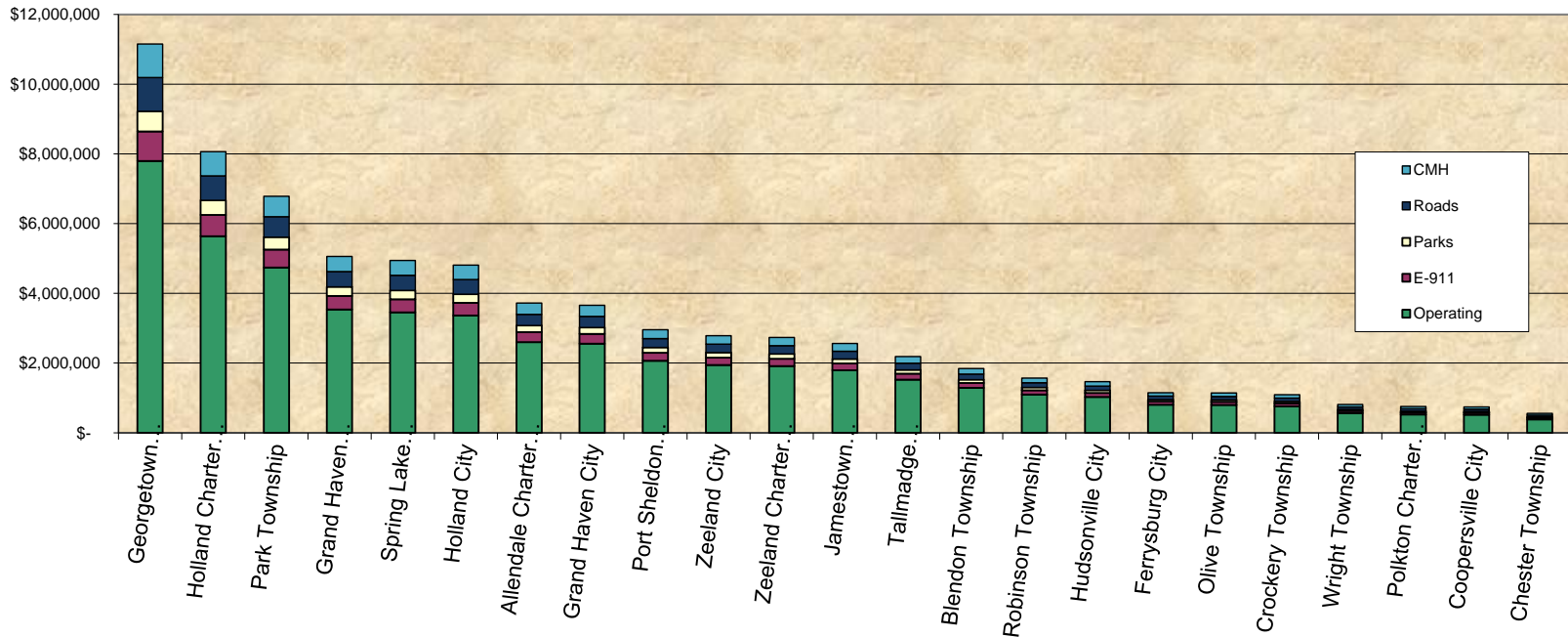


(Other: Libraries, Pool Authority, MAX, DDA's that levy a tax, and Grand Rapids Community College)

2021 County Tax Levy Review

Government Unit	Taxable Value minus Ren. Zone	Total County Levy	% of Total County	Breakdown of County Taxes				
				Operating	E-911	Parks	Roads	Community Mental Health
Georgetown Charter Twp	1,999,330,316	\$ 10,827,573	15.37%	\$ 7,797,388	\$ 848,316	\$ 639,586	\$ 964,077	\$ 578,206
Holland Charter Twp	1,445,857,397	\$ 7,830,185	11.11%	\$ 5,638,844	\$ 613,477	\$ 462,530	\$ 697,192	\$ 418,142
Park Township	1,215,968,613	\$ 6,585,199	9.35%	\$ 4,742,278	\$ 515,935	\$ 388,988	\$ 586,340	\$ 351,658
Grand Haven Charter Twp	907,436,914	\$ 4,914,315	6.98%	\$ 3,539,004	\$ 385,025	\$ 290,289	\$ 437,566	\$ 262,431
Spring Lake Township	885,996,820	\$ 4,798,204	6.81%	\$ 3,455,388	\$ 375,928	\$ 283,430	\$ 427,228	\$ 256,230
Holland City	862,516,563	\$ 4,671,045	6.63%	\$ 3,363,815	\$ 365,966	\$ 275,919	\$ 415,905	\$ 249,440
Allendale Charter Twp	667,166,090	\$ 3,613,104	5.13%	\$ 2,601,948	\$ 283,079	\$ 213,426	\$ 321,707	\$ 192,944
Grand Haven City	655,622,073	\$ 3,550,587	5.04%	\$ 2,556,926	\$ 278,180	\$ 209,734	\$ 316,141	\$ 189,606
Port Sheldon Township	530,509,094	\$ 2,873,024	4.08%	\$ 2,068,985	\$ 225,095	\$ 169,710	\$ 255,811	\$ 153,423
Zeeland City	499,068,713	\$ 2,702,757	3.84%	\$ 1,946,368	\$ 211,755	\$ 159,652	\$ 240,651	\$ 144,331
Zeeland Charter Twp	490,566,115	\$ 2,656,710	3.77%	\$ 1,913,208	\$ 208,147	\$ 156,932	\$ 236,551	\$ 141,872
Jamestown Charter Twp	459,650,826	\$ 2,489,285	3.53%	\$ 1,792,638	\$ 195,030	\$ 147,042	\$ 221,644	\$ 132,931
Tallmadge Charter Twp	391,916,899	\$ 2,122,464	3.01%	\$ 1,528,476	\$ 166,290	\$ 125,374	\$ 188,982	\$ 113,342
Blendon Township	330,730,343	\$ 1,791,103	2.54%	\$ 1,289,848	\$ 140,329	\$ 105,801	\$ 159,478	\$ 95,647
Robinson Township	282,034,764	\$ 1,527,387	2.17%	\$ 1,099,936	\$ 119,667	\$ 90,223	\$ 135,997	\$ 81,564
Hudsonville City	263,777,435	\$ 1,428,512	2.03%	\$ 1,028,732	\$ 111,921	\$ 84,382	\$ 127,193	\$ 76,284
Ferrysburg City	206,669,434	\$ 1,119,240	1.59%	\$ 806,011	\$ 87,690	\$ 66,114	\$ 99,656	\$ 59,769
Olive Township	205,018,856	\$ 1,110,301	1.58%	\$ 799,574	\$ 86,990	\$ 65,586	\$ 98,860	\$ 59,291
Crockery Township	195,380,092	\$ 1,058,100	1.50%	\$ 761,982	\$ 82,900	\$ 62,502	\$ 94,212	\$ 56,504
Wright Township	145,397,057	\$ 787,413	1.12%	\$ 567,049	\$ 61,692	\$ 46,513	\$ 70,110	\$ 42,049
Polkton Charter Twp	135,228,275	\$ 732,342	1.04%	\$ 527,390	\$ 57,377	\$ 43,260	\$ 65,207	\$ 39,108
Coopersville City	132,765,737	\$ 719,007	1.02%	\$ 517,786	\$ 56,333	\$ 42,472	\$ 64,020	\$ 38,396
Chester Township	99,562,307	\$ 539,189	0.77%	\$ 388,293	\$ 42,244	\$ 31,850	\$ 48,009	\$ 28,793
Totals:	13,008,170,733	\$ 70,447,046	100%	\$ 50,731,867	\$ 5,519,366	\$ 4,161,315	\$ 6,272,537	\$ 3,761,961

c



2021 Local Unit Levy Rates

Millage Type	Townships																		Cities						Villages	
	Allendale	Blendon	Chester	Crockery	Georgetown	Grand Haven	Grand Haven (PA 425 Agreement)	Holland	Jamestown	Olive	Park	Polkton	Port Sheldon	Robinson	Spring Lake	Tallmadge	Wright	Zeeland	Coopersville	Ferrysburg	Grand Haven	Holland	Hudsonville	Zeeland	***Spring Lake	
Local Unit Total	2.7422	2.9605	4.3891	3.7481	2.2500	5.1061	14.4534	4.8600	4.3764	4.4466	2.7508	4.1752	2.1997	3.4848	2.2769	2.7650	2.9783	6.6528	13.2399	9.1515	14.4534	13.8692	11.2303	10.2347	10.3600	
Operating	2.7422	1.0143	1.0408	1.0215	2.2500	1.0179	10.7314	3.4624	1.0256	1.0179	0.9076	0.9496	1.0000	1.0281	0.7500	1.0179	1.0308	3.2500	13.0000	7.7582	10.7314	13.7742	11.2303	10.1354	9.7300	
Extra Voted Operating		1.9462	3.3483	2.7266		3.6882	1.8220	1.3976	3.3508	3.4287	1.8432	3.2256	1.1997	2.4567	1.5269	1.7471	1.9475	3.4028	0.2399	1.3933	1.8220	0.0950		0.0993		
Aging Council			0.1232			0.2500	0.2368					0.2481			0.2349		0.0000		0.2399	0.2303	0.2368					
Bike Path				0.4815		0.4329		0.4288			0.3754				0.4550					0.4608						
Community Center							0.7446														0.7446					
E-Unit								0.9688		0.9932	0.4195															
Fire			1.7331	1.4451		1.8099			1.4684	0.2500		1.9850	1.1000	1.5027	****	0.2471	1.9475	1.4598								
Fire/Police						****											1.2106									
Library		0.2778	Authority	0.4815		Authority	Authority	Authority	0.4186	0.2483	Authority	Authority	0.0997	Authority	Authority	0.2894	Authority		Authority	Authority	Authority	Authority				
Museum						0.2454	0.2406													0.2414	0.2406					
Parks											0.4853															
Roads			1.4920	0.3185					1.4638	1.9372	0.4670	0.9925		0.9540				1.9430								
Safety Services		1.6684																								
Transportation						0.9500	0.6000	Authority							0.5908						0.6000	Authority				
Vehicles																				0.4608						
West Michigan Airport											0.0960											0.0950		0.0993		
Debt						0.4000	1.9000														1.9000					0.6300
Charter Debt																										
Debt						0.4000	1.9000														1.9000					0.6300

AUTHORITIES																											
Operating & Debt			0.8533			1.0763	1.0763	3.8939			3.5148	0.8533	1.0763	1.0763	1.4321		0.8533		0.8533	1.0763	1.0763	3.8939					
Coopersville Dist Library			0.8533									0.8533					0.8533		0.8533								
Herrick Distict Library							1.4290				1.4290												1.4290				
Loutit District Library*						1.0763	1.0763						1.0763	1.0763						1.0763	1.0763						
Spring Lake Dist Library															1.4321												
Macatawa Area Express Transportation Authority							0.3791															0.3791					
Holland Area Swimming Pool Authority**								2.0858			2.0858												2.0858				

* Loutit Library is only levied in the Grand Haven Schools portion of Port Sheldon Twp.
 **Holland Area Swimming Pool Authority is levied only in the Holland Schools portion of these local units
 *** Spring Lake Village also pays Spring Lake Township millages
 **** Grand Haven Twp has a Police Special Assessment
 *****Spring Lake Township has a Fire District Special Assessment

2021 Ad Valorem

Taxes

by

Individual Government Unit

Allendale Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	667,166,090	3.9000	5.4156	2,601,948	3,613,104
		E-911	667,166,090	0.4243		283,079	
		Parks	667,166,090	0.3199		213,426	
		Roads	667,166,090	0.4822		321,707	
		Community Mental Health	667,166,090	0.2892		192,944	
Township	Allendale	Operating	667,166,090	2.7422	2.7422	1,829,503	1,829,503
Library District	None						
Authorities	None						
School District	Allendale	Operating	241,342,575	18.0000		4,344,166	12,418,155
		Operating- Com. Pers.	11,719,200	6.0000		70,315	
		Debt - All	666,972,848	12.0000		8,003,674	
		Bldg&Site - All	-	-		-	
		Recreation	-	-		-	
School District	Hudsonville	Operating	10,678	18.0000		192	1,732
		Operating- Com. Pers.	-	6.0000		-	
		Debt - All	193,242	7.0000		1,353	
		Building & Site - All	193,242	0.9668		187	
		Recreation	-	-		-	
Interm. School	Ottawa	Operating	667,166,090	5.3449	6.2245	3,565,936	4,152,775
		Enhanced	667,166,090	0.8796		586,839	
Comm. College	None	Operating	-	-		-	-
State Education	Michigan	Operating	666,284,590	6.0000		3,997,708	3,997,708

Totals for Taxable Status by School District	Summer	Winter	Total
Allendale Schools [Non-PRE]	46.1245	4.2578	50.3823
Allendale Schools [PRE]	28.1245	4.2578	32.3823
Allendale School District [Com Personal]	34.1245	4.2578	38.3823
Allendale School District [Ind Personal]	22.1245	4.2578	26.3823
Hudsonville School District [Non-PRE]	42.0913	4.2578	46.3491
Hudsonville School District [PRE]	24.0913	4.2578	28.3491
Hudsonville School District [Com Personal]	30.0913	4.2578	34.3491
Hudsonville School District [Ind Personal]	18.0913	4.2578	22.3491

Total: 26,012,977

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Blendon Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	330,730,343	3.9000	5.4156	1,289,848	1,791,103
		E-911	330,730,343	0.4243		140,329	
		Parks	330,730,343	0.3199		105,801	
		Roads	330,730,343	0.4822		159,478	
		Community Mental Health	330,730,343	0.2892		95,647	
Township	Blendon	Operating	330,730,343	1.0143	2.9605	335,460	979,128
		Fire Protection	330,730,343	1.6684		551,791	
		Library	330,730,343	0.2778		91,877	
Library District	None		-		-	-	-
Authorities	None		-		-	-	-
School District	Hudsonville	Operating	22,992,727	18.0000		413,869	2,148,977
		Operating- Com. Pers.	458,100	6.0000		2,749	
		Debt	217,447,353	7.0000		1,522,131	
		Bldg&Site - All	217,447,353	0.9668		210,228	
		Recreation	-	-		-	
School District	Zeeland	Operating	17,155,394	18.0000		308,797	1,311,311
		Operating-Comm. Pers	410,600	6.0000		2,464	
		Debt	113,282,990	7.4500		843,958	
		Bldg& Site	113,282,990	0.9843		111,504	
		Recreation	113,282,990	0.3936		44,588	
Interm. School	Ottawa	Operating - Hudsonville	217,447,353	6.2245			1,353,501
Interm. School	*Ottawa	Operating - Zeeland	113,282,990	6.2245			705,130
Comm. College	Grand Rapids	Operating	-	-			-
State Education	Michigan	Operating	330,672,143	6.0000			1,984,033

Totals for Taxable Status by School District	Summer	Winter	Total
Hudsonville School District [Non-PRE]	42.09130	4.47610	46.56740
Hudsonville School District [PRE]	24.09130	4.47610	28.56740
Hudsonville School District [Com. Personal]	30.09130	4.47610	34.56740
Hudsonville School District [Ind. Personal]	18.09130	4.47610	22.56740
Zeeland School District [Non-PRE]	26.42630	21.00220	47.42850
Zeeland School District [PRE]	17.42630	12.00220	29.42850
Zeeland School District [Com. Personal]	20.42630	15.00220	35.42850
Zeeland School District [Ind. Personal]	11.42630	12.00220	23.42850

Total: 10,273,183

NOTE 1: Industrial Personal Property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

*NOTE: Township levied 50% of Ottawa ISD millage in Zeeland school district on the summer tax bills

Chester Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	99,562,307	3.9000	5.4156	388,293	539,189
		E-911	99,562,307	0.4243			
		Parks	99,562,307	0.3199			
		Roads	99,562,307	0.4822			
		Community Mental Health	99,562,307	0.2892			
Township	Chester	Operating	99,562,307	1.0408	4.3891	103,624	436,988
		Roads	99,562,307	1.4920			
		Fire	99,562,307	1.7331			
		Senior Citizen Services	99,562,307	0.1232			
Library District	Coopersville	Operating	99,562,307	0.5733	0.8533	57,079	84,956
		Debt	99,562,307	0.2800			
Authorities	None		-		-	-	-
School District	Coopersville	Operating	3,202,427	17.8308		57,102	297,187
		Operating- Com. Pers.	43,200	5.8308		252	
		Debt	26,677,703	8.9900		239,833	
		Bldg& Site	-	-		-	
		Recreation	-	-		-	
School District	Sparta	Operating	9,492,284	18.0000		170,861	495,691
		Operating- Com. Pers.	466,900	6.0000		2,801	
		Debt	39,512,662	7.0000		276,589	
		Bldg& Site	39,512,662	1.1500		45,440	
		Recreation	-	-		-	
School District	Kent City	Operating	655,272	17.7881		11,656	82,142
		Operating- Com. Pers.	0	5.7881		0	
		Debt	7,638,106	8.2500		63,014	
		Bldg& Site	7,638,106	0.9783		7,472	
		Recreation	-	-		-	
School District	Ravenna	Operating	3,321,557	18.0000		59,788	256,878
		Operating- Com. Pers.	252,100	6.0000		1,513	
		Debt	25,733,836	7.6000		195,577	
		Bldg& Site	-	-		-	
		Recreation	-	-		-	
Interm. School	Ottawa	Operating	26,677,703	6.2245			166,055
Interm. School	Kent	Operating	47,150,768	5.5157			260,069
Interm. School	Muskegon	Operating	25,733,836	4.7225			121,528
Comm. College	Grand Rapids	Operating	47,150,768	1.7307			81,604
State Education	Michigan	Operating	99,528,707	6.0000			597,172

Totals for Taxable Status by School District	Summer	Winter	Total
Coopersville School District [Non-PRE]	10.1800	39.5233	49.7033
Coopersville School District [PRE]	10.1800	21.6925	31.8725
Coopersville School District [Com. Personal]	10.1800	27.5233	37.7033
Coopersville School District [Ind. Personal]	4.1800	21.6925	25.8725
Sparta School District [Non-PRE]	30.5014	19.5530	50.0544
Sparta School District [PRE]	21.5014	10.5530	32.0544
Sparta School District [Com. Personal]	24.5014	13.5530	38.0544
Sparta School District [Ind. Personal]	15.5014	10.5530	26.0544
Kent City School District [Non-PRE]	30.9347	19.9861	50.9208
Kent City School District [PRE]	22.0406	11.0921	33.1327
Kent City School District [Com. Personal]	24.9347	13.9861	38.9208
Kent City School District [Ind. Personal]	16.0406	11.0921	27.1327
Ravenna School District [Non-PRE]	10.1800	36.8005	46.9805
Ravenna School District [PRE]	10.1800	18.8005	28.9805
Ravenna School District [Com. Personal]	10.1800	24.8005	34.9805
Ravenna School District [Ind. Personal]	4.1800	18.8005	22.9805

Total: 3,419,459

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Crockery Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	195,380,092	3.9000	5.4156	761,982	1,058,100
		E-911	195,380,092	0.4243		82,900	
		Parks	195,380,092	0.3199		62,502	
		Roads	195,380,092	0.4822		94,212	
		Community Mental Health	195,380,092	0.2892		56,504	

Township	Crockery	Operating	195,380,092	1.0215	3.7481	199,581	732,306
		Fire	195,380,092	1.4451		282,344	
		Roads	195,380,092	0.3185		62,229	
		Library	195,380,092	0.4815		94,076	
		Non-Motorized Trail	195,380,092	0.4815		94,076	

Library District	None		-		-	-	-
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Authorities	None		-		-	-	-
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School District	Spring Lake	Operating	26,352,722	17.7584		467,982	1,323,164
		Operating- Com. Pers.	2,786,900	5.7584		16,048	
		Debt	119,876,276	7.0000		839,134	
		Bldg&Site - All	-	-		-	
		Recreation	-	-		-	

School District	Coopersville	Operating	14,600	17.8308		260	3,748
		Operating-Comm. Pers	0	5.8308		0	
		Debt	387,994	8.9900		3,488	
		Bldg & Site	-	-		-	
		Recreation	-	-		-	

School District	Fruitport	Operating	9,324,523	18.0000		167,841	686,534
		Operating-Comm. Pers	65,600	6.0000		394	
		Debt	75,115,822	6.9000		518,299	
		Bldg & Site	-	-		-	
		Recreation	-	-		-	

Interm. School	Ottawa	Operating	120,264,270	6.2245		748,585
Interm. School	Muskegon	Operating	75,115,822	4.7225		354,734

Comm. College	None	Operating	-	-		-
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State Education	Michigan	Operating	195,020,392	6.0000		1,170,122
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Totals for Taxable Status by School District		Summer	Winter	Total
Spring Lake School District	[Non-PRE]	40.8829	5.2637	46.1466
Spring Lake School District	[PRE]	23.1245	5.2637	28.3882
Spring Lake School District	[Com. Personal]	28.8829	5.2637	34.1466
Spring Lake School District	[Ind. Personal]	17.1245	5.2637	22.3882
Coopersville School District	[Non-PRE]	9.9000	38.3090	48.2090
Coopersville School District	[PRE]	9.9000	20.4782	30.3782
Coopersville School District	[Com. Personal]	9.9000	26.3090	36.2090
Coopersville School District	[Ind. Personal]	3.9000	20.4782	24.3782
Fruitport School District	[Non-PRE]	9.9000	34.8862	44.7862
Fruitport School District	[PRE]	9.9000	16.8862	26.7862
Fruitport School District	[Com. Personal]	9.9000	22.8862	32.7862
Fruitport School District	[Ind. Personal]	3.9000	16.8862	20.7862

Total: 6,077,293

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Georgetown Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	1,999,330,316	3.9000	5.4156	7,797,388	10,827,573
		E-911	1,999,330,316	0.4243		848,316	
		Parks	1,999,330,316	0.3199		639,586	
		Roads	1,999,330,316	0.4822		964,077	
		Community Mental Health	1,999,330,316	0.2892		578,206	
Township	Georgetown	Operating	1,999,330,316	2.2500	2.2500	4,498,493	4,498,493
Library District	None		-		-	-	-
Authorities	None		-		-	-	-
School District	Jenison	Operating	192,313,865	17.1875		3,305,395	12,031,743
		Operating- Com. Pers	16,941,100	5.1875		87,882	
		Debt	1,016,290,068	8.5000		8,638,466	
		Bldg&Site - All	-			-	
		Recreation	-			-	
School District	Hudsonville	Operating	119,718,330	18.0000		2,154,930	9,583,504
		Operating-Comm. Pers	6,077,400	6.0000		36,464	
		Debt	927,864,452	7.0000		6,495,051	
		Bldg & Site	927,864,452	0.9668		897,059	
		Recreation	-			-	
School District	Grandville	Operating	4,895,805	17.2070		84,242	439,720
		Operating-Comm. Pers	230,500	5.2070		1,200	
		Debt	55,175,796	5.0500		278,638	
		Bldg & Site	55,175,796	1.3709		75,640	
		Recreation	-			-	
Interm. School	Ottawa	Operating	1,944,154,520	6.2245			12,101,390
Interm. School	Kent	Operating	55,175,796	5.5157			304,333
Comm. College	Grand Rapids	Operating	55,175,796	1.7307			95,493
State Education	Michigan	Operating	1,996,258,116	6.0000			11,977,549

Totals for Taxable Status by School District	Summer	Winter	Total
Jenison School District [Non-PRE]	41.8120	3.7656	45.5776
Jenison School District [PRE]	24.6245	3.7656	28.3901
Jenison School District [Com. Personal]	29.8120	3.7656	33.5776
Jenison School District [Ind. Personal]	18.6245	3.7656	22.3901
Hudsonville School District [Non-PRE]	42.0913	3.7656	45.8569
Hudsonville School District [PRE]	24.0913	3.7656	27.8569
Hudsonville School District [Com. Personal]	30.0913	3.7656	33.8569
Hudsonville School District [Ind. Personal]	18.0913	3.7656	21.8569
Grandville School District [Non-PRE]	40.7743	3.7656	44.5399
Grandville School District [PRE]	23.5673	3.7656	27.3329
Grandville School District [Com. Personal]	28.7743	3.7656	32.5399
Grandville School District [Ind. Personal]	17.5673	3.7656	21.3329

Total: 61,859,798

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Grand Haven Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	907,436,914	3.9000	5.4156	3,539,004	4,914,315
		E-911	907,436,914	0.4243		385,025	
		Parks	907,436,914	0.3199		290,289	
		Roads	907,436,914	0.4822		437,566	
		Community Mental Health	907,436,914	0.2892		262,431	

Township	Grand Haven	Operating	905,780,568	1.0179	5.1061	921,994	4,625,006
		Fire/Rescue	905,780,568	1.8099		1,639,372	
		Museum	905,780,568	0.2454		222,279	
		Aging Council	905,780,568	0.2500		226,445	
		Transportation	905,780,568	0.9500		860,492	
		Bike Path	905,780,568	0.4329		392,112	
		DEBT-Parks	905,780,568	0.4000		362,312	

Township	Grand Haven	Charter-Operating	1,656,346	10.7314	14.4534	17,775	23,940
		Transportation	1,656,346	0.6000		994	
		Museum	1,656,346	0.2406		399	
		Aging Council	1,656,346	0.2368		392	
		Community Center	1,656,346	0.7446		1,233	
		Debt	1,656,346	1.9000		3,147	

Library District	Loutit	Operating	907,436,914	0.9613	1.0763	872,319	976,674
		Debt	907,436,914	0.1150		104,355	

Authorities	None						
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School District	Grand Haven	Operating	220,565,059	18.0000		3,970,171	7,831,059
		Operating- Com. Pers.	8,275,455	6.0000		49,653	
		Debt	907,436,914	4.2000		3,811,235	
		Bldg&Site - All	-	-		-	
		Recreation	-	-		-	

Interm. School	Ottawa	Operating	907,436,914	6.2245		5,648,341
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Comm. College	None	Operating	-	-		-
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State Education	Michigan	Operating	903,783,614	6.0000		5,422,702
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Totals for Taxable Status by School District		Summer	Winter	Total
Twp Mills Grand Haven School District [Non-PRE]		38.3245	7.6980	46.0225
Twp Mills Grand Haven School District [PRE]		20.3245	7.6980	28.0225
Twp Mills Grand Haven School District [Com. Personal]		26.3245	7.6980	34.0225
Twp Mills Grand Haven School District [Ind. Personal]		14.3245	7.6980	22.0225
City Mills Grand Haven School District [Non-PRE]		38.3245	17.0453	55.3698
City Mills Grand Haven School District [PRE]		20.3245	17.0453	37.3698
City Mills Grand Haven School District [Com. Personal]		26.3245	17.0453	43.3698
City Mills Grand Haven School District [Ind. Personal]		14.3245	17.0453	31.3698

Sub Total: **29,442,037**

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

(Qualified Special Assessment)	Police/Public Safety	882,845,759	0.5500	485,565
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Total: **29,927,602**

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Holland Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	1,445,857,397	3.9000	5.4156	5,638,844	7,830,185
		E-911	1,445,857,397	0.4243		613,477	
		Parks	1,445,857,397	0.3199		462,530	
		Roads	1,445,857,397	0.4822		697,192	
		Community Mental Health	1,445,857,397	0.2892		418,142	
Township	Holland	Operating	1,445,857,397	3.4624	4.8600	5,006,137	7,026,868
		Bike Path	1,445,857,397	0.4288		619,984	
		E-unit	1,445,857,397	0.9688		1,400,747	
Library District	Herrick	Operating	1,445,857,397	1.4290		2,066,130	2,066,130
Authority	Holl Swim Pool	Operating	31,378,580	0.9658	2.0858	30,305	65,449
		Debt	31,378,580	1.1200		35,144	
Authority	MAX Transport	Operating	1,445,857,397	0.3791			548,125
School District	Holland	Operating	23,991,963	18.0000		431,855	641,472
		Operating- Com. Pers	3,919,500	6.0000		23,517	
		Debt	31,378,580	4.7300		148,421	
		Bldg&Site - All	31,378,580	1.2008		37,679	
		Recreation	-	-		-	
School District	West Ottawa	Operating	483,862,731	18.0000		8,709,529	17,278,692
		Operating-Comm. Pers	33,346,000	6.0000		200,076	
		* Debt	1,040,051,634	7.7500		8,060,400	
		* Bldg & Site	1,040,051,634	0.2968		308,687	
		Recreation	-	-		-	
School District	Zeeland	Operating	84,078,043	18.0000		1,513,405	4,996,752
		Operating-Comm. Pers	3,749,800	6.0000		22,499	
		Debt	392,035,283	7.4500		2,920,663	
		Bldg & Site	392,035,283	0.9843		385,880	
		Recreation	392,035,283	0.3936		154,305	
Interm. School	Ottawa	Operating	1,445,857,397	5.3449	6.2245	7,727,963	9,015,227
		* Enhanced	1,463,465,497	0.8796		1,287,264	
Comm. College	None	Operating	-	-		-	-
State Education	Michigan	Operating	1,435,633,897	6.0000			8,613,803

Totals for Taxable Status by School District	Summer	Winter	Total
Holland School District [Non-PRE]	29.5119	20.8129	50.3248
Holland School District [PRE]	20.5119	11.8129	32.3248
Holland School District [Com. Personal]	23.5119	14.8129	38.3248
Holland School District [Ind. Personal]	14.5119	11.8129	26.3248
West Ottawa School District [Non-PRE]	42.5504	7.8046	50.3550
West Ottawa School District [PRE]	24.5504	7.8046	32.3550
West Ottawa School District [Com. Personal]	30.5504	7.8046	38.3550
West Ottawa School District [Ind. Personal]	18.5504	7.8046	26.3550
West Ottawa School District [Ren. Zone]	8.9264	0.0000	8.9264
Zeeland School District [Non-PRE]	29.9176	21.2185	51.1361
Zeeland School District [PRE]	20.9176	12.2185	33.1361
Zeeland School District [Com. Personal]	23.9176	15.2185	39.1361
Zeeland School District [Ind. Personal]	14.9176	12.2185	27.1361

Total: 58,082,703

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

NOTE 2: Includes Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen millage rate. Estimate tax dollars are computed here & by the State using the normal millage rates.

* Includes Renaissance Zone.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Jamestown Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	459,650,826	3.9000	5.4156	1,792,638	2,489,285
		E-911	459,650,826	0.4243		195,030	
		Parks	459,650,826	0.3199		147,042	
		Roads	459,650,826	0.4822		221,644	
		Community Mental Health	459,650,826	0.2892		132,931	
Township	Jamestown	Operating	459,650,826	1.0256	4.3764	471,418	2,011,616
		Fire	459,650,826	0.9759		448,573	
		Fire Equipment	459,650,826	0.4925		226,378	
		Roads	459,650,826	1.4638		672,837	
		Library Operating	459,650,826	0.4186		192,410	
Library District	None		-		-	-	-
Authorities	None		-		-	-	-
School District	Hudsonville	Operating	86,397,006	18.0000		1,555,146	5,111,237
		Operating- Com. Pers	10,075,000	6.0000		60,450	
		Debt	438,776,059	7.0000		3,071,432	
		Bldg&Site - All	438,776,059	0.9668		424,209	
		Recreation		-		-	
School District	Grandville	Operating	3,897,122	17.2070		67,058	202,798
		Operating-Comm. Pers	327,400	5.2070		1,705	
		Debt	20,874,767	5.0500		105,418	
		Bldg & Site	20,874,767	1.3709		28,617	
		Recreation		-		-	
Interm. School	Ottawa	Operating	438,776,059	6.2245			2,731,162
Interm. School	Kent	Operating	20,874,767	5.5157			115,139
Comm. College	Grand Rapids	Operating	20,874,767	1.7307			36,128
State Education	Michigan	Operating	457,854,526	6.0000			2,747,127

Totals for Taxable Status by School District	Summer	Winter	Total
Hudsonville School District [Non-PRE]	42.0913	5.8920	47.9833
Hudsonville School District [PRE]	24.0913	5.8920	29.9833
Hudsonville School District [Com. Personal]	30.0913	5.8920	35.9833
Hudsonville School District [Ind. Personal]	18.0913	5.8920	23.9833
Grandville School District [Non-PRE]	40.7743	5.8920	46.6663
Grandville School District [PRE]	23.5673	5.8920	29.4593
Grandville School District [Com. Personal]	28.7743	5.8920	34.6663
Grandville School District [Ind. Personal]	17.5673	5.8920	23.4593

Total: 15,444,492

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Olive Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	205,018,856	3.9000	5.4156	799,574	1,110,301
		E-911	205,018,856	0.4243		86,990	
		Parks	205,018,856	0.3199		65,586	
		Roads	205,018,856	0.4822		98,860	
		Community Mental Health	205,018,856	0.2892		59,291	
Township	Olive	Operating	205,018,856	1.0179	4.4466	208,689	911,638
		Roads	205,018,856	1.9372		397,163	
		Fire EMS	205,018,856	0.9932		203,625	
		Fire Equipment	205,018,856	0.2500		51,255	
		Library	205,018,856	0.2483		50,906	
Library District	None		-			-	-
Authorities	None		-			-	-
School District	West Ottawa	Operating	27,995,041	18.0000		503,911	1,249,481
		Operating- Com. Pers	3,167,500	6.0000		19,005	
		Debt	90,292,434	7.7500		699,766	
		Bldg&Site - All	90,292,434	0.2968		26,799	
		Recreation		-		-	
School District	Zeeland	Operating	19,917,218	18.0000		358,510	1,373,093
		Operating-Comm. Pers	298,300	6.0000		1,790	
		Debt	114,726,422	7.4500		854,712	
		Bldg & Site	114,726,422	0.9843		112,925	
		Recreation	114,726,422	0.3936		45,156	
Interm. School	Ottawa	Operating	205,018,856	6.2245			1,276,140
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	203,011,956	6.0000			1,218,072

Totals for Taxable Status by School District		Summer	Winter	Total
West Ottawa School District	[Non-PRE]	42.1713	5.9622	48.1335
West Ottawa School District	[PRE]	24.1713	5.9622	30.1335
West Ottawa School District	[Com. Personal]	30.1713	5.9622	36.1335
West Ottawa School District	[Ind. Personal]	18.1713	5.9622	24.1335
Zeeland School District	[Non-PRE]	29.5385	19.3761	48.9146
Zeeland School District	[PRE]	20.5385	10.3761	30.9146
Zeeland School District	[Com. Personal]	23.5385	13.3761	36.9146
Zeeland School District	[Ind. Personal]	14.5385	10.3761	24.9146

Total: 7,138,725

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Park Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	1,215,968,613	3.9000	5.4156	4,742,278	6,585,199
		E-911	1,215,968,613	0.4243		515,935	
		Parks	1,215,968,613	0.3199		388,988	
		Roads	1,215,968,613	0.4822		586,340	
		Community Mental Health	1,215,968,613	0.2892		351,658	
Township	Park	Operating	1,215,968,613	0.9076	2.7508	1,103,613	3,344,887
		Parks	1,215,968,613	0.4853		590,110	
		E-Unit	1,215,968,613	0.4195		510,099	
		Bike Paths	1,215,968,613	0.3754		456,475	
		West Michigan Airport	1,215,968,613	0.0960		116,733	
		Roads	1,215,968,613	0.4670		567,857	
Library District	Herrick		1,215,968,613	1.4290	1.4290	1,737,619	1,737,619
Authority	Holl Swim Pool	Operating	150,973,772	0.9658	2.0858	145,810	314,901
		Debt	150,973,772	1.1200		169,091	
School District	West Ottawa	Operating	228,140,262	18.0000		4,106,525	12,689,526
		Operating- Com. Pers	2,200,200	6.0000		13,201	
		Debt	1,064,994,841	7.7500		8,253,710	
		Bldg&Site - All	1,064,994,841	0.2968		316,090	
		Recreation		-		-	
School District	Holland	Operating	71,667,947	18.0000		1,290,023	2,186,783
		Operating-Comm. Pers	227,500	6.0000		1,365	
		Debt	150,973,772	4.7300		714,106	
		Bldg & Site	150,973,772	1.2008		181,289	
		Recreation		-		-	
Interm. School	Ottawa	Operating	1,215,968,613	6.2245			7,568,797
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	1,215,968,613	6.0000			7,295,812

Totals for Taxable Status by School District		Summer	Winter	Total
West Ottawa School District [Non-PRE]		42.1713	5.6954	47.8667
West Ottawa School District [PRE]		24.1713	5.6954	29.8667
West Ottawa School District [Com. Personal]		30.1713	5.6954	35.8667
West Ottawa School District [Ind. Personal]		18.1713	5.6954	23.8667
Holland School District [Non-PRE]		29.1328	18.7037	47.8365
Holland School District [PRE]		20.1328	9.7037	29.8365
Holland School District [Com. Personal]		23.1328	12.7037	35.8365
Holland School District [Ind. Personal]		14.1328	9.7037	23.8365

Total: 41,723,524

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Polkton Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	135,228,275	3.9000	5.4156	527,390	732,342
		E-911	135,228,275	0.4243		57,377	
		Parks	135,228,275	0.3199		43,260	
		Roads	135,228,275	0.4822		65,207	
		Community Mental Health	135,228,275	0.2892		39,108	
Township	Polkton	Operating	135,228,275	0.9496	4.1752	128,413	564,605
		Senior Citizen Activities	135,228,275	0.2481		33,550	
		Fire	135,228,275	1.9850		268,428	
		Roads	135,228,275	0.9925		134,214	
Library District	Coopersville	Operating	135,228,275	0.5733	0.8533	77,526	115,390
		Debt	135,228,275	0.2800		37,864	
Authorities	None		-		-	-	-
School District	Coopersville	Operating	18,739,145	17.8308		334,134	1,558,219
		Operating- Com. Pers	1,437,700	5.8308		8,383	
		Debt	135,228,275	8.9900		1,215,702	
		Bldq&Site - All		-		-	
		Recreation		-		-	
Interm. School	Ottawa	Operating	135,228,275	6.2245			841,728
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	133,900,775	6.0000			803,405

Totals for Taxable Status by School District	Summer	Winter	Total
Coopersville School District [Non-PRE]	10.1800	39.3094	49.4894
Coopersville School District [PRE]	10.1800	21.4786	31.6586
Coopersville School District [Com. Personal]	10.1800	27.3094	37.4894
Coopersville School District [Ind. Personal]	4.1800	21.4786	25.6586

Total: 4,615,689

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Port Sheldon Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	530,509,094	3.9000	5.4156	2,068,985	2,873,024
		E-911	530,509,094	0.4243		225,095	
		Parks	530,509,094	0.3199		169,710	
		Roads	530,509,094	0.4822		255,811	
		Community Mental Health	530,509,094	0.2892		153,423	
Township	Port Sheldon	Operating	530,509,094	1.0000	2.1997	530,509	1,166,961
		Fire	530,509,094	1.1000		583,560	
		Library	530,509,094	0.0997		52,892	
Library District	Loutit	Operating	271,537,473	0.9613	1.0763	261,029	292,256
		Debt	271,537,473	0.1150		31,227	
Authorities	None		-		-	-	-
School District	Grand Haven	Operating	117,147,822	18.0000		2,108,661	3,249,868
		Operating- Com. Pers	125,000	6.0000		750	
		Debt	271,537,473	4.2000		1,140,457	
		Bldg&Site - All		-		-	
		Recreation		-		-	
School District	West Ottawa	Operating	55,681,484	18.0000		1,002,267	3,093,688
		Operating-Comm. Pers	1,254,700	6.0000		7,528	
		Debt	258,971,621	7.7500		2,007,030	
		Bldg & Site	258,971,621	0.2968		76,863	
		Recreation		-		-	
Interm. School	Ottawa	Operating	530,509,094	6.2245			3,302,154
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	467,164,094	6.0000			2,802,985

Totals for Taxable Status by School District	Summer	Winter	Total
Grand Haven School District [Non-PRE]	38.3245	4.7916	43.1161
Grand Haven School District [PRE]	20.3245	4.7916	25.1161
Grand Haven School District [Com. Personal]	26.3245	4.7916	31.1161
Grand Haven School District [Ind. Personal]	14.3245	4.7916	19.1161
West Ottawa School District [Non-PRE]	42.1713	3.7153	45.8866
West Ottawa School District [PRE]	24.1713	3.7153	27.8866
West Ottawa School District [Com. Personal]	30.1713	3.7153	33.8866
West Ottawa School District [Ind. Personal]	18.1713	3.7153	21.8866

Total: 16,780,936

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Robinson Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	282,034,764	3.9000	5.4156	1,099,936	1,527,387
		E-911	282,034,764	0.4243		119,667	
		Parks	282,034,764	0.3199		90,223	
		Roads	282,034,764	0.4822		135,997	
		Community Mental Health	282,034,764	0.2892		81,564	
Township	Robinson	Operating	282,034,764	1.0281	3.4848	289,960	982,835
		Fire	282,034,764	1.5027		423,814	
		Roads	282,034,764	0.9540		269,061	
Library District	Loutit	Operating	282,034,764	0.9613	1.0763	271,120	303,554
		Debt	282,034,764	0.1150		32,434	

Authorities	None	-	-	-	-	-	-
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School District	Grand Haven	Operating	29,198,938	18.0000	-	525,581	1,530,021
		Operating- Com. Pers	1,171,400	6.0000		7,028	
		Debt	237,479,085	4.2000		997,412	
		Bldg&Site - All Recreation	-	-		-	

School District	Zeeland	Operating	5,209,840	18.0000	-	93,777	492,164
		Operating-Comm. Pers	842,300	6.0000		5,054	
		Debt	44,555,679	7.4500		331,940	
		Bldg & Site Recreation	44,555,679	0.9843		43,856	
			44,555,679	0.3936		17,537	

Interm. School	Ottawa	Operating	282,034,764	6.2245	-	-	1,755,525
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Comm. College	None	Operating	-	-	-	-	-
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State Education	Michigan	Operating	281,998,464	6.0000	-	-	1,691,991
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Totals for Taxable Status by School District	Summer	Winter	Total
Grand Haven School District [Non-PRE]	38.3245	6.0767	44.4012
Grand Haven School District [PRE]	20.3245	6.0767	26.4012
Grand Haven School District [Com. Personal]	26.3245	6.0767	32.4012
Grand Haven School District [Ind. Personal]	14.3245	6.0767	20.4012
Zeeland School District [Non-PRE]	29.5385	19.4906	49.0291
Zeeland School District [PRE]	20.5385	10.4906	31.0291
Zeeland School District [Com. Personal]	23.5385	13.4906	37.0291
Zeeland School District [Ind. Personal]	14.5385	10.4906	25.0291

Total: 8,283,477

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Spring Lake Township and Village

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	885,996,820	3.9000	5.4156	3,455,388	4,798,204
		E-911	885,996,820	0.4243		375,928	
		Parks	885,996,820	0.3199		283,430	
		Roads	885,996,820	0.4822		427,228	
		Community Mental Health	885,996,820	0.2892		256,230	
Township	Spring Lake	Operating	885,996,820	0.7500	2.2769	664,498	2,017,327
		Museum	885,996,820	0.2462		218,132	
		Bike Path	885,996,820	0.4550		403,129	
		Aging Council	885,996,820	0.2349		208,121	
		Transportation	885,996,820	0.5908		523,447	
Library District	Spring Lake	Operating	885,996,820	1.4321	1.4321	1,268,836	1,268,836
Authorities	None		-	-	-	-	-
<i>Spring Lake Schools Operating on November Ballot</i>							
School District	Spring Lake	Operating	166,515,914	17.7584		2,957,056	7,766,898
		Operating- Com. Pers	2,718,900	5.7584		15,657	
		* Debt	684,883,521	7.0000		4,794,185	
		Bldg&Site - All Recreation	-	-		-	
School District	Grand Haven	Operating	54,197,558	18.0000		975,556	1,621,970
		Operating-Comm. Pers	1,434,400	6.0000		8,606	
		Debt	151,858,986	4.2000		637,808	
		Bldg & Site Recreation	-	-		-	
School District	Fruitport	Operating	14,597,080	18.0000		262,747	603,449
		Operating-Comm. Pers	141,100	6.0000		847	
		Debt	49,254,313	6.9000		339,855	
		Bldg & Site Recreation	-	-		-	
Intern. School	Ottawa	Operating	836,742,507	5.3449	6.2245	4,472,305	5,208,304
		* Enhanced	836,742,507	0.8796		735,999	
Intern. School	Muskegon	Operating	49,254,313	4.7225		232,603	232,603
Comm. College	None	Operating	-	-		-	-
State Education	Michigan	Operating	882,411,420	6.0000			5,294,469
Village	Spring Lake	Operating	151,602,443	9.7300	10.3600	1,475,092	1,570,602
		Debt	151,602,443	0.6300		95,510	

Totals for Taxable Status by School District	Summer	Winter	Total
Spring Lake School District [Non-PRE]	40,8829	5,2246	46,1075
Spring Lake School District [PRE]	23,1245	5,2246	28,3491
Spring Lake School District [Com. Personal]	28,8829	5,2246	34,1075
Spring Lake School District [Ind. Personal]	17,1245	5,2246	22,3491
Spring Lake School District [Non-PRE] in Village	51,2429	5,2246	56,4675
Spring Lake School District [PRE] in Village	33,4845	5,2246	38,7091
Spring Lake School District [Com. Personal] in Village	39,2429	5,2246	44,4675
Spring Lake School District [Ind. Personal] in Village	27,4845	5,2246	32,7091
Grand Haven School District [Non-PRE]	38,3245	5,2246	43,5491
Grand Haven School District [PRE]	20,3245	5,2246	25,5491
Grand Haven School District [Com. Personal]	26,3245	5,2246	31,5491
Grand Haven School District [Ind. Personal]	14,3245	5,2246	19,5491
Fruitport School District [Non-PRE]	39,5225	5,2246	44,7471
Fruitport School District [PRE]	21,5225	5,2246	26,7471
Fruitport School District [Com. Personal]	27,5225	5,2246	32,7471
Fruitport School District [Ind. Personal]	15,5225	5,2246	20,7471

Township Total excluding Village Tax **28,812,060**

Village Only Total: **1,570,602**

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.
NOTE 2: Includes Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen millage rate. Estimate tax dollars are computed here & by the State using the normal millage rates.

* Includes Renaissance Zone.

Township Total excluding Village Tax Plus Special **29,807,641**

(Qualified Special Assessment) Fire District 865,722,720 1.1500 995,581

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Tallmadge Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars	
County	Ottawa	Operating	391,916,899	3.9000	5.4156	1,528,476	2,122,464	
		E-911	391,916,899	0.4243				166,290
		Parks	391,916,899	0.3199				125,374
		Roads	391,916,899	0.4822				188,982
		Community Mental Health	391,916,899	0.2892				113,342
Township	Tallmadge	Operating	391,916,899	1.0179	2.7650	398,932	1,083,651	
		Fire	391,916,899	0.2471				96,843
		Police & Fire	391,916,899	1.2106				474,455
		Library	391,916,899	0.2894				113,421
Library District	None							
Authorities	None							
School District	Coopersville	Operating	13,375,009	17.8308		238,487	1,469,380	
		Operating-Com. Pers	223,300	5.8308				1,302
		Debt-All	136,773,160	8.9900				1,229,591
		Bldg&Site - All	-	-				-
		Recreation	-	-				-
School District	Grandville	Operating	57,857,467	17.2070		995,553	2,125,735	
		Operating-Comm. Pers	2,376,700	5.2070				12,375
		* Debt	174,088,827	5.0500				879,149
		* Bldg & Site	174,088,827	1.3709				238,658
		Recreation	-	-				-
School District	Kenowa Hills	Operating	18,095,056	18.0000		325,711	708,206	
		Operating-Comm. Pers	502,300	6.0000				3,014
		* Debt	81,259,358	4.6700				379,481
		Bldg & Site	-	-				-
Recreation	-	-	-					
Intern. School	Ottawa	Operating	136,773,160	6.2245	6.2245	851,345	851,345	
Intern. School	Kent	Operating	255,143,739	4.6399	5.5157	1,183,841	1,407,475	
		* Enhanced	255,348,185	0.8758				223,634
Comm. College	Grand Rapids	Operating	255,143,739	1.7307			441,577	
State Education	Michigan	Operating	391,070,299	6.0000			2,346,422	

Totals for Taxable Status by School District	Summer	Winter	Total
Coopersville School District [Non-PRE]	9.9000	37.3259	47.2259
Coopersville School District [PRE]	9.9000	19.4951	29.3951
Coopersville School District [Com. Personal]	9.9000	25.3259	35.2259
Coopersville School District [Ind. Personal]	3.9000	19.4951	23.3951
Grandville School District [Non-PRE]	40.7743	4.2806	45.0549
Grandville School District [PRE]	23.5673	4.2806	27.8479
Grandville School District [Com. Personal]	28.7743	4.2806	33.0549
Grandville School District [Ind. Personal]	17.5673	4.2806	21.8479
Kenowa Hills School District [Non-PRE]	39.8164	4.2806	44.0970
Kenowa Hills School District [PRE]	21.8164	4.2806	26.0970
Kenowa Hills School District [Com. Personal]	27.8164	4.2806	32.0970
Kenowa Hills School District [Ind. Personal]	15.8164	4.2806	20.0970
Kenowa Hills School District [Ren. Zone]	4.6700	-	4.6700

Total: 12,556,255

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

* Includes Renaissance Zone.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating-Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Wright Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	145,397,057	3.9000	5.4156	567,049	787,413
		E-911	145,397,057	0.4243		61,692	
		Parks	145,397,057	0.3199		46,513	
		Roads	145,397,057	0.4822		70,110	
		Community Mental Health	145,397,057	0.2892		42,049	
Township	Wright	Operating	145,397,057	1.0308	2.9783	149,875	433,035
		Fire Equipment	145,397,057	0.7757		112,784	
		Senior Citizen Services	145,397,057	0.0000		0	
		Fire	145,397,057	1.1718		170,376	
Library District	Coopersville	Operating	145,397,057	0.5733	0.8533	83,356	124,067
		Debt	145,397,057	0.2800		40,711	
Authorities None							
School District	Coopersville	Operating	10,367,748	17.8308		184,865	1,072,322
		Operating- Com. Pers	390,100	5.8308		2,275	
		Debt	98,462,999	8.9900		885,182	
		Bldg&Site - All Recreation	-	-		-	
School District	Kenowa Hills	Operating	16,279,297	18.0000		293,027	513,235
		Operating-Comm. Pers	3,140,600	6.0000		18,844	
		Debt	43,118,716	4.6700		201,364	
		Bldg & Site Recreation	-	-		-	
School District	Sparta	Operating	700,229	18.0000		12,604	43,699
		Operating-Comm. Pers	0	6.0000		0	
		Debt	3,815,342	7.0000		26,707	
		Bldg & Site Recreation	3,815,342	1.1500		4,388	
Interm. School	Ottawa	Operating	98,462,999	6.2245		612,883	612,883
Interm. School	Kent	Operating	46,934,058	4.6399		217,769	258,874
		Enhanced	46,934,058	0.8758		41,105	
Comm. College	Grand Rapids	Operating	46,934,058	1.7307			81,229
State Education	Michigan	Operating	144,546,557	6.0000			867,279

Totals for Taxable Status by School District	Summer	Winter	Total
Coopersville School District [Non-PRE]	10.1800	38.1125	48.2925
Coopersville School District [PRE]	10.1800	20.2817	30.4617
Coopersville School District [Com. Personal]	10.1800	26.1125	36.2925
Coopersville School District [Ind. Personal]	4.1800	20.2817	24.4617
Kenowa Hills School District [Non-PRE]	40.0964	5.0672	45.1636
Kenowa Hills School District [PRE]	22.0964	5.0672	27.1636
Kenowa Hills School District [Com. Personal]	28.0964	5.0672	33.1636
Kenowa Hills School District [Ind. Personal]	16.0964	5.0672	21.1636
Sparta School District [Non-PRE]	30.5014	18.1422	48.6436
Sparta School District [PRE]	21.5014	9.1422	30.6436
Sparta School District [Com. Personal]	24.5014	12.1422	36.6436
Sparta School District [Ind. Personal]	15.5014	9.1422	24.6436

Total: 4,794,036

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Res Zone	Res Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Zeeland Charter Township

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	490,566,115	3.9000	5.4156	1,913,208	2,656,710
		E-911	490,566,115	0.4243		208,147	
		Parks	490,566,115	0.3199		156,932	
		Roads	490,566,115	0.4822		236,551	
		Community Mental Health	490,566,115	0.2892		141,872	
Township	Zeeland	Operating	490,566,115	3.2500	6.6528	1,594,340	3,263,638
		Fire	490,566,115	0.4831		236,992	
		Fire Oper & Equipment	490,566,115	0.9767		479,136	
		Roads	490,566,115	0.9663		474,034	
		Roads	490,566,115	0.9767		479,136	
Library District	None				-	-	-
Authorities	None				-	-	-
School District	Zeeland	Operating	107,045,453	18.0000		1,926,818	6,083,093
		Operating- Com. Pers	9,661,600	6.0000		57,970	
		Debt	464,244,567	7.4500		3,458,622	
		Bldg&Site - All	464,244,567	0.9843		456,956	
		Recreation	464,244,567	0.3936		182,727	
School District	Hudsonville	Operating	6,176,223	18.0000		111,172	323,825
		Operating-Comm. Pers	492,300	6.0000		2,954	
		Debt	26,321,548	7.0000		184,251	
		Bldg & Site	26,321,548	0.9668		25,448	
		Recreation		-		-	
Interm. School	Ottawa	Operating	490,566,115	6.2245			3,053,529
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	487,902,115	6.0000			2,927,413

Totals for Taxable Status by School District	Summer	Winter	Total
Zeeland School District [Non-PRE]	29.5385	21.5823	51.1208
Zeeland School District [PRE]	20.5385	12.5823	33.1208
Zeeland School District [Com. Personal]	23.5385	15.5823	39.1208
Zeeland School District [Ind. Personal]	14.5385	12.5823	27.1208
Hudsonville School District [Non-PRE]	42.0913	8.1684	50.2597
Hudsonville School District [PRE]	24.0913	8.1684	32.2597
Hudsonville School District [Com. Personal]	30.0913	8.1684	38.2597
Hudsonville School District [Ind. Personal]	18.0913	8.1684	26.2597

Total: 18,308,208

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Coopersville City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	132,765,737	3.9000	5.4156	517,786	719,007
		E-911	132,765,737	0.4243		56,333	
		Parks	132,765,737	0.3199		42,472	
		Roads	132,765,737	0.4822		64,020	
		Community Mental Health	132,765,737	0.2892		38,396	
City	Coopersville	Charter-Operating	132,765,737	13.0000	13.2399	1,725,955	1,757,806
		Aging Council	132,765,737	0.2399		31,851	
Library District	Coopersville	Operating	132,765,737	0.5733	0.8533	76,115	113,289
		Debt	132,765,737	0.2800		37,174	
Authorities	None						
School District	Coopersville	Operating	55,398,394	17.8308		987,798	2,206,580
		Operating- Com. Pers	4,325,000	5.8308		25,218	
		Debt	132,765,737	8.9900		1,193,564	
		Bldg&Site - All		-		-	
		Recreation		-		-	
Interm. School	Ottawa	Operating	132,765,737	5.3449	6.2245	709,620	826,401
		Enhanced	132,765,737	0.8796		116,781	
Comm. College	None	Operating	-	-			
State Education	Michigan	Operating	130,806,737	6.0000			784,840

Totals for Taxable Status by School District	Summer	Winter	Total
Coopersville School District [Non-PRE]	23.4199	35.1342	58.5541
Coopersville School District [PRE]	23.4199	17.3034	40.7233
Coopersville School District [Com. Personal]	23.4199	23.1342	46.5541
Coopersville School District [Ind. Personal]	17.4199	17.3034	34.7233

Total: 6,407,923

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

NOTE 2: Includes Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen millage rate. Estimate tax dollars are computed here & by the State using the normal millage rates.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Ferrysburg City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	206,669,434	3.9000	5.4156	806,011	1,119,240
		E-911	206,669,434	0.4243		87,690	
		Parks	206,669,434	0.3199		66,114	
		Roads	206,669,434	0.4822		99,656	
		Community Mental Health	206,669,434	0.2892		59,769	
City	Ferrysburg	Charter-Operating	206,669,434	7.7582	9.1515	1,603,383	1,891,335
		Vehicles	206,669,434	0.4608		95,233	
		Museum	206,669,434	0.2414		49,890	
		Aging Council	206,669,434	0.2303		47,596	
		Bike Paths	206,669,434	0.4608		95,233	
Library District	Loutit	Operating	206,669,434	0.9613	1.0763	198,671	222,438
		Debt	206,669,434	0.1150		23,767	
Authorities	None				-	-	-
School District	Grand Haven	Operating	66,599,420	18.0000		1,198,790	2,074,541
		Operating- Com. Pers	1,289,800	6.0000		7,739	
		Debt	206,669,434	4.2000		868,012	
		Bldg&Site - All		-		-	
		Recreation		-		-	
Interm. School	Ottawa	Operating	206,669,434	6.2245			1,286,414
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	206,486,941	6.0000			1,238,922

Totals for Taxable Status by School District		Summer	Winter	Total
Grand Haven School District	[Non-PRE]	48.4373	1.6306	50.0679
Grand Haven School District	[PRE]	30.4373	1.6306	32.0679
Grand Haven School District	[Com. Personal]	36.4373	1.6306	38.0679
Grand Haven School District	[Ind. Personal]	24.4373	1.6306	26.0679

Total: **7,832,890**

NOTE: Industrial personal property is exempt from the 6 mills of State Education Tax, and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Grand Haven City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	655,622,073	3.9000	5.4156	2,556,926	3,550,587
		E-911	655,622,073	0.4243		278,180	
		Parks	655,622,073	0.3199		209,734	
		Roads	655,622,073	0.4822		316,141	
		Community Mental Health	655,622,073	0.2892		189,606	
City	Grand Haven	Charter-Operating	655,622,073	10.7314	14.4534	7,035,743	9,475,968
		Transportation	655,622,073	0.6000		393,373	
		Museum	655,622,073	0.2406		157,743	
		Aging Council	655,622,073	0.2368		155,251	
		Community Center	655,622,073	0.7446		488,176	
		Debt	655,622,073	1.9000		1,245,682	
Library District	Loutit	Operating	655,622,073	0.9613	1.0763	630,249	705,646
		Debt	655,622,073	0.1150		75,397	
Authority *	MSDDA	Operating	58,282,392	1.6821			98,037
School District	Grand Haven	Operating	328,719,698	18.0000		5,916,955	8,755,848
		Operating- Com. Pers.	14,213,300	6.0000		85,280	
		Debt	655,622,073	4.2000		2,753,613	
		Bldg&Site - All		-		-	
		Recreation		-		-	
Interm. School	Ottawa	Operating	655,622,073	6.2245			4,080,920
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	649,722,373	6.0000			3,898,334

* Totals for Taxable Status by School District	Summer	Winter	Total
Grand Haven School District [Non-PRE]	53.7392	1.6306	55.3698
Grand Haven School District [PRE]	35.7392	1.6306	37.3698
Grand Haven School District [Com. Personal]	41.7392	1.6306	43.3698
Grand Haven School District [Ind. Personal]	29.7392	1.6306	31.3698

Total: 30,565,340

* Millage totals listed above do not include the MSDDA amount as that millage is only spread in a portion of the city.

NOTE: Industrial personal property is exempt from the 6 mills of State Education Tax, and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Holland City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars	
County	Ottawa	Operating	862,516,563	3.9000	5.4156	3,363,815	4,671,045	
		E-911	862,516,563	0.4243				365,966
		Parks	862,516,563	0.3199				275,919
		Roads	862,516,563	0.4822				415,905
		Community Mental Health	862,516,563	0.2892				249,440
City	Holland	Charter-Operating	862,516,563	13.7742	13.8692	11,880,476	11,962,415	
		West Michigan Airport	862,516,563	0.0950				81,939
Library District	Herrick	Operating	862,516,563	1.4290			1,232,536	
Authority	Holl Swim Pool	Operating	862,508,363	0.9658	2.0858	833,011	1,802,206	
		* Debt	865,352,385	1.1200				969,195
Authority	MAX Transport	Operating	862,516,563	0.3791			326,980	
Authority	Holland DDA	Operating	145,297,701	1.5907			231,125	
School District	Holland	Operating	343,036,278	18.0000		6,174,653	11,473,717	
		Operating- Com. Pers	27,805,300	6.0000		166,832		
		* Debt	865,352,385	4.7300		4,093,117		
		* Bldg&Site - All	865,352,385	1.2008		1,039,115		
		Recreation	-	-		-		
School District	Zeeland	Operating	8,200	18.0000		148	220	
		Operating-Comm. Pers	0	6.0000		0		
		Debt	8,200	7.4500		61		
		Bldg & Site	8,200	0.9843		8		
		Recreation	8,200	0.3936		3		
Interm. School	Ottawa	Operating	862,516,563	5.3449	6.2245	4,610,065	5,371,236	
		* Enhanced	865,360,585	0.8796				761,171
Comm. College	None	Operating	-	-			-	
State Education	Michigan	Operating	857,484,563	6.0000			5,144,907	

Totals for Taxable Status by School District	Summer	Winter	Total
Holland School District [Non-PRE]	57.8184	1.5156	59.3340
Holland School District [PRE]	39.8184	1.5156	41.3340
Holland School District [Com. Personal]	45.8184	1.5156	47.3340
Holland School District [Ind. Personal]	33.8184	1.5156	35.3340
Holland School District [Ren. Zone]	7.9304	-	7.9304
Zeeland School District [Non-PRE]	31.8018	28.3435	60.1453
Zeeland School District [PRE]	31.8018	10.3435	42.1453
Zeeland School District [Com. Personal]	31.8018	16.3435	48.1453
Zeeland School District [Ind. Personal]	25.8018	10.3435	36.1453

Total: 42,216,387

Millage totals listed above do not include the Holland DDA amount, that millage is only spread in a portion of the city.

* Includes Renaissance Zone.

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

NOTE 2: Includes Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen millage rate. Estimate tax dollars are computed here & by the State using the normal millage rates.

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Hudsonville City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	263,777,435	3.9000	5.4156	1,028,732	1,428,512
		E-911	263,777,435	0.4243		111,921	
		Parks	263,777,435	0.3199		84,382	
		Roads	263,777,435	0.4822		127,193	
		Community Mental Health	263,777,435	0.2892		76,284	
City	Hudsonville	Charter-Operating	263,777,435	11.2303	11.2303		2,962,300
Library District	None					-	-
Authority **	Hudsonville DDA	Operating	16,875,851	1.0000			16,876
School District	Hudsonville	Operating	98,383,730	18.0000		1,770,907	3,912,972
		Operating- Com. Pers	6,767,200	6.0000		40,603	
		* Debt	263,777,435	7.0000		1,846,442	
		* Bldg&Site - All	263,777,435	0.9668		255,020	
		Recreation		-		-	
Interm. School	Ottawa	Operating	263,777,435	5.3449	6.2245	1,409,864	1,641,883
		* Enhanced	263,777,435	0.8796		232,019	
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	261,148,935	6.0000			1,566,894

** Totals for Taxable Status by School District	Summer	Winter	Total
Hudsonville School District [Non-PRE]	53.3216	1.5156	54.8372
Hudsonville School District [PRE]	35.3216	1.5156	36.8372
Hudsonville School District [Com. Personal]	41.3216	1.5156	42.8372
Hudsonville School District [Ind. Personal]	29.3216	1.5156	30.8372

Total: **11,529,437**

** Millage totals listed above do not include the DDA amount, that millage is only spread in a portion of the city.

* Includes Renaissance Zone.

NOTE: Industrial personal property is exempt from the 6 mills of State Education Tax, and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

Zeeland City

2021 Ad Valorem Taxes

Taxing Entity	Name	Item of Tax	2021 Taxable Valuation	Amount of Tax Mills	Total Tax Mills	Estimate of Tax Dollars	Total Est. Tax Dollars
County	Ottawa	Operating	499,068,713	3.9000	5.4156	1,946,368	2,702,757
		E-911	499,068,713	0.4243		211,755	
		Parks	499,068,713	0.3199		159,652	
		Roads	499,068,713	0.4822		240,651	
		Community Mental Health	499,068,713	0.2892		144,331	
City	Zeeland	Charter-Oper	499,068,713	10.1354	10.2347	5,058,261	5,107,819
		West Michigan Airport	499,068,713	0.0993		49,558	
Library District	None						
Authorities	None						
School District	Zeeland	Operating	272,405,611	18.0000		4,903,301	9,349,305
		Operating- Com. Pers	6,712,600	6.0000		40,276	
		Debt	499,068,713	7.4500		3,718,062	
		Bldg&Site - All	499,068,713	0.9843		491,233	
		Recreation	499,068,713	0.3936		196,433	
Interm. School	Ottawa	Operating	499,068,713	6.2245			3,106,453
Comm. College	None	Operating	-	-			-
State Education	Michigan	Operating	400,890,813	6.0000			2,405,345

Totals for Taxable Status by School District	Summer	Winter	Total
Zeeland School District [Non-PRE]	53.1871	1.5156	54.7027
Zeeland School District [PRE]	35.1871	1.5156	36.7027
Zeeland School District [Com. Personal]	41.1871	1.5156	42.7027
Zeeland School District [Ind. Personal]	29.1871	1.5156	30.7027

Total: 22,671,679

NOTE 1: Industrial personal property is exempt from the 6 mills of State Education Tax and up to 18 mills of local school district operating millage. Commercial personal property is exempt from up to 12 mills of local school district operating millage.

NOTE 2: Includes Senior/Disabled housing properties with a frozen taxable value, taxed at a frozen millage rate. Estimate tax dollars are computed here & by the State using the normal millage rates.

*** Industrial personal property in Zeeland School district does not include amount for Consumers power plant

School District - Millage Breakdown

Item of Tax	Principal Residence	Non-Principal Residence	Commercial Personal	Ind. Personal Non-Ren Zone	Ren Zone
Operating		Include			
Operating- Com. Pers.			Include		
Debt - All	Include	Include	Include	Include	Include
Building & Site - All	Include	Include	Include	Include	Include
Recreation	Include	Include	Include	Include	

The chart to the left shows the items of tax included in each total school millage rate. See Certified Tax Rates page for listings of these total school millage rates

**Combined
2021 Ad Valorem
Certified
Tax Rates**

2021 Certified Tax Rates in Ottawa County Per \$1000 Taxable Valuation

Government Unit School Code, School Name and Taxable Status	Total School	Total Intermed School	Total State Education	Total Comm. College	Total District/ Authority	Total Gov't Unit	Total County	TOTAL ALL MILLS	Summer Levy	Winter Levy
Allendale Charter Township										
70040 Allendale School District [Non-PRE]	30.0000	6.2245	6.0000			2.7422	5.4156	50.3823	46.1245	4.2578
70040 Allendale School District [PRE]	12.0000	6.2245	6.0000			2.7422	5.4156	32.3823	28.1245	4.2578
70040 Allendale School District [Com. Personal]	18.0000	6.2245	6.0000			2.7422	5.4156	38.3823	34.1245	4.2578
70040 Allendale School District [Ind. Personal]	12.0000	6.2245				2.7422	5.4156	26.3823	22.1245	4.2578
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000			2.7422	5.4156	46.3491	42.0913	4.2578
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000			2.7422	5.4156	28.3491	24.0913	4.2578
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000			2.7422	5.4156	34.3491	30.0913	4.2578
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245				2.7422	5.4156	22.3491	18.0913	4.2578
Blendon Township										
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000			2.9605	5.4156	46.5674	42.0913	4.4761
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000			2.9605	5.4156	28.5674	24.0913	4.4761
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000			2.9605	5.4156	34.5674	30.0913	4.4761
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245				2.9605	5.4156	22.5674	18.0913	4.4761
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000			2.9605	5.4156	47.4285	26.4263	21.0022
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000			2.9605	5.4156	29.4285	17.4263	12.0022
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000			2.9605	5.4156	35.4285	20.4263	15.0022
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245				2.9605	5.4156	23.4285	11.4263	12.0022
Chester Township										
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000		Coopersville	0.8533	4.3891	49.7033	10.1800	39.5233
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000		Library	0.8533	4.3891	31.8725	10.1800	21.6925
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000			0.8533	4.3891	37.7033	10.1800	27.5233
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245				0.8533	4.3891	25.8725	4.1800	21.6925
41240 Sparta School District [Non-PRE]	26.1500	5.5157	6.0000	1.7307		0.8533	4.3891	50.0544	30.5014	19.5530
41240 Sparta School District [PRE]	8.1500	5.5157	6.0000	1.7307		0.8533	4.3891	32.0544	21.5014	10.5530
41240 Sparta School District [Com. Personal]	14.1500	5.5157	6.0000	1.7307		0.8533	4.3891	38.0544	24.5014	13.5530
41240 Sparta School District [Ind. Personal]	8.1500	5.5157		1.7307		0.8533	4.3891	26.0544	15.5014	10.5530
41150 Kent City School District [Non-PRE]	27.0164	5.5157	6.0000	1.7307		0.8533	4.3891	50.9208	30.9347	19.9861
41150 Kent City School District [PRE]	9.2283	5.5157	6.0000	1.7307		0.8533	4.3891	33.1327	22.0406	11.0921
41150 Kent City School District [Com. Personal]	15.0164	5.5157	6.0000	1.7307		0.8533	4.3891	38.9208	24.9347	13.9861
41150 Kent City School District [Ind. Personal]	9.2283	5.5157		1.7307		0.8533	4.3891	27.1327	16.0406	11.0921
61210 Ravenna School District [Non-PRE]	25.6000	4.7225	6.0000			0.8533	4.3891	46.9805	10.1800	36.8005
61210 Ravenna School District [PRE]	7.6000	4.7225	6.0000			0.8533	4.3891	28.9805	10.1800	18.8005
61210 Ravenna School District [Com. Personal]	13.6000	4.7225	6.0000			0.8533	4.3891	34.9805	10.1800	24.8005
61210 Ravenna School District [Ind. Personal]	7.6000	4.7225				0.8533	4.3891	22.9805	4.1800	18.8005
Crockery Township										
70300 Spring Lake School District [Non-PRE]	24.7584	6.2245	6.0000			3.7481	5.4156	46.1466	40.8829	5.2637
70300 Spring Lake School District [PRE]	7.0000	6.2245	6.0000			3.7481	5.4156	23.3882	23.1245	5.2637
70300 Spring Lake School District [Com. Personal]	12.7584	6.2245	6.0000			3.7481	5.4156	34.1466	28.8829	5.2637
70300 Spring Lake School District [Ind. Personal]	7.0000	6.2245				3.7481	5.4156	22.3882	17.1245	5.2637
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000			3.7481	5.4156	48.2090	9.9000	38.3090
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000			3.7481	5.4156	30.3782	9.9000	20.4782
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000			3.7481	5.4156	36.2090	9.9000	26.3090
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245				3.7481	5.4156	24.3782	3.9000	20.4782

2021 Certified Tax Rates in Ottawa County Per \$1000 Taxable Valuation

Government Unit School Code, School Name and Taxable Status	Total School	Total Intermed School	Total State Education	Total Comm. College	Total District/ Authority	Total Gov't Unit	Total County	TOTAL ALL MILLS	Summer Levy	Winter Levy
61080 Fruitport School District [Non-PRE]	24.9000	4.7225	6.0000			3.7481	5.4156	44.7862	9.9000	34.8862
61080 Fruitport School District [PRE]	6.9000	4.7225	6.0000			3.7481	5.4156	26.7862	9.9000	16.8862
61080 Fruitport School District [Com. Personal]	12.9000	4.7225	6.0000			3.7481	5.4156	32.7862	9.9000	22.8862
61080 Fruitport School District [Ind. Personal]	6.9000	4.7225				3.7481	5.4156	20.7862	3.9000	16.8862
Georgetown Charter Township										
70175 Jenison School District [Non-PRE]	25.6875	6.2245	6.0000			2.2500	5.4156	45.5776	41.8120	3.7656
70175 Jenison School District [PRE]	8.5000	6.2245	6.0000			2.2500	5.4156	28.3901	24.6245	3.7656
70175 Jenison School District [Com. Personal]	13.6875	6.2245	6.0000			2.2500	5.4156	33.5776	29.8120	3.7656
70175 Jenison School District [Ind. Personal]	8.5000	6.2245				2.2500	5.4156	22.3901	18.6245	3.7656
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000			2.2500	5.4156	45.8569	42.0913	3.7656
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000			2.2500	5.4156	27.8569	24.0913	3.7656
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000			2.2500	5.4156	33.8569	30.0913	3.7656
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245				2.2500	5.4156	21.8569	18.0913	3.7656
41130 Grandville School District [Non-PRE]	23.6279	5.5157	6.0000	1.7307		2.2500	5.4156	44.5399	40.7743	3.7656
41130 Grandville School District [PRE]	6.4209	5.5157	6.0000	1.7307		2.2500	5.4156	27.3329	23.5673	3.7656
41130 Grandville School District [Com. Personal]	11.6279	5.5157	6.0000	1.7307		2.2500	5.4156	32.5399	28.7743	3.7656
41130 Grandville School District [Ind. Personal]	6.4209	5.5157		1.7307		2.2500	5.4156	21.3329	17.5673	3.7656
Grand Haven Charter Township										
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000		Loutit Library	1.0763	5.1061	46.0225	38.3245	7.6980
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.0763	5.1061	28.0225	20.3245	7.6980
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.0763	5.1061	34.0225	26.3245	7.6980
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245				1.0763	5.1061	22.0225	14.3245	7.6980
70010 Grand Haven School District [Non-PRE] PA 425	22.2000	6.2245	6.0000		Loutit Library	1.0763	14.4534	55.3698	38.3245	17.0453
70010 Grand Haven School District [PRE] PA 425	4.2000	6.2245	6.0000			1.0763	14.4534	37.3698	20.3245	17.0453
70010 Grand Haven School District [Com. Personal] PA 425	10.2000	6.2245	6.0000			1.0763	14.4534	43.3698	26.3245	17.0453
70010 Grand Haven School District [Ind. Personal] PA 425	4.2000	6.2245				1.0763	14.4534	31.3698	14.3245	17.0453
Holland Charter Township										
70020 Holland School District [Non-PRE]	23.9308	6.2245	6.0000		Max Trans &	3.8939	4.8600	50.3248	29.5119	20.8129
70020 Holland School District [PRE]	5.9308	6.2245	6.0000		Holland Pool &	3.8939	4.8600	32.3248	20.5119	11.8129
70020 Holland School District [Com. Personal]	11.9308	6.2245	6.0000		Herrick Library	3.8939	4.8600	38.3248	23.5119	14.8129
70020 Holland School District [Ind. Personal]	5.9308	6.2245				3.8939	4.8600	26.3248	14.5119	11.8129
70070 West Ottawa School District [Non-PRE]	26.0468	6.2245	6.0000		Max Trans &	1.8081	4.8600	50.3550	42.5504	7.8046
70070 West Ottawa School District [PRE]	8.0468	6.2245	6.0000		Herrick Library	1.8081	4.8600	32.3550	24.5504	7.8046
70070 West Ottawa School District [Com. Personal]	14.0468	6.2245	6.0000			1.8081	4.8600	38.3550	30.5504	7.8046
70070 West Ottawa School District [Ind. Personal]	8.0468	6.2245				1.8081	4.8600	26.3550	18.5504	7.8046
70070 West Ottawa School District [Ren Zone]	8.0468	0.8796				0.0000	0.0000	8.9264	8.9264	0.0000
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000		Max Trans	1.8081	4.8600	51.1361	29.9176	21.2185
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000		Herrick Library	1.8081	4.8600	33.1361	20.9176	12.2185
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000			1.8081	4.8600	39.1361	23.9176	15.2185
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245				1.8081	4.8600	27.1361	14.9176	12.2185
Jamestown Charter Township										
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000			4.3764	5.4156	47.9833	42.0913	5.8920
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000			4.3764	5.4156	29.9833	24.0913	5.8920
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000			4.3764	5.4156	35.9833	30.0913	5.8920
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245				4.3764	5.4156	23.9833	18.0913	5.8920

2021 Certified Tax Rates in Ottawa County Per \$1000 Taxable Valuation

Government Unit School Code, School Name and Taxable Status	Total School	Total Intermed School	Total State Education	Total Comm. College	Total District/ Authority	Total Gov't Unit	Total County	TOTAL ALL MILLS	Summer Levy	Winter Levy	
41130 Grandville School District [Non-PRE]	23.6279	5.5157	6.0000	1.7307		4.3764	5.4156	46.6663	40.7743	5.8920	
41130 Grandville School District [PRE]	6.4209	5.5157	6.0000	1.7307		4.3764	5.4156	29.4593	23.5673	5.8920	
41130 Grandville School District [Com. Personal]	11.6279	5.5157	6.0000	1.7307		4.3764	5.4156	34.6663	28.7743	5.8920	
41130 Grandville School District [Ind. Personal]	6.4209	5.5157		1.7307		4.3764	5.4156	23.4593	17.5673	5.8920	
Olive Township											
70070 West Ottawa School District [Non-PRE]	26.0468	6.2245	6.0000			4.4466	5.4156	48.1335	42.1713	5.9622	
70070 West Ottawa School District [PRE]	8.0468	6.2245	6.0000			4.4466	5.4156	30.1335	24.1713	5.9622	
70070 West Ottawa School District [Com. Personal]	14.0468	6.2245	6.0000			4.4466	5.4156	36.1335	30.1713	5.9622	
70070 West Ottawa School District [Ind. Personal]	8.0468	6.2245				4.4466	5.4156	24.1335	18.1713	5.9622	
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000			4.4466	5.4156	48.9146	29.5385	19.3761	
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000			4.4466	5.4156	30.9146	20.5385	10.3761	
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000			4.4466	5.4156	36.9146	23.5385	13.3761	
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245				4.4466	5.4156	24.9146	14.5385	10.3761	
Park Township											
70070 West Ottawa School District [Non-PRE]	26.0468	6.2245	6.0000		Herrick Library	1.4290	2.7508	5.4156	47.8667	42.1713	5.6954
70070 West Ottawa School District [PRE]	8.0468	6.2245	6.0000			1.4290	2.7508	5.4156	29.8667	24.1713	5.6954
70070 West Ottawa School District [Com. Personal]	14.0468	6.2245	6.0000			1.4290	2.7508	5.4156	35.8667	30.1713	5.6954
70070 West Ottawa School District [Ind. Personal]	8.0468	6.2245				1.4290	2.7508	5.4156	23.8667	18.1713	5.6954
70020 Holland School District [Non-PRE]	23.9308	6.2245	6.0000		Holland Pool & Herrick Library	3.5148	2.7508	5.4156	47.8365	29.1328	18.7037
70020 Holland School District [PRE]	5.9308	6.2245	6.0000			3.5148	2.7508	5.4156	29.8365	20.1328	9.7037
70020 Holland School District [Com. Personal]	11.9308	6.2245	6.0000			3.5148	2.7508	5.4156	35.8365	23.1328	12.7037
70020 Holland School District [Ind. Personal]	5.9308	6.2245				3.5148	2.7508	5.4156	23.8365	14.1328	9.7037
Polkton Charter Township											
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000		Coopersville Library	0.8533	4.1752	5.4156	49.4894	10.1800	39.3094
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000			0.8533	4.1752	5.4156	31.6586	10.1800	21.4786
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000			0.8533	4.1752	5.4156	37.4894	10.1800	27.3094
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245				0.8533	4.1752	5.4156	25.6586	4.1800	21.4786
Port Sheldon Township											
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000		Loutit Library	1.0763	2.1997	5.4156	43.1161	38.3245	4.7916
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.0763	2.1997	5.4156	25.1161	20.3245	4.7916
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.0763	2.1997	5.4156	31.1161	26.3245	4.7916
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245				1.0763	2.1997	5.4156	19.1161	14.3245	4.7916
70070 West Ottawa School District [Non-PRE]	26.0468	6.2245	6.0000			2.1997	5.4156	45.8866	42.1713	3.7153	
70070 West Ottawa School District [PRE]	8.0468	6.2245	6.0000			2.1997	5.4156	27.8866	24.1713	3.7153	
70070 West Ottawa School District [Com. Personal]	14.0468	6.2245	6.0000			2.1997	5.4156	33.8866	30.1713	3.7153	
70070 West Ottawa School District [Ind. Personal]	8.0468	6.2245				2.1997	5.4156	21.8866	18.1713	3.7153	
Robinson Township											
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000		Loutit Library	1.0763	3.4848	5.4156	44.4012	38.3245	6.0767
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.0763	3.4848	5.4156	26.4012	20.3245	6.0767
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.0763	3.4848	5.4156	32.4012	26.3245	6.0767
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245				1.0763	3.4848	5.4156	20.4012	14.3245	6.0767
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000			1.0763	3.4848	5.4156	49.0291	29.5385	19.4906
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000			1.0763	3.4848	5.4156	31.0291	20.5385	10.4906
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000			1.0763	3.4848	5.4156	37.0291	23.5385	13.4906
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245				1.0763	3.4848	5.4156	25.0291	14.5385	10.4906

2021 Certified Tax Rates in Ottawa County Per \$1000 Taxable Valuation

Government Unit School Code, School Name and Taxable Status	Total School	Total Intermed School	Total State Education	Total Comm. College	Total District/ Authority	Total Gov't Unit	Total County	TOTAL ALL MILLS	Summer Levy	Winter Levy	
Spring Lake Township & Village											
70300 Spring Lake School District [Non-PRE]	24.7584	6.2245	6.0000		Spring Lake	1.4321	2.2769	5.4156	46.1075	40.8829	5.2246
70300 Spring Lake School District [PRE]	7.0000	6.2245	6.0000		Library	1.4321	2.2769	5.4156	28.3491	23.1245	5.2246
70300 Spring Lake School District [Com. Personal]	12.7584	6.2245	6.0000			1.4321	2.2769	5.4156	34.1075	28.8829	5.2246
70300 Spring Lake School District [Ind. Personal]	7.0000	6.2245				1.4321	2.2769	5.4156	22.3491	17.1245	5.2246
70300 Spring Lake School [Non-PRE] in Village	24.7584	6.2245	6.0000			1.4321	12.6369	5.4156	56.4675	51.2429	5.2246
70300 Spring Lake School [PRE] in Village	7.0000	6.2245	6.0000			1.4321	12.6369	5.4156	38.7091	33.4845	5.2246
70300 Spring Lake School [Com. Personal] in Village	12.7584	6.2245	6.0000			1.4321	12.6369	5.4156	44.4675	39.2429	5.2246
70300 Spring Lake School [Ind. Personal] in Village	7.0000	6.2245				1.4321	12.6369	5.4156	32.7091	27.4845	5.2246
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000			1.4321	2.2769	5.4156	43.5491	38.3245	5.2246
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.4321	2.2769	5.4156	25.5491	20.3245	5.2246
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.4321	2.2769	5.4156	31.5491	26.3245	5.2246
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245				1.4321	2.2769	5.4156	19.5491	14.3245	5.2246
61080 Fruitport School District [Non-PRE]	24.9000	4.7225	6.0000			1.4321	2.2769	5.4156	44.7471	39.5225	5.2246
61080 Fruitport School District [PRE]	6.9000	4.7225	6.0000			1.4321	2.2769	5.4156	26.7471	21.5225	5.2246
61080 Fruitport School District [Com. Personal]	12.9000	4.7225	6.0000			1.4321	2.2769	5.4156	32.7471	27.5225	5.2246
61080 Fruitport School District [Ind. Personal]	6.9000	4.7225				1.4321	2.2769	5.4156	20.7471	15.5225	5.2246
Tallmadge Charter Township											
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000				2.7650	5.4156	47.2259	9.9000	37.3259
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000				2.7650	5.4156	29.3951	9.9000	19.4951
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000				2.7650	5.4156	35.2259	9.9000	25.3259
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245					2.7650	5.4156	23.3951	3.9000	19.4951
41130 Grandville School District [Non-PRE]	23.6279	5.5157	6.0000	1.7307			2.7650	5.4156	45.0549	40.7743	4.2806
41130 Grandville School District [PRE]	6.4209	5.5157	6.0000	1.7307			2.7650	5.4156	27.8479	23.5673	4.2806
41130 Grandville School District [Com. Personal]	11.6279	5.5157	6.0000	1.7307			2.7650	5.4156	33.0549	28.7743	4.2806
41130 Grandville School District [Ind. Personal]	6.4209	5.5157		1.7307			2.7650	5.4156	21.8479	17.5673	4.2806
41145 Kenowa Hills School District [Non-PRE]	22.6700	5.5157	6.0000	1.7307			2.7650	5.4156	44.0970	39.8164	4.2806
41145 Kenowa Hills School District [PRE]	4.6700	5.5157	6.0000	1.7307			2.7650	5.4156	26.0970	21.8164	4.2806
41145 Kenowa Hills School District [Com. Personal]	10.6700	5.5157	6.0000	1.7307			2.7650	5.4156	32.0970	27.8164	4.2806
41145 Kenowa Hills School District [Ind. Personal]	4.6700	5.5157		1.7307			2.7650	5.4156	20.0970	15.8164	4.2806
41145 Kenowa Hills School District [Ren. Zone]	4.6700	0.0000		0.0000			0.0000	0.0000	4.6700	4.6700	0.0000
Wright Township											
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000		Coopersville	0.8533	2.9783	5.4156	48.2925	10.1800	38.1125
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000		Library	0.8533	2.9783	5.4156	30.4617	10.1800	20.2817
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000			0.8533	2.9783	5.4156	36.2925	10.1800	26.1125
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245				0.8533	2.9783	5.4156	24.4617	4.1800	20.2817
41145 Kenowa Hills School District [Non-PRE]	22.6700	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	45.1636	40.0964	5.0672
41145 Kenowa Hills School District [PRE]	4.6700	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	27.1636	22.0964	5.0672
41145 Kenowa Hills School District [Com. Personal]	10.6700	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	33.1636	28.0964	5.0672
41145 Kenowa Hills School District [Ind. Personal]	4.6700	5.5157		1.7307		0.8533	2.9783	5.4156	21.1636	16.0964	5.0672
41240 Sparta School District [Non-PRE]	26.1500	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	48.6436	30.5014	18.1422
41240 Sparta School District [PRE]	8.1500	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	30.6436	21.5014	9.1422
41240 Sparta School District [Com. Personal]	14.1500	5.5157	6.0000	1.7307		0.8533	2.9783	5.4156	36.6436	24.5014	12.1422
41240 Sparta School District [Ind. Personal]	8.1500	5.5157		1.7307		0.8533	2.9783	5.4156	24.6436	15.5014	9.1422

2021 Certified Tax Rates in Ottawa County Per \$1000 Taxable Valuation

Government Unit School Code, School Name and Taxable Status	Total School	Total Intermed School	Total State Education	Total Comm. College	Total District/ Authority		Total Gov't Unit	Total County	TOTAL ALL MILLS	Summer Levy	Winter Levy
Zeeland Charter Township											
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000				6.6528	5.4156	51.1208	29.5385	21.5823
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000				6.6528	5.4156	33.1208	20.5385	12.5823
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000				6.6528	5.4156	39.1208	23.5385	15.5823
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245	6.0000				6.6528	5.4156	27.1208	14.5385	12.5823
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000				6.6528	5.4156	50.2597	42.0913	8.1684
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000				6.6528	5.4156	32.2597	24.0913	8.1684
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000				6.6528	5.4156	38.2597	30.0913	8.1684
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245	6.0000				6.6528	5.4156	26.2597	18.0913	8.1684
Coopersville City											
70120 Coopersville School District [Non-PRE]	26.8208	6.2245	6.0000		Coopersville	0.8533	13.2399	5.4156	58.5541	23.4199	35.1342
70120 Coopersville School District [PRE]	8.9900	6.2245	6.0000		Library	0.8533	13.2399	5.4156	40.7233	23.4199	17.3034
70120 Coopersville School District [Com. Personal]	14.8208	6.2245	6.0000			0.8533	13.2399	5.4156	46.5541	23.4199	23.1342
70120 Coopersville School District [Ind. Personal]	8.9900	6.2245	6.0000			0.8533	13.2399	5.4156	34.7233	17.4199	17.3034
Ferrysburg City											
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000		Loutit Library	1.0763	9.1515	5.4156	50.0679	48.4373	1.6306
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.0763	9.1515	5.4156	32.0679	30.4373	1.6306
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.0763	9.1515	5.4156	38.0679	36.4373	1.6306
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245	6.0000			1.0763	9.1515	5.4156	26.0679	24.4373	1.6306
Grand Haven City											
70010 Grand Haven School District [Non-PRE]	22.2000	6.2245	6.0000		Loutit Library	1.0763	14.4534	5.4156	55.3698	53.7392	1.6306
70010 Grand Haven School District [PRE]	4.2000	6.2245	6.0000			1.0763	14.4534	5.4156	37.3698	35.7392	1.6306
70010 Grand Haven School District [Com. Personal]	10.2000	6.2245	6.0000			1.0763	14.4534	5.4156	43.3698	41.7392	1.6306
70010 Grand Haven School District [Ind. Personal]	4.2000	6.2245	6.0000			1.0763	14.4534	5.4156	31.3698	29.7392	1.6306
Holland City											
70020 Holland School District [Non-PRE]	23.9308	6.2245	6.0000		Max Trans &	3.8939	13.8692	5.4156	59.3340	57.8184	1.5156
70020 Holland School District [PRE]	5.9308	6.2245	6.0000		Holland Pool &	3.8939	13.8692	5.4156	41.3340	39.8184	1.5156
70020 Holland School District [Com. Personal]	11.9308	6.2245	6.0000		Herrick Library	3.8939	13.8692	5.4156	47.3340	45.8184	1.5156
70020 Holland School District [Ind. Personal]	5.9308	6.2245	6.0000			3.8939	13.8692	5.4156	35.3340	33.8184	1.5156
70020 Holland School District [Renaissance Zone]	5.9308	0.8796	6.0000			1.1200	0.0000	0.0000	7.9304	7.9304	0.0000
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000		Max Transport &	1.8081	13.8692	5.4156	60.1453	31.8018	28.3435
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000		Herrick Library	1.8081	13.8692	5.4156	42.1453	31.8018	10.3435
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000			1.8081	13.8692	5.4156	48.1453	31.8018	16.3435
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245	6.0000			1.8081	13.8692	5.4156	36.1453	25.8018	10.3435
Hudsonville City											
70190 Hudsonville School District [Non-PRE]	25.9668	6.2245	6.0000				11.2303	5.4156	54.8372	53.3216	1.5156
70190 Hudsonville School District [PRE]	7.9668	6.2245	6.0000				11.2303	5.4156	36.8372	35.3216	1.5156
70190 Hudsonville School District [Com. Personal]	13.9668	6.2245	6.0000				11.2303	5.4156	42.8372	41.3216	1.5156
70190 Hudsonville School District [Ind. Personal]	7.9668	6.2245	6.0000				11.2303	5.4156	30.8372	29.3216	1.5156
Zeeland City											
70350 Zeeland School District [Non-PRE]	26.8279	6.2245	6.0000				10.2347	5.4156	54.7027	53.1871	1.5156
70350 Zeeland School District [PRE]	8.8279	6.2245	6.0000				10.2347	5.4156	36.7027	35.1871	1.5156
70350 Zeeland School District [Com. Personal]	14.8279	6.2245	6.0000				10.2347	5.4156	42.7027	41.1871	1.5156
70350 Zeeland School District [Ind. Personal]	8.8279	6.2245	6.0000				10.2347	5.4156	30.7027	29.1871	1.5156

Combined

2021 Ad Valorem Taxes

in

Tax Dollars

- **Schools**
- **State Education, Intermediate Schools, Community College**
- **Libraries**
- **Authorities**

2021 Estimate of School Tax Dollars

GOVERNMENT UNITS IN SCHOOL DISTRICTS

SCHOOL DISTRICT	GOVERNMENT UNIT	TOTAL OPERATING	TOTAL DEBT	TOTAL B & S	TOTAL RECREATION	GRAND TOTAL
Ottawa Area Intermediate School District						
Allendale 70-040	Allendale Charter Twp.	4,414,481	8,003,674			12,418,155
Coopersville 70-120	Chester Twp.	57,354	239,833			297,187
	Crockery Twp.	260	3,488			3,748
	Polkton Charter Twp.	342,517	1,215,702			1,558,219
	Tallmadge Charter Twp.	239,789	1,229,591			1,469,380
	Wright Twp.	187,140	885,182			1,072,322
	Coopersville City	<u>1,013,016</u>	<u>1,193,564</u>			<u>2,206,580</u>
	TOTAL	1,840,076	4,767,360			6,607,436
Grand Haven 70-010	Grand Haven Charter Twp.	4,019,824	3,811,235			7,831,059
	Port Sheldon Twp.	2,109,411	1,140,457			3,249,868
	Robinson Twp.	532,609	997,412			1,530,021
	Spring Lake Twp.	984,162	637,808			1,621,970
	Ferrysburg City	1,206,529	868,012			2,074,541
	Grand Haven City	<u>6,002,235</u>	<u>2,753,613</u>			<u>8,755,848</u>
	TOTAL	14,854,770	10,208,537			25,063,307
Holland 70-020	Holland Charter Twp.	455,372	148,421	37,679		641,472
	Park Twp.	1,291,388	714,106	181,289		2,186,783
	Holland City	<u>6,341,485</u>	<u>4,093,117</u>	<u>1,039,115</u>		<u>11,473,717</u>
	TOTAL	8,088,245	4,955,644	1,258,083		14,301,972

GOVERNMENT UNITS IN SCHOOL DISTRICTS

SCHOOL DISTRICT	GOVERNMENT UNIT	TOTAL OPERATING	TOTAL DEBT	TOTAL B & S	TOTAL RECREATION	GRAND TOTAL
Hudsonville 70-190	Allendale Charter Twp.	192	1,353	187		1,732
	Blendon Twp.	416,618	1,522,131	210,228		2,148,977
	Georgetown Charter Twp.	2,191,394	6,495,051	897,059		9,583,504
	Jamestown Charter Twp.	1,615,596	3,071,432	424,209		5,111,237
	Zeeland Charter Twp.	114,126	184,251	25,448		323,825
	Hudsonville City	<u>1,811,510</u>	<u>1,846,442</u>	<u>255,020</u>		<u>3,912,972</u>
	TOTAL	6,149,436	13,120,660	1,812,151		21,082,247
Jenison 70-175	Georgetown Charter Twp.	3,393,277	8,638,466			12,031,743
Spring Lake 70-300	Crockery Twp.	484,030	839,134			1,323,164
	Spring Lake Twp.	<u>2,972,713</u>	<u>4,794,185</u>			<u>7,766,898</u>
	TOTAL	3,456,743	5,633,319			9,090,062
West Ottawa 70-070	Holland Charter Twp.	8,909,605	8,060,400	308,687		17,278,692
	Olive Twp.	522,916	699,766	26,799		1,249,481
	Park Twp.	4,119,726	8,253,710	316,090		12,689,526
	Port Sheldon Twp.	<u>1,009,795</u>	<u>2,007,030</u>	<u>76,863</u>		<u>3,093,688</u>
	TOTAL	14,562,042	19,020,906	728,439		34,311,387
Zeeland 70-350	Blendon Twp.	311,261	843,958	111,504	44,588	1,311,311
	Holland Charter Twp.	1,535,904	2,920,663	385,880	154,305	4,996,752
	Olive Twp.	360,300	854,712	112,925	45,156	1,373,093
	Robinson Twp.	98,831	331,940	43,856	17,537	492,164
	Zeeland Charter Twp.	1,984,788	3,458,622	456,956	182,727	6,083,093
	Holland City	148	61	8	3	220
	Zeeland City	<u>4,943,577</u>	<u>3,718,062</u>	<u>491,233</u>	<u>196,433</u>	<u>9,349,305</u>
	TOTAL	9,234,809	12,128,018	1,602,362	640,749	23,605,938
Total Ottawa Intermediate School District - Ottawa County Only		65,993,879	86,476,584	5,401,035	640,749	158,512,247

GOVERNMENT UNITS IN SCHOOL DISTRICTS

SCHOOL DISTRICT	GOVERNMENT UNIT	TOTAL OPERATING	TOTAL DEBT	TOTAL B & S	TOTAL RECREATION	GRAND TOTAL
Kent Intermediate School District						
Grandville 41-130	Georgetown Charter Twp.	85,442	278,638	75,640		439,720
	Jamestown Charter Twp.	68,763	105,418	28,617		202,798
	Tallmadge Charter Twp.	<u>1,007,928</u>	<u>879,149</u>	<u>238,658</u>		<u>2,125,735</u>
	TOTAL	1,162,133	1,263,205	342,915		2,768,253
Kenowa Hills 41-145	Tallmadge Charter Twp.	328,725	379,481			708,206
	Wright Twp.	<u>311,871</u>	<u>201,364</u>			<u>513,235</u>
	TOTAL	640,596	580,845			1,221,441
Kent City 41-150	Chester Twp.	11,656	63,014	7,472		82,142
Sparta 41-240	Chester Twp.	173,662	276,589	45,440		495,691
	Wright Twp.	<u>12,604</u>	<u>26,707</u>	<u>4,388</u>		<u>43,699</u>
	TOTAL	186,266	303,296	49,828		539,390
Total Kent Intermediate School District Ottawa County Only		2,000,651	2,210,360	400,215		4,611,226
Muskegon Area Intermediate School District						
Fruitport 61-080	Crockery Twp.	168,235	518,299			686,534
	Spring Lake Twp.	<u>263,594</u>	<u>339,855</u>			<u>603,449</u>
	TOTAL	431,829	858,154			1,289,983
Ravenna 61-210	Chester Twp.	61,301	195,577			256,878
Total Muskegon Area Intermediate School District-Ottawa County Only		493,130	1,053,731			1,546,861
GRAND TOTAL (Ottawa, Kent, Muskegon Intermediate School Districts)		68,487,660	89,740,675	5,801,250	640,749	164,670,334

2021 Estimate of Library & Authority Dollars

GOVERNMENT UNITS IN DISTRICT LIBRARIES AND AUTHORITIES

LIBRARY OR AUTHORITY	GOVERNMENT UNIT	TOTAL OPERATING	TOTAL DEBT	TOTAL DOLLARS
Coopersville Area Library	Chester Township	57,079	27,877	84,956
	Polkton Charter Township	77,526	37,864	115,390
	Wright Township	83,356	40,711	124,067
	Coopersville City	<u>76,115</u>	<u>37,174</u>	<u>113,289</u>
	TOTAL	294,076	143,626	437,702
Herrick Library	Holland Charter Township	2,066,130		2,066,130
	Park Township	1,737,619		1,737,619
	Holland City	<u>1,232,536</u>		<u>1,232,536</u>
	TOTAL	5,036,285		5,036,285
Loutit Library	Grand Haven Charter Twp	872,319	104,355	976,674
	Robinson Township	271,120	32,434	303,554
	Ferrysburg City	198,671	23,767	222,438
	Grand Haven City	630,249	75,397	705,646
	Port Sheldon Twp <small>(Grand Haven School District only)</small>	<u>261,029</u>	<u>31,227</u>	<u>292,256</u>
	TOTAL	2,233,388	267,180	2,500,568
Spring Lake Library	Spring Lake Township	1,268,836		1,268,836

Macatawa Area Express Transportation Authority

Ottawa County Portion Only	Holland Charter Township	548,125		548,125
	Holland City	<u>326,980</u>		<u>326,980</u>
	TOTAL	875,105		875,105

Holland Area Swimming Pool Authority

Ottawa County Portion Only	Holland Charter Township	30,305	35,144	65,449
	Park Township	145,810	169,091	314,901
	Holland City	<u>833,011</u>	<u>969,195</u>	<u>1,802,206</u>
	TOTAL	1,009,126	1,173,430	2,182,556

Downtown Development Authorities

MSDDA	Grand Haven City	98,037		98,037
DDA	Holland City	231,125		231,125
DDA	Hudsonville City	16,876		16,876

2021 Estimate of Tax Dollars for State Education, Intermediate Schools, and Community College

Government Unit	State Ed Tax Dollars	Ottawa ISD Tax Dollars	Muskegon ISD Tax Dollars	Kent ISD Tax Dollars	GR Comm. College Tax Dollars
Allendale Charter Township	3,997,708	4,152,775			
Blendon Township	1,984,033	2,058,631			
Chester Township	597,172	166,055	121,528	260,069	81,604
Crockery Township	1,170,122	748,585	354,734		
Georgetown Charter Township	11,977,549	12,101,390		304,333	95,493
Grand Haven Charter Township	5,422,702	5,648,341			
Holland Charter Township	8,613,803	9,015,227			
Jamestown Charter Township	2,747,127	2,731,162		115,139	36,128
Olive Township	1,218,072	1,276,140			
Park Township	7,295,812	7,568,797			
Polkton Charter Township	803,405	841,728			
Port Sheldon Township	2,802,985	3,302,154			
Robinson Township	1,691,991	1,755,525			
Spring Lake Township	5,294,469	5,208,304	232,603		
Tallmadge Charter Township	2,346,422	851,345		1,407,475	441,577
Wright Township	867,279	612,883		258,874	81,229
Zeeland Charter Township	2,927,413	3,053,529			
Coopersville City	784,840	826,401			
Ferrysburg City	1,238,922	1,286,414			
Grand Haven City	3,898,334	4,080,920			
Holland City	5,144,907	5,371,236			
Hudsonville City	1,566,894	1,641,883			
Zeeland City	2,405,345	3,106,453			
Totals	76,797,306	77,405,878	708,865	2,345,890	736,031

2021 Ad Valorem

Senior Citizen & Disabled Family Housing Facility Properties (Act 585 of 2008) & County Drain Assessments

211.7d Senior Citizen and Disabled Family Housing Facility Exemption.

(1) Housing owned and operated by a nonprofit corporation or association, by a limited dividend housing corporation, or by this state, a political subdivision of this state, or an instrumentality of this state, for occupancy or use solely by elderly or disabled families is exempt from the collection of taxes under this act. For purposes of this section, housing is considered occupied solely by elderly or disabled families even if 1 or more of the units is occupied by service personnel, such as a custodian or nurse.

(3) If property for which an exemption is claimed under this section would have been subject to the collection of taxes under this act if an exemption had not been granted under this section, the state treasurer, upon verification, shall make a payment in lieu of taxes, which shall be in the following amount:

(a) For property exempt under this section before January 1, 2009, the amount of taxes paid on that property for the 2008 tax year, excluding any mills that would have been levied under all of the following:

- (i) Section 1211 of the revised school code, 1976 PA 451, MCL 380.1211.
- (ii) The state education tax act, 1993 PA 331, MCL 211.901 to 211.906

Per BULLETIN NO 16 of 2009

amendatory Act 585, is the property's taxable value on the assessment roll in the 2008 tax year.

The property remains on the ad valorem assessment roll.

The frozen taxable values for these properties are included in the figures presented in this report to match the State's version of our apportionment report. Under this act, the millage rates have also been frozen. Below, "Ad-Valorem Millage" rates are as reported in this book. "Mills Levied under 211.7(d)" are the total millage rates to be levied on these parcels.

Real

Local Units	Mills Levied in 2008	Less Sch Op & SET	To Be Levied under 211.7(d)
Holland Twp	46.9806	-24.0000	22.9806
Spring Lake Twp	44.0412	-24.0000	20.0412
Coopersville City	57.7583	-24.0000	33.7583
Holland City	52.6606	-24.0000	28.6606
Zeeland City	53.3960	-24.0000	29.3960
Spring Lake Village	11.8619	N A	11.8619

Personal

Local Units	Mills Levied in 2008	Less Sch Op & SET	To Be Levied under 211.7(d)
Holland Twp	N A	N A	N A
Spring Lake Twp	32.0412	-12.0000	20.0412
Coopersville City	N A	N A	N A
Holland City	40.6606	-12.0000	28.6606
Zeeland City	41.3960	-12.0000	29.3960
Spring Lake Village	11.8619	N A	11.8619

	Ad Valorem Millage	Mills Levied under 211.7(d)	Ad Valorem Millage	Mills Levied under 211.7(d)
Holland City 70020 Holland Schools				
Parcel #	70-16-30-452-032		70-50-65-080-195	
Mills Levied	59.3340	28.6606	47.3340	28.6606
Less Sch Op	-18.0000	Exempt	-6.0000	Exempt
Less SET	-6.0000	Exempt	-6.0000	Exempt
Net	35.3340	28.6606	35.3340	28.6606

	Ad Valorem Millage	Mills Levied under 211.7(d)	Ad Valorem Millage	Mills Levied under 211.7(d)
Zeeland City 70350 Zeeland Schools				
Parcel #	70-17-18-300-047		70-50-79-226-255	
Mills Levied	54.7027	29.3960	42.7027	29.3960
Less Sch Op	-18.0000	Exempt	-6.0000	Exempt
Less SET	-6.0000	Exempt	-6.0000	Exempt
Net	30.7027	29.3960	30.7027	29.3960

Spring Lake Twp 70300 Spring Lake Schools				
Parcel #	70-03-14-375-061		70-50-24-081-200	
Mills Levied	46.1075	20.0412	34.1075	20.0412
Less Sch Op	-17.7584	Exempt	-5.7584	Exempt
Less SET	-6.0000	Exempt	-6.0000	Exempt
Net	22.3491	20.0412	22.3491	20.0412

Spring Lake Village 70300 Spring Lake Schools				
Parcel #	70-03-14-375-061		70-50-24-081-200	
Mills Levied	10.3600	11.8619	10.3600	11.8619
Less Sch Op	N/A	N/A	N/A	N/A
Less SET	N/A	N/A	N/A	N/A
Net	10.3600	11.8619	10.3600	11.8619

Holland Twp 70700 West Ottawa Schools				
Parcel #	70-16-18-177-012			
Mills Levied	50.3550	22.9806		
Less Sch Op	-18.0000	Exempt		
Less SET	-6.0000	Exempt		
Net	26.3550	22.9806		

Coopersville City 70120 Coopersville Schools				
Parcel #	70-05-26-201-027			
Mills Levied	58.5541	33.7583		
Less Sch Op	-17.8308	Exempt		
Less SET	-6.0000	Exempt		
Net	34.7233	33.7583		

2021 Drain Assessment Totals by Municipality

As of 9/28/2021

Township	At-Large Assessment	Property Owner Assessment	Total
Chester Twp.	\$ 5,315.28	\$ 71,081.07	\$ 76,396.35
Spring Lake Twp.	\$ 67,599.09	\$ 38,217.09	\$ 105,816.18
Crockery Twp.	\$ 15,786.10	\$ 16,376.22	\$ 32,162.32
Polkton Twp.	\$ -	\$ 2,498.72	\$ 2,498.72
Wright Twp.	\$ 24,637.35	\$ 26,030.01	\$ 50,667.36
Grand Haven Twp.	\$ 77,621.36	\$ 35,549.41	\$ 113,170.77
Robinson Twp.	\$ 26,833.46	\$ 1,149.00	\$ 27,982.46
Allendale Twp.	\$ 55,680.10	\$ -	\$ 55,680.10
Tallmadge Twp.	\$ 30,270.96	\$ 43,238.96	\$ 73,509.92
Port Sheldon Twp.	\$ 24,708.68	\$ 42,942.49	\$ 67,651.17
Olive Twp.	\$ 48,949.60	\$ -	\$ 48,949.60
Blendon Twp.	\$ 35,689.41	\$ 43,621.64	\$ 79,311.05
Georgetown Twp.	\$ 86,988.76	\$ 56,779.90	\$ 143,768.66
Park Twp.	\$ 194,070.41	\$ 300,773.67	\$ 494,844.08
Holland Twp.	\$ 214,852.39	\$ 198,937.29	\$ 413,789.68
Zeeland Twp.	\$ 27,766.63	\$ -	\$ 27,766.63
Jamestown Twp.	\$ 27,101.90	\$ 18,781.92	\$ 45,883.82
TOTAL:	\$ 963,871.48	\$ 895,977.39	\$1,859,848.87
City	At-Large Assessment	Property Owner Assessment	Total
City of Ferrysburg	\$ 10,000.00	-	\$ 10,000.00
City of Coopersville	\$ 30,089.14	\$ 41,804.16	\$ 71,893.30
City of Hudsonville	\$ 25,552.74	\$ 1,977.44	\$ 27,530.18
City of Zeeland	\$ 74,624.92	\$ -	\$ 74,624.92
City of Holland	\$ 30,344.70	\$ -	\$ 30,344.70
TOTAL:	\$ 170,611.50	\$ 43,781.60	\$ 214,393.10
TOTAL MUNICIPALITIES:	\$ 1,134,482.98	\$ 939,758.99	\$2,074,241.97
County, Ottawa	\$ 304,382.61	\$ -	\$ 304,382.61
Road Commission, OC	\$ 106,947.84	\$ -	\$ 106,947.84
MDOT	\$ 181,410.82	\$ -	\$ 181,410.82
CSX	\$ 27,646.51	\$ -	\$ 27,646.51
TOTAL:	\$ 620,387.78	\$ -	\$ 620,387.78
GRAND TOTAL:	\$ 1,754,870.76	\$ 939,758.99	\$2,694,629.75

Drain assessments are special assessments for drain projects and/or maintenance. The at large assessment is the portion paid by the local municipality (township/city) or other government entities. The property owner assessment is the portion paid by the property owners. Drain assessments are placed on the winter tax bill per Drain Code. Questions related to drain assessments can be direct to the Ottawa County Water Resources Office.

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Fiscal Services Department

Submitted By: Karen Karasinski

Agenda Item: 2020 Administrative and IT Cost Allocation Plans

Suggested Motion:

To approve the 2020 Cost Allocation Plan and 2020 Innovation and Technology Department Allocation Plan for implementation in the 2022 budget.

Summary of Request:

A cost allocation plan is prepared each year by an independent consultant and is used as a basis for the recovery of administrative costs from benefiting departments.

The IT Allocation Plan is used as the basis for the recovery of Innovation and Technology costs from benefiting departments.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee



**Central Services
Cost Allocation Plan
Ottawa County, MI**

FY 2020
Cost Allocation Plan

Based on Actual Expenditures for the
Fiscal Year Ended September 30, 2020

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated April 26, 2021 to establish cost allocations or billings for the fiscal year beginning October 1, 2021 are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.
Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Ottawa County, Michigan

Signature: Ka Karasinski

Name of Official: Karen Karasinski

Title: Fiscal Services Director

Date: 9-15-2021

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
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Cost Allocation Plan
Based on the Year Ended September 30, 2020
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Section A: Cost Allocation Methodology and Process

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Cost Allocation Methodology and Process

A. Cost Allocation Methodology and Process

The Cost Allocation Plan (CAP) provided in *Section C* was prepared by Maximus Consulting Services, Inc. (Maximus) for Ottawa County, Michigan. Utilizing our proprietary, web-based cost allocation system, MAXCAP™, Maximus used cost data and allocation statistics to allocate the costs to departments/divisions/programs for Fiscal Year (FY) 2020.

MAXCAP uses a double step-down allocation procedure to distribute costs among Central Services and to departments that receive benefits. Using MAXCAP, costs are input by cost center identifications consistent with the entity's accounting code structure, which allows for efficient balancing with the entity's financial reporting systems. Additionally, MAXCAP provides for the inputting of allocation statistics appropriate for the distribution of the identified indirect cost pools. Credits for direct-billed payments, cost adjustments, and other valid and applicable costing factors are also facilitated within the software.

In this section, we provide an overview of our cost allocation methodology and process used to develop the CAP.

A.1 Cost Allocation Methodology

Maximus employs a double step-down procedure that allows all Central Service Departments to allocate costs to all other Central Service Departments. Since Central Service Departments' costs are not simultaneously allocated, the process must be performed sequentially, one department after another. The second step-down allows for the equitable allocation of the costs the Central Service Departments receive from one another.

Typically, CAPs are compiled using a single step down or "waterfall" methodology in which the costs of Central Service Departments are allocated in an ordinal sequence with emphasis placed on ordering non-departmental and departmental cost groupings to optimize the flow of costs to recoverable program areas. Although this is an acceptable method resulting in accurate program allocations, it provides only partial information as to the costs of individual Central Service Departments and their significant activities.

To demonstrate the potential inequity of a single step-down, consider the costs of the Facilities Management and Purchasing activities. Facilities Management manages and maintains the office space that Purchasing uses to serve departments. Facilities costs are rightfully allocable to all the departments that have space in government buildings. If Facilities Management costs are allocated after Purchasing, the cost of Purchasing's space will be allocated to the other departments in the building. It could be argued that this method then allocates costs to departments disproportionate to the benefit received from those costs.

Maximus' double step-down approach mitigates potential allocation inequities and has been widely accepted by federal cognizant agencies for more than 30 years.

A.1.1 First Step-Down

The first step-down allows each Central Service Department to allocate to any other department, regardless of the sequence of the departments. The department also can allocate to itself providing the statistical measurements indicate a basis for the allocations.

Process

The process of allocating during this round is achieved sequentially, consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- Costs from entity financial records
- Cost adjustments
- Credits
- Costs received from other Central Service Departments that have completed their first round allocations

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Results

At the completion of the first step-down, each Central Service Department has the allocated costs from itself and from the Central Service Departments sequenced before it.

A.1.2 Second Step-Down

The rule for the second step-down is that each Central Service Department can allocate only to another department sequenced after the allocating department; provided that the statistical measurements indicate a basis for the allocations.

Process

The process of allocating during the second step-down is achieved sequentially and consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations, it allocates:

- Costs received from other Central Service Departments that have completed their second round allocations
- Costs received in the first step-down from itself and from the Central Service Departments sequenced after the allocating department

Results

At the completion of the second step-down, each Central Service Department has completed all allocations and all Central Service Departments have been cleared of all costs. The costs have either been adjusted out of the cycle or sent to Receiving Departments based on the allocation statistics.

A.1.3 Supplemental Comments

When the relationship between and among the Central Service Departments is greatly intertwined, it may be prudent to implement three or more step-downs. Typically, the double step-down is sufficient to accomplish an equitable allocation of all costs.

If more than two step-downs are required the rules for all rounds of allocation — except the final round — are the same as defined above for the first step-down. The final round always follows the rules, as defined above, for the second step-down.

A.2 Cost Allocation Process

The process utilized by Maximus in developing the CAP and tracking costs within it is discussed below.

A.2.1 Initiating the Process

Working in conjunction with the entity, Maximus determines data to be included within the cost allocation process based on:

- Application of federal cost principles or full costing principles, as applicable
- Interviews
- Review of financial documents
- Review of organizational structure
- Analysis of statistical data relative to benefit of services provided

A.2.2 Establishing the Cost Pools to be Allocated

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Maximus analyzes the organizational structure of the entity to determine which departments or cost pools provide services to other departments/divisions/programs. These cost pools become the “Central Service Departments” in the CAP.

Next, each cost pool is evaluated to determine the activities or services provided. The costs are then broken into subparts or activities such that each activity can be allocated on a statistical measure that is relevant to the service provided and the benefit received.

Line items of expenditures are analyzed to determine which activities receive the benefit of the costs. Distributions of these costs are made according to the determined benefit of each activity.

A.2.3 Establishing the Statistical Measurements or Bases for Allocation

Maximus evaluates available statistical measurements to establish the most equitable and meaningful basis for allocating each activity within each Central Service Department. Consideration is given to determining the measurement that most appropriately demonstrates its relationship to the receiving units. For example, an activity that is driven by the number of employees within the benefiting departments can be allocated by number of employees. Similarly, an activity that is driven by the number of transactions for each benefiting department can be allocated by the number of transactions.

A.2.4 Accommodating Exceptions and Adjustments

Applicable cost adjustments for unallowable costs and/or capitalized assets are incorporated into the appropriate schedules. Credits for direct billings, special revenues, etc. are entered into the computation.

A.2.5 Developing the CAP

The Maximus Cost Allocation Plan typically is organized as follows:

- Cover
- Certification, if required
- Table of Contents
- Cost Allocation Methodology and Process
- Organizational Chart
- CAP: Summary and Detail Schedules
- Supplemental Materials

Below, we discuss each of the summary and detail schedules included in a CAP.

Summary Schedules

The summary schedules provide a recap of the results of the cost allocation process. The following explanations define the purposes of each of the typical schedules included in the cost allocation plan.

Schedule A – Allocated Costs by Department: Schedule A demonstrates for each Receiving Department the costs received from each Central Service Department. This schedule answers the question: Which Central Service Department actually allocated the costs to each Receiving Department?

This schedule does not necessarily demonstrate the Central Service Department from which the costs originated. For example, costs sent from Purchasing to Accounting and then to a Receiving Department will be recorded on Schedule A as being from Accounting.

Schedule B – Fixed Costs Proposed: Schedule B recaps the roll forwards calculated for the Receiving Departments.

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The Receiving Departments are shown down the left hand side of the page, while details of the roll forward calculation for particular Receiving Departments are on the rest of the line.

The first column is the *Allocated Costs* for the current fiscal year, which lists the total costs allocated to this Receiving Department. This number will reconcile to the total allocated to the department on Schedule A.

The next column is the *Base Year Estimated Costs* for the fiscal year that have been used for the current period. The *Roll Forward* column is calculated by subtracting the *Base Year Estimated Costs* column (second column) from the *Allocated Costs* column for the current period (first column).

The *Fixed Costs* column is calculated by adding in the *Allocated Costs* column for the current fiscal year and the *Roll Forwards* column. The *Proposed Costs Future Period* column is the resulting sum of the *Fixed Costs* and any adjustments from the *Adjustments* column.

In summary, this report takes the difference between allocated costs for the current year (column 1) and the forecast costs for this year (column 2), adds that difference to the allocated costs for this year (column 1) along with any one-time adjustments to produce a forecast (*Proposed Costs Future Period*) for the next period.

Schedule C – Summary of Allocated Costs: Schedule C is the simplest report to use when balancing to the financials. It demonstrates the costs to be allocated, the adjustments made to these costs, and the results of the allocations. This schedule demonstrates the full sequence of all departments with the Central Service Departments listed first and in the order of their allocating sequence.

The Receiving departments follow the Central Service Departments with the total allocations received from all Central Service Departments.

Schedule D – Detail of Allocated Costs: Schedule D provides a view of the allocation flow of costs for each Central Service Department. This schedule allows the reader to see how the process sequentially “zeroes out” all of the Central Service Department costs and allocates them to Receiving Departments.

Schedule E – Summary of Allocation Basis: Schedule E demonstrates, for each Central Service Department, the services or activities of the Central Service Department and the basis for the allocation of each activity. This schedule is a convenient reference for reviewing the activities identified for each Central Service Department. This is particularly important when preparing a new plan and incorporating organizational and services changes.

Detail Schedules

The detail schedules demonstrate the original costs being allocated by each Central Service Department. In these schedules, the adjustments are applied; the activities are defined; the incoming costs from other Central Service Departments are detailed; the allocation calculations for both step-downs are documented; and the results for each Central Service Department are summarized.

When tracking costs, typically the schedules are reviewed in reverse order tracking from summary information back to detail information. This is discussed further in *Section A.2.6: Tracking Costs within the CAP*.

Schedule __.1 – Nature and Extent of Services: Schedule __.1 is a brief narrative defining the purpose of the Central Service and the benefit it provides to the Receiving Departments. The narrative also describes the allocation basis used for each activity and any other relevant information on expenditures.

Schedule __.2 – Costs to be Allocated: Schedule __.2 provides an overview of the total costs allocated by each Central Service Department including:

- Expenditures from the financial reports — balances to Schedule C
- Adjustments to financial reports — balances to Schedule C
- Incoming costs from other Central Service Departments

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The incoming costs are presented in columns that represent when these costs are allocated by the Central Service Department, not when the costs are received. As explained in *Section A.1: Cost Allocation Methodology*, the costs that are received from Central Service Departments sequenced after the given department are held for allocation in the second step-down.

Schedule __.3 – Costs to be Allocated by Activity: Schedule __.3 provides the following:

- Expenditures from the financials are defined by type of expenditure and by activities (to the extent deemed necessary) to ensure the application of allocation bases that closely correlate to the benefits derived by the Receiving departments. Each activity is represented in its own column. The totals balance with both Schedule C and Schedule __.2 expenditure amounts.
- Adjustments to the financial reports are applied to expenditures and the results spread to the appropriate activities.
- Incoming costs are demonstrated first in total and then spread to the appropriate activities for allocation for each step-down. The totals for each step-down balance to the totals on Schedule __.2. It should be noted that incoming costs may be coded to spread to only the activities that receive benefit from the services.

Schedule __.4 – Detail Activity Allocations: Schedule __.4 represents the allocation results by activity. Each activity defined on Schedule __.3 is demonstrated on a Detail Allocation Schedule. Because the number of activities varies, the number of the last of these schedules varies.

Schedule __.4 includes:

- Statistical measurement used as a basis for allocation
- Identification of statistical measurement
- Source of the statistical measurement
- Percent relationship of each statistical measurement to the whole or total statistical measurement base
- Results of the first step-down — balances to functional total after first additions on Schedule __.3
- Results of the second step-down — balances to functional total of second additions on Schedule __.3

The totals allocated from both step-downs balances to the functional grand total from Schedule __.3. Note the results of the second step-down. This schedule clearly demonstrates how the second step-down allocates only to departments sequenced after the allocating department.

Schedule __.5 – Allocation Summary for each Central Service Department: Schedule __.5 provides a summary of costs allocated by each activity. The activity totals balance to the totals from each Detail Activities Allocation schedule defined above.

The totals allocated to the Receiving Departments will balance to Schedule A for the allocating department.

A.2.6 Tracking Costs within the CAP

When costs are questioned, Maximus utilizes our standard tracking process in order to resolve any issues with Schedule A where the questioned cost is usually identified.

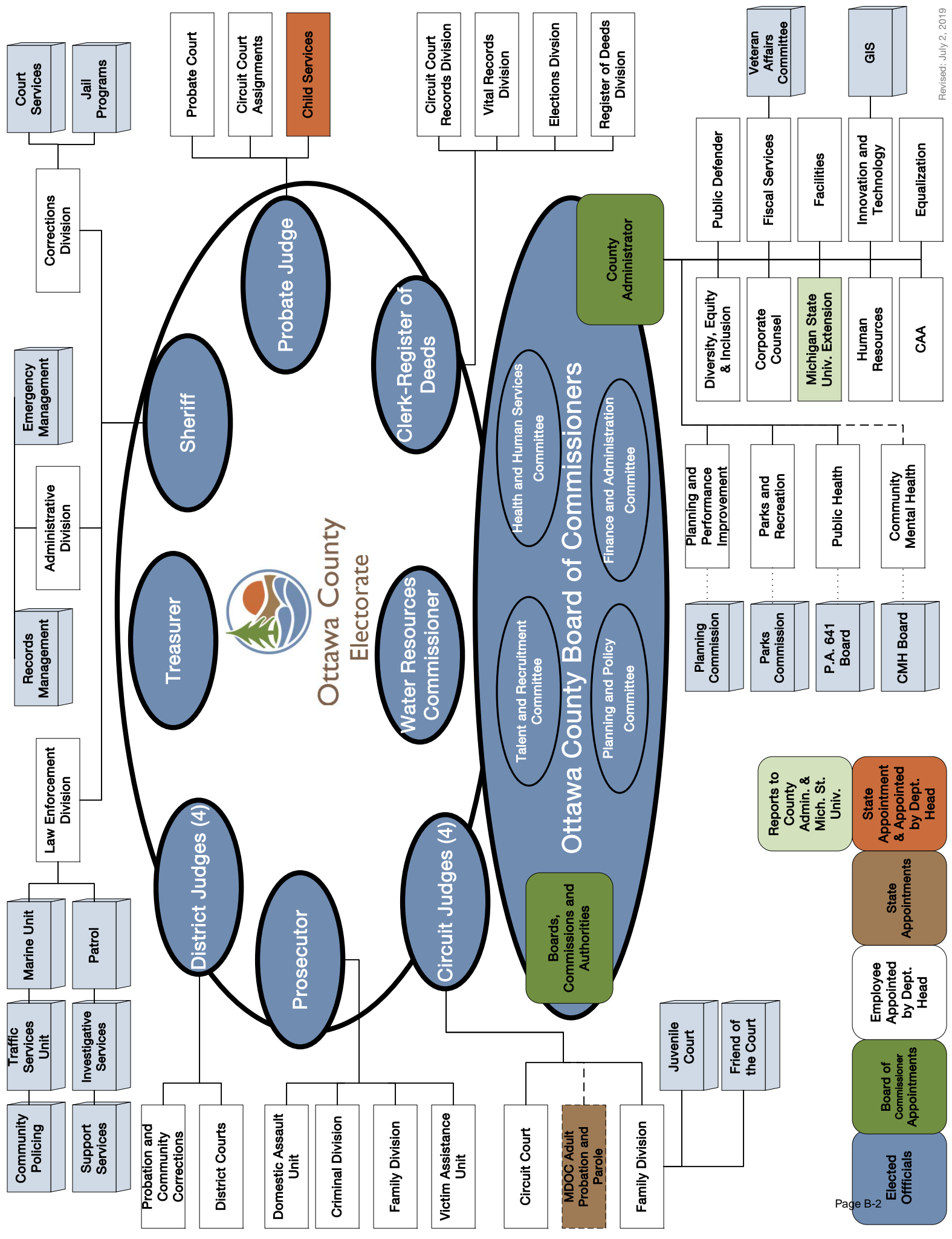
From Schedule A, we identify the allocating Central Service Department. From the CAP Table of Contents the appropriate detail schedules for the allocating department are identified. Tracking begins with the last detail schedule. Once the questioned amount is located, our analysis of the summary amounts by activities indicates which detail allocation schedules to review.

Review of each detail schedule will demonstrate the relative benefit received by the Receiving Department for the portion of the questioned cost attributable to each activity. Continuing backward through the detail schedules, the composition of the total functional costs is reviewed.

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At this point, any remaining questions are typically in regard to the incoming costs. If these costs are questioned, we can use Schedule __.2 to identify which department allocated the questioned incoming costs. Referring again to the CAP Table of Contents, the detail schedules for the sending Central Service Department can be located. Tracking continues by repeating these steps until all issues have been resolved.

Section B: Organizational Chart



Section C: Cost Allocation Plan

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department

Central Service Departments	1010-1010 Commissioners	1010-1290 Reappropri	1010-1310 Circuit Court	1010-1360 District Court	1010-1362 Dist Ct Comm
Building Depreciation	0	0	484,320	364,444	102,299
1010-1720 Administrator	3,474	0	15,356	48,438	6,636
1010-1725 Diversity/Equity/Inclusion	1,475	0	2,252	7,350	677
1010-1910 Fiscal Services	8,716	0	19,900	30,079	6,450
1010-2530 Treasurer	98	0	4,395	89,633	1,048
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	103,737	24,648
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	354,469	145,063	31,840
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	172,109	47,572
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	1,099	0	4,857	15,319	2,099
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	13,877	0	21,194	69,170	6,371
1010-8650 Insurance	4,444	0	0	0	0
Allocated Costs for Fiscal 2020	33,183	0	906,742	1,045,343	229,639
Roll Forwards	562	(139)	44,406	(40,944)	13,635
Fixed Costs	33,744	(139)	951,147	1,004,399	243,273

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Schedule A - Allocated Costs By Department

Central Service Departments	1010-1370 Cir Ct - Legal	1010-1480 Probate Court	1010-1490 Cir Ct - Juven	1010-1520 Adult Probatn	1010-1660 Family Counsel
Building Depreciation	0	8,874	77,497	54,327	0
1010-1720 Administrator	2,353	5,829	7,389	0	0
1010-1725 Diversity/Equity/Inclusion	268	804	799	0	0
1010-1910 Fiscal Services	3,731	16,343	12,270	1,857	845
1010-2530 Treasurer	350	18,167	1,435	0	1,287
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	39,884	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	744	1,844	2,337	0	0
1010-2665 Juv Svcs -Jail	0	7,167	6,062	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	2,523	7,569	7,519	0	0
1010-8650 Insurance	3,010	0	0	0	0
Allocated Costs for Fiscal 2020	12,980	66,598	115,309	96,068	2,132
Roll Forwards	332	16,685	66,898	10,705	1,725
Fixed Costs	13,312	83,283	182,207	106,773	3,857

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Central Service Departments	1010-1670 Jury Board	1010-1721 Innovation Initiative	1010-1722 Water Quality Forum	1010-1920 Canvassing	1010-2150 Clerk
Building Depreciation	0	0	0	0	115,070
1010-1720 Administrator	0	0	0	121	18,431
1010-1725 Diversity/Equity/Inclusion	0	0	0	0	3,217
1010-1910 Fiscal Services	563	278	0	151	11,878
1010-2530 Treasurer	0	0	0	20	60,113
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	64,780
1010-2655 Holland Health	0	0	0	0	2,763
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	0	38	5,829
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	39,612
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	0	0	30,277
1010-8650 Insurance	0	0	0	0	23,579
Allocated Costs for Fiscal 2020	563	278	0	330	375,548
Roll Forwards	299	0	0	276	63,505
Fixed Costs	861	278	0	606	439,054

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Schedule A - Allocated Costs By Department

Central Service Departments	1010-2230 Strategic Initiatives	1010-2280 Tech	1010-2320 Crime Victims	1010-2450 Survey /Remon	1010-2470 Plat Board
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	0	0	3,006	24	7
1010-1725 Diversity/Equity/Inclusion	0	0	536	13	0
1010-1910 Fiscal Services	4,477	107	2,446	5,220	32
1010-2530 Treasurer	0	0	80	20	20
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	951	8	2
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	5,046	126	0
1010-8650 Insurance	0	0	3,846	30	0
Allocated Costs for Fiscal 2020	4,477	107	15,911	5,440	60
Roll Forwards	0	(32)	1,129	4,364	50
Fixed Costs	4,477	75	17,040	9,805	111

**Ottawa County, Michigan
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Schedule A - Allocated Costs By Department**

Central Service Departments	1010-2570 Equalization	1010-2571 G Haven Assess	1010-2572 Crockery Assess	1010-2573 Blendon Assess	1010-2574 Hudsonville Assess
Building Depreciation	20,968	0	0	0	0
1010-1720 Administrator	12,018	1,432	519	1,039	344
1010-1725 Diversity/Equity/Inclusion	1,843	134	0	0	0
1010-1910 Fiscal Services	5,866	2,644	2,571	2,550	1,270
1010-2530 Treasurer	1,296	414	394	453	177
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	3,801	453	164	329	109
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	32,073	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	17,346	1,262	0	0	0
1010-8650 Insurance	15,374	1,832	664	1,329	441
Allocated Costs for Fiscal 2020	110,586	8,170	4,313	5,700	2,341
Roll Forwards	(8,063)	(912)	907	5,536	0
Fixed Costs	102,524	7,258	5,220	11,236	2,341

Ottawa County, Michigan
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Schedule A - Allocated Costs By Department

Central Service Departments	1010-2590 Geographic Info	1010-2610 Coop Ext	1010-2620 Elections	1010-2670 Prosecuting Atty	1010-2680 Reg of Deeds
Building Depreciation	7,949	30,170	0	171,433	39,565
1010-1720 Administrator	4,577	1,038	1,233	35,693	6,656
1010-1725 Diversity/Equity/Inclusion	536	134	134	3,728	1,026
1010-1910 Fiscal Services	5,562	4,160	7,530	24,605	8,634
1010-2530 Treasurer	719	20	1,043	6,489	92,863
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	66,662	12,994
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	51,365	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	1,448	328	390	11,289	2,105
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	11,401	46,148	0	30,997	33,446
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	5,046	1,262	1,262	35,083	9,651
1010-8650 Insurance	5,856	1,328	1,578	0	8,514
Allocated Costs for Fiscal 2020	43,094	84,588	13,170	437,345	215,453
Roll Forwards	(918)	9,152	4,161	(4,615)	101,560
Fixed Costs	42,176	93,741	17,330	432,730	317,014

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Schedule A - Allocated Costs By Department**

Central Service Departments	1010-2750 Water Resources	1010-2790 Bldg Auth-Adm	1010-2800 Ott Soil/Water	1010-2990 Public Def GF	1010-3020 Sheriff
Building Depreciation	16,796	0	0	0	191,130
1010-1720 Administrator	8,360	0	0	0	104,155
1010-1725 Diversity/Equity/Inclusion	1,173	0	0	0	10,952
1010-1910 Fiscal Services	8,065	54	304	21	51,303
1010-2530 Treasurer	4,262	0	0	0	24,418
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	24,150
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	2,644	0	0	0	32,941
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	25,691	0	0	0	233,199
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	11,038	0	0	0	103,068
1010-8650 Insurance	10,695	0	0	0	0
Allocated Costs for Fiscal 2020	88,725	54	304	21	775,315
Roll Forwards	(5,409)	0	(51)	0	(54,730)
Fixed Costs	83,317	54	254	21	720,586

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Central Service Departments	1010-3025 First Resp Haz Pay	1010-3100 WEMET	1010-3150 Secondary Road Patrol	1010-3200 Sheriff Training	1010-3250 OCCDA
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	3,477	5,055	2,377	0	0
1010-1725 Diversity/Equity/Inclusion	0	804	268	0	0
1010-1910 Fiscal Services	0	3,010	833	1,194	439
1010-2530 Treasurer	0	7	21	59	9,786
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	1,100	1,599	752	0	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	7,569	2,523	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	4,576	18,045	6,774	1,253	10,225
Roll Forwards	0	(12,390)	(1,630)	(357)	(29,120)
Fixed Costs	4,576	5,656	5,143	896	(18,895)

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Central Service Departments	1010-3310 Marine Safety	1010-3510 Jail	1010-4260 Emerg Svcs	1010-4263 HAZ-MAT	1010-4300 Animal Control
Building Depreciation	0	236,683	32,588	0	0
1010-1720 Administrator	1,743	84,882	1,852	253	1,352
1010-1725 Diversity/Equity/Inclusion	134	10,590	282	54	268
1010-1910 Fiscal Services	7,146	107,251	10,156	5,460	4,334
1010-2530 Treasurer	113	45,711	220	82	453
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	23,125	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	6,489	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	551	26,845	586	80	427
1010-2665 Juv Svcs -Jail	0	118,955	0	0	0
1010-2667 Fillmore Adm Annex	0	0	49,846	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	1,262	99,661	2,649	505	2,523
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	10,949	760,193	98,178	6,432	9,358
Roll Forwards	2,597	120,125	12,855	4,345	(2,071)
Fixed Costs	13,546	880,317	111,033	10,777	7,286

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Central Service Departments	1010-4450 Drain Assessmt	1010-4490 Roads - Twps	1010-6016 Pandemic Events	1010-6039 Other Hlt/Welf	1010-6300 Substance Abuse
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	0	0	72	0	0
1010-1725 Diversity/Equity/Inclusion	0	0	0	0	0
1010-1910 Fiscal Services	56	1,302	38,854	1,294	0
1010-2530 Treasurer	0	9,287	20	0	80
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	23	0	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	0	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	56	10,589	38,969	1,294	80
Roll Forwards	(1,660)	(34,635)	0	891	(4,420)
Fixed Costs	(1,605)	(24,045)	38,969	2,184	(4,341)

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Central Service Departments	1010-6480 Medical Exam	1010-6890 Dept Veterans	1010-7210 Planning	1010-7211 Planning /Perform	1010-7212 Ground Water Mgt
Building Depreciation	0	1,002	0	19,770	0
1010-1720 Administrator	1,177	0	0	9,922	0
1010-1725 Diversity/Equity/Inclusion	80	0	0	1,126	0
1010-1910 Fiscal Services	13,674	3,243	0	9,199	1,482
1010-2530 Treasurer	829	79	0	2,211	0
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	1,402	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	372	0	0	3,138	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	30,239	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	757	0	0	10,597	0
1010-8650 Insurance	1,505	0	0	12,693	0
Allocated Costs for Fiscal 2020	18,395	5,725	0	98,895	1,482
Roll Forwards	9,800	3,081	(102)	(7,271)	0
Fixed Costs	28,195	8,806	(102)	91,624	1,482

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Central Service Departments	1500-2760 Cemetary Trust	2010-4490 Roads - Twps	2081-751X Parks	2160-14X0 FOC	2180-1361 Sobriety Team
Building Depreciation	0	0	21,377	125,642	0
1010-1720 Administrator	0	0	32,531	44,163	1,909
1010-1725 Diversity/Equity/Inclusion	0	0	2,866	5,731	282
1010-1910 Fiscal Services	0	835	110,443	16,473	7,330
1010-2530 Treasurer	0	592	22,788	2,755	401
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	92,241	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	10,289	13,967	604
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	32,698	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	26,972	53,931	2,649
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	0	1,427	259,963	354,903	13,175
Roll Forwards	(52)	(919)	85,754	(25,804)	3,316
Fixed Costs	(52)	508	345,717	329,099	16,491

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Central Service Departments	2180-1365 DC Mental Htl	2180-1371 ADTC Grant	2180-1372 Presbyterian	2180-1376 ADTC Discreess	2180-1377 DWI/Drug Court Grant
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	0	500	0	89	1,340
1010-1725 Diversity/Equity/Inclusion	0	296	0	0	0
1010-1910 Fiscal Services	946	2,990	75	2,071	859
1010-2530 Treasurer	80	100	20	81	100
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	158	0	28	424
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	2,788	0	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	1,026	6,832	95	2,269	2,723
Roll Forwards	(287)	(681)	(66)	2,073	0
Fixed Costs	739	6,151	29	4,342	2,723

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Central Service Departments	2180-1382 SAMHSA ADTC	2180-1494 Juvenile Justice	2180-3020 Sheriff	2180-4265 Homeland	2180-5880 Other Transportn
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	815	0	585	798	0
1010-1725 Diversity/Equity/Inclusion	0	0	0	134	0
1010-1910 Fiscal Services	4,795	0	1,057	4,541	914
1010-2530 Treasurer	100	0	321	178	139
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	258	0	185	253	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	0	1,262	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	5,968	0	2,149	7,166	1,053
Roll Forwards	904	(358)	1,858	0	490
Fixed Costs	6,872	(358)	4,007	7,166	1,542

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Central Service Departments	2180-6930 CAA	2210-ALL Health	2220-649X MH	2221-MH Millage	2225-649X Substance
Building Depreciation	4,662	85,479	71,257	0	0
1010-1720 Administrator	5,318	98,500	106,840	3,479	5,929
1010-1725 Diversity/Equity/Inclusion	831	13,298	13,609	421	349
1010-1910 Fiscal Services	50,368	206,975	179,529	32,386	22,385
1010-2530 Treasurer	3,250	23,049	4,526	9,087	1,390
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	10,300	0	0	0
1010-2652 A/CMH	0	0	39,575	0	0
1010-2653 Fulton Street	0	0	24,440	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	(5,387)	57,353	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	15,855	0	0
1010-2660 Corp Counsel	1,682	31,152	33,791	1,100	1,875
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	7,822	125,144	128,060	3,961	3,280
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	68,546	651,252	617,482	50,435	35,208
Roll Forwards	17,413	163,096	3,449	30,638	20,801
Fixed Costs	85,959	814,347	620,930	81,074	56,010

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Central Service Departments	2271-5260 Solid Waste	2272-5250 Landfill Tipping	2340-7213 Farmland Presv	2444-5990 Infrastructure	2550-2530 Homestead
Building Depreciation	0	1,796	0	0	0
1010-1720 Administrator	0	3,341	0	0	0
1010-1725 Diversity/Equity/Inclusion	0	650	0	0	0
1010-1910 Fiscal Services	453	16,166	1,641	8	13
1010-2530 Treasurer	7	1,032	178	7	51
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	1,397	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	1,057	0	0	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	6,118	0	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	460	31,558	1,819	15	64
Roll Forwards	307	8,083	1,473	(57)	(183)
Fixed Costs	767	39,642	3,293	(41)	(119)

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Central Service Departments	2560-2680 ROD Automatn	2600-XXXX Public Defender	2602-31XX WEMET	2620-3020 Sheriff	2630-3114 Comm Policing
Building Depreciation	0	7,853	31,041	0	0
1010-1720 Administrator	272	25,922	0	0	83,791
1010-1725 Diversity/Equity/Inclusion	47	2,681	0	0	9,518
1010-1910 Fiscal Services	5,285	21,970	(554)	291	25,336
1010-2530 Treasurer	41,189	61	4,300	0	655
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	11,981	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	86	8,198	0	0	26,500
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	13,071	0	0
1010-2668 DHS/FIA -Holland	0	6,871	0	0	0
1010-2700 Human Resc	441	25,231	0	0	89,569
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	47,320	110,769	47,857	291	235,369
Roll Forwards	38,315	(29,548)	13,337	245	(91,513)
Fixed Costs	85,635	81,221	61,195	536	143,855

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Central Service Departments	2631-2150 Pistol	2630-3150-3001 Juv OAISD	2901-6700 DHS	2920-6620 Fam Ct - Detn	2920-6621 Placement
Building Depreciation	0	0	16,314	30,215	0
1010-1720 Administrator	588	0	0	31,990	0
1010-1725 Diversity/Equity/Inclusion	134	0	0	4,617	0
1010-1910 Fiscal Services	3,114	0	953	11,632	339
1010-2530 Treasurer	2,273	0	21	3,318	0
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	186	0	0	10,117	0
1010-2665 Juv Svcs -Jail	0	0	0	25,987	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	50,416	0	0
1010-2700 Human Resc	1,262	0	0	43,447	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	7,556	0	67,703	161,324	339
Roll Forwards	(935)	(1,043)	41,576	(1,627)	(4,917)
Fixed Costs	6,620	(1,043)	109,279	159,696	(4,577)

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Central Service Departments	2920-6622 Juv Intensive	2920-6623 Juvenile Treatment	2920-6624 Juv Comm Inter	2920-6625 JCI Other	3010-9060 Debt Svc
Building Depreciation	0	0	26,543	0	0
1010-1720 Administrator	0	0	21,878	0	0
1010-1725 Diversity/Equity/Inclusion	0	0	3,217	0	0
1010-1910 Fiscal Services	0	0	11,812	4,491	209
1010-2530 Treasurer	0	0	3	245	10
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	29,148	0	0
1010-2660 Corp Counsel	0	0	6,919	0	0
1010-2665 Juv Svcs -Jail	0	0	9,377	(8,098)	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	30,277	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	0	0	139,175	(3,362)	220
Roll Forwards	(3,299)	0	(55,264)	2,067	69
Fixed Costs	(3,299)	0	83,912	(1,295)	288

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Central Service Departments	3650-5360 Water Bond	4650-5360 Water Constr	5160-2540 Del Taxes	5360-2530 Land Bank	6360-2280 Info Tech
Building Depreciation	0	0	0	0	63,767
1010-1720 Administrator	0	0	1,506	0	27,679
1010-1725 Diversity/Equity/Inclusion	0	0	232	0	3,070
1010-1910 Fiscal Services	342	199	5,057	13	49,686
1010-2530 Treasurer	76	118	10,390	0	11,652
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	2,954
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	476	0	8,754
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	40,821
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	2,182	0	28,889
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	418	317	19,843	13	237,272
Roll Forwards	0	0	15,418	(3)	60,704
Fixed Costs	418	317	35,262	11	297,975

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Central Service Departments	6450-2890 Duplicating	6550-2890 Telecomm	6641-9010 Equip Pool	6770-8690 Liability	6770-8710 Worker Comp
Building Depreciation	0	1,641	0	0	0
1010-1720 Administrator	56	1,693	365	1,540	466
1010-1725 Diversity/Equity/Inclusion	4	151	27	158	36
1010-1910 Fiscal Services	4,114	8,567	13,652	2,714	4,324
1010-2530 Treasurer	17	132	99	7	22
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	18	536	115	487	147
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	2,510	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	38	1,426	252	1,489	341
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	4,246	16,656	14,510	6,396	5,337
Roll Forwards	3,165	3,379	11,665	(1,352)	3,765
Fixed Costs	7,411	20,035	26,175	5,044	9,103

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department**

Central Service Departments	6771-85XX Empl Ben Adm	6772-8700 Unemploymt	6775-8570 LTD	6780-8650 Insurance Auth	6810-8610 Debt
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	2,189	659	101	0	0
1010-1725 Diversity/Equity/Inclusion	206	32	7	0	0
1010-1910 Fiscal Services	7,483	3,246	3,112	278	3,888
1010-2530 Treasurer	418	62	7	0	982
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	692	208	32	0	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	1,943	303	63	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	12,932	4,510	3,322	278	4,870
Roll Forwards	2,694	2,425	2,242	(1,999)	4,798
Fixed Costs	15,626	6,934	5,565	(1,722)	9,667

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department**

Central Service Departments	8010-4450 Drain Assess	8510-4450 Drain Assess	8710-5360 Projects	8725-4450 Drain Assess	8800 Brownfield Redevelop
Building Depreciation	0	0	0	0	0
1010-1720 Administrator	0	0	0	0	0
1010-1725 Diversity/Equity/Inclusion	0	0	0	0	0
1010-1910 Fiscal Services	15,037	83	572	210	94
1010-2530 Treasurer	1,006	34	126	32	14
1010-2650 FM Admin	0	0	0	0	0
1010-2651 Hudsonville HS	0	0	0	0	0
1010-2652 A/CMH	0	0	0	0	0
1010-2653 Fulton Street	0	0	0	0	0
1010-2654 Grand Haven Cthse	0	0	0	0	0
1010-2655 Holland Health	0	0	0	0	0
1010-2656 DC Facility	0	0	0	0	0
1010-2659 B/CMH	0	0	0	0	0
1010-2660 Corp Counsel	0	0	0	0	0
1010-2665 Juv Svcs -Jail	0	0	0	0	0
1010-2667 Fillmore Adm Annex	0	0	0	0	0
1010-2668 DHS/FIA -Holland	0	0	0	0	0
1010-2700 Human Resc	0	0	0	0	0
1010-8650 Insurance	0	0	0	0	0
Allocated Costs for Fiscal 2020	16,042	116	698	242	108
Roll Forwards	7,099	0	0	(78)	0
Fixed Costs	23,142	116	698	164	108

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department

Central Service Departments	OTHER	Total Allocated	Direct Billed	Unallocated	Cost Adjustments
Building Depreciation	9,289	2,471,759	0	0	0
1010-1720 Administrator	0	907,128	0	0	(87,912)
1010-1725 Diversity/Equity/Inclusion	0	113,264	0	121,281	0
1010-1910 Fiscal Services	(67,262)	1,262,953	229,336	34,071	21,216
1010-2530 Treasurer	218	525,891	0	442,270	59,296
1010-2650 FM Admin	0	0	0	0	3,519
1010-2651 Hudsonville HS	43,030	205,865	45,261	0	0
1010-2652 A/CMH	0	39,575	165,115	0	0
1010-2653 Fulton Street	0	36,421	69,680	0	(549)
1010-2654 Grand Haven Cthse	0	834,012	0	0	(2,741)
1010-2655 Holland Health	0	57,528	153,591	0	0
1010-2656 DC Facility	0	277,535	0	0	0
1010-2659 B/CMH	0	45,003	157,472	0	0
1010-2660 Corp Counsel	0	286,893	0	0	0
1010-2665 Juv Svcs -Jail	0	159,450	1,012,236	0	0
1010-2667 Fillmore Adm Annex	0	621,753	34,409	0	2,269
1010-2668 DHS/FIA -Holland	69,956	127,243	180,120	0	0
1010-2700 Human Resc	0	1,065,872	0	0	(51,641)
1010-8650 Insurance	0	96,718	0	0	0
Allocated Costs for Fiscal 2020	55,230	9,134,861	2,047,220	597,622	(56,543)
Roll Forwards	0	622,745			
Fixed Costs	55,230	9,757,607			

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department

Central Service Departments	Disallowed	Total Expenditures
Building Depreciation		
1010-1720 Administrator		
1010-1725 Diversity/Equity/Inclusion		
1010-1910 Fiscal Services		
1010-2530 Treasurer		
1010-2650 FM Admin	88,448	
1010-2651 Hudsonville HS		
1010-2652 A/CMH		
1010-2653 Fulton Street		
1010-2654 Grand Haven Cthse		
1010-2655 Holland Health		
1010-2656 DC Facility		
1010-2659 B/CMH		
1010-2660 Corp Counsel		
1010-2665 Juv Svcs -Jail		
1010-2667 Fillmore Adm Annex		
1010-2668 DHS/FIA -Holland		
1010-2700 Human Resc		
1010-8650 Insurance		
Allocated Costs for Fiscal 2020	88,448	11,811,608

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule B - Fixed Costs Proposed**

Receiving Departments	Allocated Costs for Fiscal 2020	Base Year Estimated Costs	Roll Forwards	Fixed Costs	Adjustments	Proposed Costs Future Period
1010-1010 Commissioners	33,183	32,621	562	33,744	0	33,744
1010-1290 Reapprpr	0	139	(139)	(139)	0	(139)
1010-1310 Circuit Court	906,742	862,336	44,406	951,147	0	951,147
1010-1360 District Court	1,045,343	1,086,287	(40,944)	1,004,399	0	1,004,399
1010-1362 Dist Ct Comm	229,639	216,004	13,635	243,273	0	243,273
1010-1370 Cir Ct -Legal	12,980	12,648	332	13,312	0	13,312
1010-1480 Probate Court	66,598	49,913	16,685	83,283	0	83,283
1010-1490 Cir Ct -Juven	115,309	48,411	66,898	182,207	0	182,207
1010-1520 Adult Probatn	96,068	85,363	10,705	106,773	0	106,773
1010-1660 Family Counsel	2,132	407	1,725	3,857	0	3,857
1010-1670 Jury Board	563	264	299	861	0	861
1010-1721 Innovation Initative	278	NA	NA	278	0	278
1010-1722 Water Quality Forum	0	NA	NA	0	0	0
1010-1920 Canvassing	330	54	276	606	0	606
1010-2150 Clerk	375,548	312,043	63,505	439,054	0	439,054
1010-2230 Strategic Initatives	4,477	NA	NA	4,477	0	4,477
1010-2280 Tech	107	139	(32)	75	0	75
1010-2320 Crime Victims	15,911	14,782	1,129	17,040	0	17,040
1010-2450 Survey /Remon	5,440	1,076	4,364	9,805	0	9,805
1010-2470 Plat Board	60	10	50	111	0	111
1010-2570 Equalization	110,586	118,649	(8,063)	102,524	0	102,524
1010-2571 G Haven Assess	8,170	9,082	(912)	7,258	0	7,258
1010-2572 Crockery Assess	4,313	3,406	907	5,220	0	5,220
1010-2573 Blendon Assess	5,700	164	5,536	11,236	0	11,236
1010-2574 Hudsonville Assess	2,341	NA	NA	2,341	0	0
1010-2590 Geographic Info	43,094	44,012	(918)	42,176	0	42,176
1010-2610 Coop Ext	84,588	75,436	9,152	93,741	0	93,741
1010-2620 Elections	13,170	9,009	4,161	17,330	0	17,330
1010-2670 Prosecuting Atty	437,345	441,960	(4,615)	432,730	0	432,730
1010-2680 Reg of Deeds	215,453	113,893	101,560	317,014	0	317,014
1010-2750 Water Resources	88,725	94,134	(5,409)	83,317	0	83,317
1010-2790 Bldg Auth-Adm	54	NA	NA	54	0	0
1010-2800 Ott Soil/ Water	304	355	(51)	254	0	254
1010-2990 Public Def GF	21	NA	NA	21	0	0
1010-3020 Sheriff	775,315	830,045	(54,730)	720,586	0	720,586
1010-3025 First Resp Haz Pay	4,576	NA	NA	4,576	0	0
1010-3100 WEMET	18,045	30,435	(12,390)	5,656	0	5,656
1010-3150 Secondary Road Patrol	6,774	8,404	(1,630)	5,143	0	5,143
1010-3200 Sheriff Training	1,253	1,610	(357)	896	0	896
1010-3250 OCCDA	10,225	39,345	(29,120)	(18,895)	0	(18,895)
1010-3310 Marine Safety	10,949	8,352	2,597	13,546	0	13,546
1010-3510 Jail	760,193	640,068	120,125	880,317	0	880,317
1010-4260 Emerg Svcs	98,178	85,323	12,855	111,033	0	111,033
1010-4263 HAZ-MAT	6,432	2,087	4,345	10,777	0	10,777
1010-4300 Animal Control	9,358	11,429	(2,071)	7,286	0	7,286
1010-4450 Drain Assessmt	56	1,716	(1,660)	(1,605)	0	(1,605)
1010-4490 Roads -Twps	10,589	45,224	(34,635)	(24,045)	0	(24,045)
1010-6016 Pandemic Events	38,969	NA	NA	38,969	0	0
1010-6039 Other Hlt/Welf	1,294	403	891	2,184	0	2,184
1010-6300 Substance Abuse	80	4,500	(4,420)	(4,341)	0	(4,341)
1010-6480 Medical Exam	18,395	8,595	9,800	28,195	0	28,195
1010-6890 Dept Veterans	5,725	2,644	3,081	8,806	0	8,806
1010-7210 Planning	0	102	(102)	(102)	0	(102)

Ottawa County, Michigan
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Schedule B - Fixed Costs Proposed

1010-7211 Planning /Perform	98,895	106,166	(7,271)	91,624	0	91,624
1010-7212 Ground Water Mgt	1,482	NA	NA	1,482	0	0
1500-2760 Cemetary Trust	0	52	(52)	(52)	0	(52)
2010-4490 Roads -Twps	1,427	2,346	(919)	508	0	508
2081-751X Parks	259,963	174,209	85,754	345,717	0	345,717
2160-14X0 FOC	354,903	380,707	(25,804)	329,099	0	329,099
2180-1361 Sobriety Team	13,175	9,859	3,316	16,491	0	16,491
2180-1365 DC Mental Htl	1,026	1,313	(287)	739	0	739
2180-1371 ADTC Grant	6,832	7,513	(681)	6,151	0	6,151
2180-1372 Presbyterian	95	161	(66)	29	0	29
2180-1376 ADTC Discress	2,269	196	2,073	4,342	0	4,342
2180-1377 DWI/Drug Court Grant	2,723	NA	NA	2,723	0	2,723
2180-1382 SAMHSA ADTC	5,968	5,064	904	6,872	0	6,872
2180-1494 Juvenile Justice	0	358	(358)	(358)	0	(358)
2180-3020 Sheriff	2,149	291	1,858	4,007	0	4,007
2180-4265 Homeland	7,166	NA	NA	7,166	0	7,166
2180-5880 Other Transportn	1,053	563	490	1,542	0	1,542
2180-6930 CAA	68,546	51,133	17,413	85,959	0	85,959
2210-ALL Health	651,252	488,156	163,096	814,347	0	814,347
2220-649X MH	617,482	614,033	3,449	620,930	0	620,930
2221-MH Millage	50,435	19,797	30,638	81,074	0	81,074
2225-649X Substance	35,208	14,407	20,801	56,010	0	56,010
2271-5260 Solid Waste	460	153	307	767	0	767
2272-5250 Landfill Tipping	31,558	23,475	8,083	39,642	0	39,642
2340-7213 Farmland Presv	1,819	346	1,473	3,293	0	3,293
2444-5990 Infrastructure	15	72	(57)	(41)	0	(41)
2550-2530 Homestead	64	247	(183)	(119)	0	(119)
2560-2680 ROD Automatr	47,320	9,005	38,315	85,635	0	85,635
2600-XXXX Public Defender	110,769	140,317	(29,548)	81,221	0	81,221
2602-31XX WEMET	47,857	34,520	13,337	61,195	0	61,195
2620-3020 Sheriff	291	46	245	536	0	536
2630-3114 Comm Policing	235,369	326,882	(91,513)	143,855	0	143,855
2631-2150 Pistol	7,556	8,491	(935)	6,620	0	6,620
2630-3150-3001 Juv OAISD	0	1,043	(1,043)	(1,043)	0	(1,043)
2901-6700 DHS	67,703	26,127	41,576	109,279	0	109,279
2920-6620 Fam Ct -Detn	161,324	162,951	(1,627)	159,696	0	159,696
2920-6621 Placement	339	5,256	(4,917)	(4,577)	0	(4,577)
2920-6622 Juv Intensive	0	3,299	(3,299)	(3,299)	0	(3,299)
2920-6623 Juvenile Treatment	0	NA	NA	0	0	0
2920-6624 Juv Comm Inter	139,175	194,439	(55,264)	83,912	0	83,912
2920-6625 JCI Other	(3,362)	(5,429)	2,067	(1,295)	0	(1,295)
3010-9060 Debt Svc	220	151	69	288	0	288
3650-5360 Water Bond	418	NA	NA	418	0	418
4650-5360 Water Constr	317	NA	NA	317	0	317
5160-2540 Del Taxes	19,843	4,425	15,418	35,262	0	35,262
5360-2530 Land Bank	13	16	(3)	11	0	11
6360-2280 Info Tech	237,272	176,568	60,704	297,975	0	297,975
6450-2890 Duplicating	4,246	1,081	3,165	7,411	0	7,411
6550-2890 Telecomm	16,656	13,277	3,379	20,035	0	20,035
6641-9010 Equip Pool	14,510	2,845	11,665	26,175	0	26,175
6770-8690 Liability	6,396	7,748	(1,352)	5,044	0	5,044
6770-8710 Worker Comp	5,337	1,572	3,765	9,103	0	9,103
6771-85XX Empl Ben Adm	12,932	10,238	2,694	15,626	0	15,626
6772-8700 Unemploymt	4,510	2,085	2,425	6,934	0	6,934
6775-8570 LTD	3,322	1,080	2,242	5,565	0	5,565

Ottawa County, Michigan
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Schedule B - Fixed Costs Proposed

6780-8650 Insurance Auth	278	2,277	(1,999)	(1,722)	0	(1,722)
6810-8610 Debt	4,870	72	4,798	9,667	0	9,667
8010-4450 Drain Assess	16,042	8,943	7,099	23,142	0	23,142
8510-4450 Drain Assess	116	NA	NA	116	0	116
8710-5360 Projects	698	NA	NA	698	0	698
8725-4450 Drain Assess	242	320	(78)	164	0	164
8800 Brownfield Redevelop	108	NA	NA	108	0	108
OTHER	55,230	NA	NA	55,230	0	55,230
Total Allocated	<u>9,134,861</u>	<u>8,393,141</u>	<u>622,745</u>	<u>9,757,607</u>	<u>0</u>	<u>9,710,162</u>
Direct Billed	2,047,220					
Unallocated Total	597,622					
Cost Adjustments	(56,543)					
Disallowed Total	<u>88,448</u>					
Total Expenditures	<u>11,811,608</u>					

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule C - Summary of Allocated Costs**

Department Name	Total Expenditures	Disallowed	Cost Adjustments	Unallocated	Direct Billed	Total Allocated
Building Depreciation	2,667,939		0		0	
1010-1720 Administrator	786,548		87,912		0	
1010-1725 Diversity/Equity/Inclusion	232,024		0	(121,281)	0	
1010-1910 Fiscal Services	1,559,648		(21,216)	(34,071)	(229,336)	
1010-2530 Treasurer	924,225		(59,296)	(442,270)	0	
1010-2650 FM Admin	624,189	(88,448)	(3,519)		0	
1010-2651 Hudsonville HS	211,742		0		(45,261)	
1010-2652 A/CMH	166,303		0		(165,115)	
1010-2653 Fulton Street	89,337		549		(69,680)	
1010-2654 Grand Haven Cthse	664,566		2,741		0	
1010-2655 Holland Health	158,552		0		(153,591)	
1010-2656 DC Facility	229,348		0		0	
1010-2659 B/CMH	161,944		0		(157,472)	
1010-2660 Corp Counsel	284,263		0		0	
1010-2665 Juv Svcs -Jail	1,024,749		0		(1,012,236)	
1010-2667 Fillmore Adm Annex	657,827		(2,269)		(34,409)	
1010-2668 DHS/FIA -Holland	244,408		0		(180,120)	
1010-2700 Human Resc	981,352		51,641		0	
1010-8650 Insurance	142,644		0		0	
1010-1010 Commissioners						33,183
1010-1290 Reappropr						0
1010-1310 Circuit Court						906,742
1010-1360 District Court						1,045,343
1010-1362 Dist Ct Comm						229,639
1010-1370 Cir Ct -Legal						12,980
1010-1480 Probate Court						66,598
1010-1490 Cir Ct -Juven						115,309
1010-1520 Adult Probatn						96,068
1010-1660 Family Counsel						2,132
1010-1670 Jury Board						563
1010-1721 Innovation Initative						278
1010-1722 Water Quality Forum						0
1010-1920 Canvassing						330
1010-2150 Clerk						375,548
1010-2230 Strategic Initatives						4,477
1010-2280 Tech						107
1010-2320 Crime Victims						15,911
1010-2450 Survey /Remon						5,440
1010-2470 Plat Board						60
1010-2570 Equalization						110,586
1010-2571 G Haven Assess						8,170
1010-2572 Crockery Assess						4,313
1010-2573 Blendon Assess						5,700
1010-2574 Hudsonville Assess						2,341
1010-2590 Geographic Info						43,094
1010-2610 Coop Ext						84,588
1010-2620 Elections						13,170
1010-2670 Prosecuting Atty						437,345
1010-2680 Reg of Deeds						215,453
1010-2750 Water Resources						88,725
1010-2790 Bldg Auth-Adm						54
1010-2800 Ott Soil/ Water						304

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule C - Summary of Allocated Costs

Department Name	Total Expenditures	Disallowed	Cost Adjustments	Unallocated	Direct Billed	Total Allocated
1010-2990 Public Def GF						21
1010-3020 Sheriff						775,315
1010-3025 First Resp Haz Pay						4,576
1010-3100 WEMET						18,045
1010-3150 Secondary Road Patrol						6,774
1010-3200 Sheriff Training						1,253
1010-3250 OCCDA						10,225
1010-3310 Marine Safety						10,949
1010-3510 Jail						760,193
1010-4260 Emerg Svcs						98,178
1010-4263 HAZ-MAT						6,432
1010-4300 Animal Control						9,358
1010-4450 Drain Assessmt						56
1010-4490 Roads -Twps						10,589
1010-6016 Pandemic Events						38,969
1010-6039 Other Hlt/Welf						1,294
1010-6300 Substance Abuse						80
1010-6480 Medical Exam						18,395
1010-6890 Dept Veterans						5,725
1010-7210 Planning						0
1010-7211 Planning /Perform						98,895
1010-7212 Ground Water Mgt						1,482
1500-2760 Cemetary Trust						0
2010-4490 Roads -Twps						1,427
2081-751X Parks						259,963
2160-14X0 FOC						354,903
2180-1361 Sobriety Team						13,175
2180-1365 DC Mental Htl						1,026
2180-1371 ADTC Grant						6,832
2180-1372 Presbyterian						95
2180-1376 ADTC Discress						2,269
2180-1377 DWI/Drug Court Grant						2,723
2180-1382 SAMHSA ADTC						5,968
2180-1494 Juvenile Justice						0
2180-3020 Sheriff						2,149
2180-4265 Homeland						7,166
2180-5880 Other Transportn						1,053
2180-6930 CAA						68,546
2210-ALL Health						651,252
2220-649X MH						617,482
2221-MH Millage						50,435
2225-649X Substance						35,208
2271-5260 Solid Waste						460
2272-5250 Landfill Tipping						31,558
2340-7213 Farmland Presv						1,819
2444-5990 Infrastructure						15
2550-2530 Homestead						64
2560-2680 ROD Automatr						47,320
2600-XXXX Public Defender						110,769
2602-31XX WEMET						47,857
2620-3020 Sheriff						291
2630-3114 Comm Policing						235,369
2631-2150 Pistol						7,556

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule C - Summary of Allocated Costs

Department Name	Total Expenditures	Disallowed	Cost Adjustments	Unallocated	Direct Billed	Total Allocated
2630-3150-3001 Juv OAISD						0
2901-6700 DHS						67,703
2920-6620 Fam Ct -Detn						161,324
2920-6621 Placement						339
2920-6622 Juv Intensive						0
2920-6623 Juvenile Treatment						0
2920-6624 Juv Comm Inter						139,175
2920-6625 JCI Other						(3,362)
3010-9060 Debt Svc						220
3650-5360 Water Bond						418
4650-5360 Water Constr						317
5160-2540 Del Taxes						19,843
5360-2530 Land Bank						13
6360-2280 Info Tech						237,272
6450-2890 Duplicating						4,246
6550-2890 Telecomm						16,656
6641-9010 Equip Pool						14,510
6770-8690 Liability						6,396
6770-8710 Worker Comp						5,337
6771-85XX Empl Ben Adm						12,932
6772-8700 Unemploymt						4,510
6775-8570 LTD						3,322
6780-8650 Insurance Auth						278
6810-8610 Debt						4,870
8010-4450 Drain Assess						16,042
8510-4450 Drain Assess						116
8710-5360 Projects						698
8725-4450 Drain Assess						242
8800 Brownfield Redevelop						108
OTHER						55,230
Totals	11,811,608	(88,448)	56,543	(597,622)	(2,047,220)	9,134,861

Deviation: 0

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule E - Summary of Allocation Basis

Department	Allocation Basis	Allocation Source
Building Depreciation		
1.4.1 2651 HUDSONVILLE	2651 ASSIGNED FOOTAGE HUDSONVILLE HS	FM 3100 PORT SHELDON, HUDSONVILLE
1.4.2 2652 HOLLAND HS	2652 ASSIGNED FOOTAGE HOLLAND HUM SVC	FM 12265 JAMES, HOLLAND, MI
1.4.3 2653 FULTON G HAVEN	2653 ASSIGNED FOOTAGE FULTON ST	FM 1111 FULTON, GRAND HAVEN, MI
1.4.4 2654 GRAND HAVN	2654 ASSIGNED FOOTAGE GR HAVN CTSE	FM 414 WASHINGTON
1.4.5 2655 HOLLAND HTL	2655 ASSIGNED FOOTAGE HOLLAND HTL	FM 12251 JAMES, HOLLAND, MI
1.4.6 2656 HOLLAND DC	2656 ASSIGNED FOOTAGE HOLLAND DIST CT	FM W 8TH STREET
1.4.7 2659 HOLLAND CMH	2659 ASSIGNED FOOTAGE HOLLAND CMH	FM 12263 JAMES, HOLLAND MI
1.4.8 2665 JUV SVCS -JAIL	2665 ASSIGNED FOOTAGE JUV SVC-JAIL	FM 12130 FILLMORE
1.4.9 2667 ADM ANNEX	2667 ASSIGNED FOOTAGE ADM ANNEX	FM 12220 FILLMORE
1.4.10 2668 DHS /FIA	2668 ASSIGNED FOOTAGE DHS/FIA	FM 12185 JAMES
1.4.11 DEPT SPECIFIC DEPRECIATION	DOLLAR AMOUNT OF DEPT SPECIFIC DEPRECIATION	FISCAL SERVICES
1010-1720 Administrator		
2.4.1 COUNTY ADMIN	REGULAR WAGES BY DEPT	704000 FINANCIALS
1010-1725 Diversity/Equity/Inclusion		
3.4.1 INTERNAL SERVICES	NUMBER OF FTES BY DEPARTMENT	POSITION HISTORY REPORT
1010-1910 Fiscal Services		
4.4.1 ACCOUNTS PAYABLE	API TRANSACTIONS POSTED (EXCL CMH)	GENERAL LEDGER DETAIL
4.4.2 GL BUDGET / AUDIT	ADJ EXPENDITURE TRANSACTIONS BY DEPT	GENERAL LEDGER DETAIL
4.4.3 PURCHASING	PO TRANSACTIONS	GENERAL LEDGER DETAIL
4.4.4 BILLING	NUMBER OF INVOICES GENERATED BY DEPARTMENT	FISCAL SERVICES
4.4.5 CMH	2220 CMH DIRECT ASSIGNMENT	DIRECT ALLOCATION
4.4.6 HEALTH	2210 HTL DIRECT ASSIGNMENT	DIRECT ALLOCATION
4.4.7 COST PLAN	EQUAL DISTRIBUTION TO CENTRAL SVC DEPTS	EQUAL DISTRIBUTION
1010-2530 Treasurer		
5.4.1 GENL ACCT	NUMBER OF REVENUE TRANS EXCL 2530	GENERAL LEDGER DETAIL
5.4.2 CASH RECEIPTING	NUMBER OF 2530 CASH RECEIPT TRANSACTIONS BY FUND/DEPT	TRANSACTION REPORT -MIS
5.4.3 CASH TRANSIT	PERCENTAGE OF ANNUAL DEPOSITS BY DEPT	TREASURER'S OFFICE
1010-2650 FM Admin		
6.4.1 FM ADMIN	MAINTAINED SQUARE FOOTAGE BY FACILITY	FACILITIES MANAGEMENT
1010-2651 Hudsonville HS		
7.4.1 HUDSONVILLE	2651 ASSIGNED FOOTAGE HUDSONVILLE HS	FM 3100 PORT SHELDON, HUDSONVILLE
1010-2652 A/CMH		
8.4.1 Holland Htl Svcs	2652 ASSIGNED FOOTAGE HOLLAND HUM SVC	FM 12265 JAMES, HOLLAND, MI
1010-2653 Fulton Street		
9.4.1 FULTON	2653 ASSIGNED FOOTAGE FULTON ST	FM 1111 FULTON, GRAND HAVEN, MI
1010-2654 Grand Haven Cthse		
10.4.1 Grand Haven	2654 ASSIGNED FOOTAGE GR HAVN CTSE	FM 414 WASHINGTON
1010-2655 Holland Health		
11.4.1 2655 HOLLAND HTL	2655 ASSIGNED FOOTAGE HOLLAND HTL	FM 12251 JAMES, HOLLAND, MI
1010-2656 DC Facility		

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule E - Summary of Allocation Basis

Department	Allocation Basis	Allocation Source
12.4.1 DIST CT	2656 ASSIGNED FOOTAGE HOLLAND DIST CT	FM W 8TH STREET
1010-2659 B/CMH		
13.4.1 2659 HOLLAND CMH	2659 ASSIGNED FOOTAGE HOLLAND CMH	FM 12263 JAMES, HOLLAND MI
1010-2660 Corp Counsel		
14.4.1 LEGAL SERVICES	REGULAR WAGES BY DEPT	704000 FINANCIALS
1010-2665 Juv Svcs -Jail		
15.4.1 JUV SVCS	2665 ASSIGNED FOOTAGE JUV SVC-JAIL	FM 12130 FILLMORE
1010-2667 Fillmore Adm Annex		
16.4.1 ADM ANNEX	2667 ASSIGNED FOOTAGE ADM ANNEX	FM 12220 FILLMORE
1010-2668 DHS/FIA -Holland		
17.4.1 FIA BLDG	2668 ASSIGNED FOOTAGE DHS/FIA	FM 12185 JAMES
1010-2700 Human Resc		
18.4.1 PERSONNEL MGT	NUMBER OF FTES BY DEPARTMENT	POSITION HISTORY REPORT
1010-8650 Insurance		
19.4.1 GEN LIAB EXCESS	8650 GF WAGES OF DEPTS NOT DIRECTLY BILLED	704000 FINANCIALS

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department Building Depreciation

Building depreciation is allocated within this schedule. Depreciation expense is identified as a means of identifying space cost for building occupants based on the historical cost of the building plus improvements, distributed over the life of the asset. Building and improvement costs were obtained from the fixed asset records. Building depreciation has been identified for the following facilities:

2651: 3100 Port Sheldon, Hudsonville, MI

2652: 12265 James St., Holland, MI

2653: 1111 Fulton St., Grand Haven, MI

2654: 414 Washington

2665: 12251 James St., Holland, MI

2656: Holland District Court - W 8th Street, Holland, MI

2659: 12263 James St., Holland, MI

2665: 12130 Fillmore Street, West Olive, MI

2667: 12220 Fillmore Street (Admin Annex), West Olive, MI

2668: 12185 James St., Holland, MI

The depreciation for the facilities has been allocated based on assigned square footage by occupant department.

In addition, department specific depreciation has been identified in a separate function and allocated based on the dollar amount of depreciation by department.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department Building Depreciation

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	2,667,939			2,667,939
Inbound Costs:				
1010-1910 Fiscal Services		556	556	
Total Allocated Additions:		556	556	556
Total To Be Allocated:	2,667,939	556		2,668,495

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department Building Depreciation

	Total	G&A	2651 HUDSONVILLE	2652 HOLLAND HS	2653 FULTON G HAVEN
Other Expense & Cost					
2651 3100 Port Sheldon, Hudsonville	37,361	0	22,314	0	0
2652 12265 James, Holland	46,139	0	0	46,139	0
2653 1111 Fulton St., Grand Haven	17,090	0	0	0	17,090
2654 414 Washington, Grand Haven	1,168,788	0	0	0	0
2655 12251 James St, Holland	88,918	0	0	0	0
2656 DC W 8th St.	252,000	0	0	0	0
2659 12263 James St., Holland	38,685	0	0	0	0
2665 Juv Jail 12130 Fillmore	316,989	0	0	0	0
2667 Adm Annex 12220 Fillmore St.	677,964	0	0	0	0
2668 DHS 12185 James St. Holland	24,005	0	0	0	0
Departmental Total					
Expenditures Per Financial Statement	2,667,939				
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Functional Cost					
Functional Cost	2,667,939	0	22,314	46,139	17,090
Allocation Step 1					
Reallocate Admin Costs		0	0	0	0
Unallocated Costs	0	0	0	0	0
1st Allocation	2,667,939	0	22,314	46,139	17,090
Allocation Step 2					
Inbound - All Others	556	0	5	11	4
2nd Allocation	556	0	5	11	4
Total For Building Depreciation					
Schedule .3 Total	2,668,495	0	22,319	46,150	17,094

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department Building Depreciation**

	2654 GRAND HAVN	2655 HOLLAND HTL	2656 HOLLAND DC	2659 HOLLAND CMH	2665 JUV SVCS - JAIL
Other Expense & Cost					
2651 3100 Port Sheldon, Hudsonville	0	0	0	0	0
2652 12265 James, Holland	0	0	0	0	0
2653 1111 Fulton St., Grand Haven	0	0	0	0	0
2654 414 Washington, Grand Haven	1,153,438	0	0	0	0
2655 12251 James St, Holland	0	71,469	0	0	0
2656 DC W 8th St.	0	0	243,175	0	0
2659 12263 James St., Holland	0	0	0	38,685	0
2665 Juv Jail 12130 Fillmore	0	0	0	0	185,326
2667 Adm Annex 12220 Fillmore St.	0	0	0	0	0
2668 DHS 12185 James St. Holland	0	0	0	0	0
Departmental Total					
Expenditures Per Financial Statement					
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Functional Cost	1,153,438	71,469	243,175	38,685	185,326
Allocation Step 1					
Reallocate Admin Costs	0	0	0	0	0
Unallocated Costs	0	0	0	0	0
1st Allocation	1,153,438	71,469	243,175	38,685	185,326
Allocation Step 2					
Inbound - All Others	274	17	58	9	44
2nd Allocation	274	17	58	9	44
Total For Building Depreciation					
Schedule .3 Total	1,153,712	71,486	243,233	38,694	185,370

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department Building Depreciation

	2667 ADM ANNEX	2668 DHS /FIA	DEPT SPECIFIC DEPRECIATION
Other Expense & Cost			
2651 3100 Port Sheldon, Hudsonville	0	0	15,047
2652 12265 James, Holland	0	0	0
2653 1111 Fulton St., Grand Haven	0	0	0
2654 414 Washington, Grand Haven	0	0	15,350
2655 12251 James St, Holland	0	0	17,449
2656 DC W 8th St.	0	0	8,825
2659 12263 James St., Holland	0	0	0
2665 Juv Jail 12130 Fillmore	0	0	131,663
2667 Adm Annex 12220 Fillmore St.	535,480	0	142,484
2668 DHS 12185 James St. Holland	0	24,005	0
Departmental Total			
Expenditures Per Financial Statement			
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	535,480	24,005	330,818
Allocation Step 1			
Reallocate Admin Costs	0	0	0
Unallocated Costs	0	0	0
1st Allocation	535,480	24,005	330,818
Allocation Step 2			
Inbound - All Others	127	6	0
2nd Allocation	127	6	0
Total For Building Depreciation			
Schedule .3 Total	535,607	24,011	330,818

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation

Activity - 2651 HUDSONVILLE

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1360 District Court	10,017	41.308920	9,218		9,218	2	9,220
1010-1362 Dist Ct Comm	2,380	9.814838	2,190		2,190	1	2,191
1010-3020 Sheriff	2,332	9.616891	2,146		2,146	1	2,146
2210-ALL Health	5,365	22.124624	4,937		4,937	1	4,938
OTHER	4,155	17.134727	3,823		3,823	1	3,824
Schedule .4 Total for 2651 HUDSONVILLE	24,249	100.000000	22,314		22,314	5	22,319

Allocation Basis: 2651 ASSIGNED FOOTAGE HUDSONVILLE HS
Allocation Source: FM 3100 PORT SHELDON, HUDSONVILLE

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2652 HOLLAND HS

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	12,277	100.000000	46,139		46,139	11	46,150
Schedule .4 Total for 2652 HOLLAND HS	12,277	100.000000	46,139		46,139	11	46,150

Allocation Basis: 2652 ASSIGNED FOOTAGE HOLLAND HUM SVC
Allocation Source: FM 12265 JAMES, HOLLAND, MI

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2653 FULTON G HAVEN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	5,602	67.113933	11,470		11,470	3	11,472
2600-XXXX Public Defender	2,745	32.886067	5,620		5,620	1	5,622
Schedule .4 Total for 2653 FULTON G HAVEN	8,347	100.000000	17,090		17,090	4	17,094

Allocation Basis: 2653 ASSIGNED FOOTAGE FULTON ST
Allocation Source: FM 1111 FULTON, GRAND HAVEN, MI

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2654 GRAND HAVN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	50,276	41.849587	482,709		482,709	115	482,824
1010-1360 District Court	20,575	17.126566	197,544		197,544	47	197,591
1010-1362 Dist Ct Comm	4,516	3.759104	43,359		43,359	10	43,369
1010-1520 Adult Probatn	5,657	4.708869	54,314		54,314	13	54,327
1010-2150 Clerk	9,188	7.648063	88,216		88,216	21	88,237
1010-2530 Treasurer	1,843	1.534107	17,695		17,695	4	17,699
1010-2670 Prosecuting Atty	9,455	7.870313	90,779		90,779	22	90,801
1010-2680 Reg of Deeds	1,843	1.534107	17,695		17,695	4	17,699
1010-3510 Jail	3,280	2.730262	31,492		31,492	7	31,499
2160-14X0 FOC	13,083	10.890248	125,612		125,612	30	125,642
6360-2280 Info Tech	419	0.348774	4,023		4,023	1	4,024
Schedule .4 Total for 2654 GRAND HAVN	120,135	100.000000	1,153,438		1,153,438	274	1,153,712

Allocation Basis: 2654 ASSIGNED FOOTAGE GR HAVN CTSE
Allocation Source: FM 414 WASHINGTON

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2655 HOLLAND HTL

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-2150 Clerk	298	1.308740	935		935	0	936
1010-6890 Dept Veterans	319	1.400966	1,001		1,001	0	1,002
2180-6930 CAA	1,485	6.521739	4,661		4,661	1	4,662
2210-ALL Health	20,096	88.256478	63,076		63,076	15	63,091
2272-5250 Landfill Tipping	572	2.512077	1,795		1,795	0	1,796
Schedule .4 Total for 2655 HOLLAND HTL	22,770	100.000000	71,469		71,469	17	71,486

Allocation Basis: 2655 ASSIGNED FOOTAGE HOLLAND HTL
Allocation Source: FM 12251 JAMES, HOLLAND, MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation

Activity - 2656 HOLLAND DC

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1360 District Court	18,965	62.013602	150,802		150,802	36	150,837
1010-1362 Dist Ct Comm	5,242	17.140802	41,682		41,682	10	41,692
1010-2670 Prosecuting Atty	5,660	18.507619	45,006		45,006	11	45,017
1010-3510 Jail	715	2.337977	5,685		5,685	1	5,687
Schedule .4 Total for 2656 HOLLAND DC	30,582	100.000000	243,175		243,175	58	243,233

Allocation Basis: 2656 ASSIGNED FOOTAGE HOLLAND DIST CT
Allocation Source: FM W 8TH STREET

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation

Activity - 2659 HOLLAND CMH

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	8,647	35.237785	13,632		13,632	3	13,635
2920-6624 Juv Comm Inter	15,892	64.762215	25,053		25,053	6	25,059
Schedule .4 Total for 2659 HOLLAND CMH	24,539	100.000000	38,685		38,685	9	38,694

Allocation Basis: 2659 ASSIGNED FOOTAGE HOLLAND CMH
Allocation Source: FM 12263 JAMES, HOLLAND MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation

Activity - 2665 JUV SVCS -JAIL

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1480 Probate Court	4,177	4.499332	8,338		8,338	2	8,340
1010-1490 Cir Ct -Juven	3,528	3.800250	7,043		7,043	2	7,045
1010-3510 Jail	69,256	74.600371	138,254		138,254	33	138,287
2920-6620 Fam Ct -Detn	15,132	16.299711	30,208		30,208	7	30,215
2920-6624 Juv Comm Inter	743	0.800336	1,483		1,483	0	1,484
Schedule .4 Total for 2665 JUV SVCS - JAIL	92,836	100.000000	185,326		185,326	44	185,370

Allocation Basis: 2665 ASSIGNED FOOTAGE JUV SVC-JAIL
Allocation Source: FM 12130 FILLMORE

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2667 ADM ANNEX

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1720 Administrator	2,189	2.737037	14,656		14,656	3	14,660
1010-1910 Fiscal Services	4,510	5.639121	30,196		30,196	7	30,204
1010-2150 Clerk	3,867	4.835140	25,891		25,891	6	25,897
1010-2530 Treasurer	3,750	4.688848	25,108		25,108	6	25,114
1010-2570 Equalization	3,131	3.914876	20,963		20,963	5	20,968
1010-2590 Geographic Info	1,113	1.391650	7,452		7,452	2	7,454
1010-2610 Coop Ext	4,505	5.632869	30,163		30,163	7	30,170
1010-2660 Corp Counsel	480	0.600173	3,214		3,214	1	3,215
1010-2667 Fillmore Adm Annex	2,037	2.546982	13,639		13,639	3	13,642
1010-2670 Prosecuting Atty	3,026	3.783588	20,260		20,260	5	20,265
1010-2680 Reg of Deeds	3,265	4.082424	21,861		21,861	5	21,866
1010-2700 Human Resc	2,956	3.696063	19,792		19,792	5	19,796
1010-2750 Water Resources	2,508	3.135902	16,792		16,792	4	16,796
1010-3020 Sheriff	22,765	28.464433	152,421		152,421	36	152,458
1010-4260 Emerg Svcs	4,866	6.084249	32,580		32,580	8	32,588
1010-7211 Planning /Perform	2,952	3.691061	19,765		19,765	5	19,770
2081-751X Parks	3,192	3.991147	21,372		21,372	5	21,377
2602-31XX WEMET	4,635	5.795416	31,033		31,033	7	31,041
6360-2280 Info Tech	3,985	4.982683	26,681		26,681	6	26,688
6550-2890 Telecomm	245	0.306338	1,640		1,640	0	1,641
Schedule .4 Total for 2667 ADM ANNEX	79,977	100.000000	535,480		535,480	127	535,607

Allocation Basis: 2667 ASSIGNED FOOTAGE ADM ANNEX
Allocation Source: FM 12220 FILLMORE

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - 2668 DHS /FIA

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2600-XXXX Public Defender	3,769	9.294927	2,231		2,231	1	2,232
2901-6700 DHS	27,551	67.944956	16,310		16,310	4	16,314
OTHER	9,229	22.760117	5,464		5,464	1	5,465
Schedule .4 Total for 2668 DHS /FIA	40,549	100.000000	24,005		24,005	6	24,011

Allocation Basis: 2668 ASSIGNED FOOTAGE DHS/FIA

Allocation Source: FM 12185 JAMES

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department Building Depreciation**

Activity - DEPT SPECIFIC DEPRECIATION

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	1,496	0.452211	1,496		1,496		1,496
1010-1360 District Court	6,795	2.053993	6,795		6,795		6,795
1010-1362 Dist Ct Comm	15,047	4.548409	15,047		15,047		15,047
1010-1480 Probate Court	534	0.161418	534		534		534
1010-1490 Cir Ct -Juven	70,453	21.296538	70,453		70,453		70,453
1010-1720 Administrator	12,353	3.734066	12,353		12,353		12,353
1010-1725 Diversity/Equity/Inclusion	4,627	1.398650	4,627		4,627		4,627
1010-1910 Fiscal Services	36,296	10.971558	36,296		36,296		36,296
1010-2590 Geographic Info	495	0.149629	495		495		495
1010-2660 Corp Counsel	3,933	1.188868	3,933		3,933		3,933
1010-2670 Prosecuting Atty	15,350	4.640000	15,350		15,350		15,350
1010-2700 Human Resc	15,198	4.594053	15,198		15,198		15,198
1010-3020 Sheriff	36,526	11.041083	36,526		36,526		36,526
1010-3510 Jail	61,210	18.502565	61,210		61,210		61,210
2210-ALL Health	17,450	5.274788	17,450		17,450		17,450
6360-2280 Info Tech	33,056	9.992171	33,056		33,056		33,056
Schedule .4 Total for DEPT SPECIFIC DEPRECIATION	330,819	100.000000	330,818		330,818	0	330,818

Allocation Basis: DOLLAR AMOUNT OF DEPT SPECIFIC DEPRECIATION
Allocation Source: FISCAL SERVICES

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department Building Depreciation

Receiving Department	Total	2651 HUDSONVILLE	2652 HOLLAND HS	2653 FULTON G HAVEN	2654 GRAND HAVN
1010-1310 Circuit Court	484,320	0	0	0	482,824
1010-1360 District Court	364,444	9,220	0	0	197,591
1010-1362 Dist Ct Comm	102,299	2,191	0	0	43,369
1010-1480 Probate Court	8,874	0	0	0	0
1010-1490 Cir Ct -Juven	77,497	0	0	0	0
1010-1520 Adult Probatn	54,327	0	0	0	54,327
1010-1720 Administrator	27,013	0	0	0	0
1010-1725 Diversity/Equity/Inclusion	4,627	0	0	0	0
1010-1910 Fiscal Services	66,499	0	0	0	0
1010-2150 Clerk	115,070	0	0	0	88,237
1010-2530 Treasurer	42,813	0	0	0	17,699
1010-2570 Equalization	20,968	0	0	0	0
1010-2590 Geographic Info	7,949	0	0	0	0
1010-2610 Coop Ext	30,170	0	0	0	0
1010-2660 Corp Counsel	7,148	0	0	0	0
1010-2667 Fillmore Adm Annex	13,642	0	0	0	0
1010-2670 Prosecuting Atty	171,433	0	0	0	90,801
1010-2680 Reg of Deeds	39,565	0	0	0	17,699
1010-2700 Human Resc	34,994	0	0	0	0
1010-2750 Water Resources	16,796	0	0	0	0
1010-3020 Sheriff	191,130	2,146	0	0	0
1010-3510 Jail	236,683	0	0	0	31,499
1010-4260 Emerg Svcs	32,588	0	0	0	0
1010-6890 Dept Veterans	1,002	0	0	0	0
1010-7211 Planning /Perform	19,770	0	0	0	0
2081-751X Parks	21,377	0	0	0	0
2160-14X0 FOC	125,642	0	0	0	125,642
2180-6930 CAA	4,662	0	0	0	0
2210-ALL Health	85,479	4,938	0	0	0
2220-649X MH	71,257	0	46,150	11,472	0
2272-5250 Landfill Tipping	1,796	0	0	0	0
2600-XXXX Public Defender	7,853	0	0	5,622	0
2602-31XX WEMET	31,041	0	0	0	0
2901-6700 DHS	16,314	0	0	0	0
2920-6620 Fam Ct -Detn	30,215	0	0	0	0
2920-6624 Juv Comm Inter	26,543	0	0	0	0
6360-2280 Info Tech	63,767	0	0	0	4,024
6550-2890 Telecomm	1,641	0	0	0	0
OTHER	9,289	3,824	0	0	0
Direct Bill	0	0	0	0	0
Total	2,668,495	22,319	46,150	17,094	1,153,712

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department Building Depreciation**

Receiving Department	2655 HOLLAND HTL	2656 HOLLAND DC	2659 HOLLAND CMH	2665 JUV SVCS - JAIL	2667 ADM ANNEX
1010-1310 Circuit Court	0	0	0	0	0
1010-1360 District Court	0	150,837	0	0	0
1010-1362 Dist Ct Comm	0	41,692	0	0	0
1010-1480 Probate Court	0	0	0	8,340	0
1010-1490 Cir Ct -Juven	0	0	0	7,045	0
1010-1520 Adult Probatn	0	0	0	0	0
1010-1720 Administrator	0	0	0	0	14,660
1010-1725 Diversity/Equity/Inclusion	0	0	0	0	0
1010-1910 Fiscal Services	0	0	0	0	30,204
1010-2150 Clerk	936	0	0	0	25,897
1010-2530 Treasurer	0	0	0	0	25,114
1010-2570 Equalization	0	0	0	0	20,968
1010-2590 Geographic Info	0	0	0	0	7,454
1010-2610 Coop Ext	0	0	0	0	30,170
1010-2660 Corp Counsel	0	0	0	0	3,215
1010-2667 Fillmore Adm Annex	0	0	0	0	13,642
1010-2670 Prosecuting Atty	0	45,017	0	0	20,265
1010-2680 Reg of Deeds	0	0	0	0	21,866
1010-2700 Human Resc	0	0	0	0	19,796
1010-2750 Water Resources	0	0	0	0	16,796
1010-3020 Sheriff	0	0	0	0	152,458
1010-3510 Jail	0	5,687	0	138,287	0
1010-4260 Emerg Svcs	0	0	0	0	32,588
1010-6890 Dept Veterans	1,002	0	0	0	0
1010-7211 Planning /Perform	0	0	0	0	19,770
2081-751X Parks	0	0	0	0	21,377
2160-14X0 FOC	0	0	0	0	0
2180-6930 CAA	4,662	0	0	0	0
2210-ALL Health	63,091	0	0	0	0
2220-649X MH	0	0	13,635	0	0
2272-5250 Landfill Tipping	1,796	0	0	0	0
2600-XXXX Public Defender	0	0	0	0	0
2602-31XX WEMET	0	0	0	0	31,041
2901-6700 DHS	0	0	0	0	0
2920-6620 Fam Ct -Detn	0	0	0	30,215	0
2920-6624 Juv Comm Inter	0	0	25,059	1,484	0
6360-2280 Info Tech	0	0	0	0	26,688
6550-2890 Telecomm	0	0	0	0	1,641
OTHER	0	0	0	0	0
Direct Bill	0	0	0	0	0
Total	71,486	243,233	38,694	185,370	535,607

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department Building Depreciation

Receiving Department	2668 DHS /FIA	DEPT SPECIFIC DEPRECIATION
1010-1310 Circuit Court	0	1,496
1010-1360 District Court	0	6,795
1010-1362 Dist Ct Comm	0	15,047
1010-1480 Probate Court	0	534
1010-1490 Cir Ct -Juven	0	70,453
1010-1520 Adult Probatn	0	0
1010-1720 Administrator	0	12,353
1010-1725 Diversity/Equity/Inclusion	0	4,627
1010-1910 Fiscal Services	0	36,296
1010-2150 Clerk	0	0
1010-2530 Treasurer	0	0
1010-2570 Equalization	0	0
1010-2590 Geographic Info	0	495
1010-2610 Coop Ext	0	0
1010-2660 Corp Counsel	0	3,933
1010-2667 Fillmore Adm Annex	0	0
1010-2670 Prosecuting Atty	0	15,350
1010-2680 Reg of Deeds	0	0
1010-2700 Human Resc	0	15,198
1010-2750 Water Resources	0	0
1010-3020 Sheriff	0	36,526
1010-3510 Jail	0	61,210
1010-4260 Emerg Svcs	0	0
1010-6890 Dept Veterans	0	0
1010-7211 Planning /Perform	0	0
2081-751X Parks	0	0
2160-14X0 FOC	0	0
2180-6930 CAA	0	0
2210-ALL Health	0	17,450
2220-649X MH	0	0
2272-5250 Landfill Tipping	0	0
2600-XXXX Public Defender	2,232	0
2602-31XX WEMET	0	0
2901-6700 DHS	16,314	0
2920-6620 Fam Ct -Detn	0	0
2920-6624 Juv Comm Inter	0	0
6360-2280 Info Tech	0	33,056
6550-2890 Telecomm	0	0
OTHER	5,465	0
Direct Bill	0	0
Total	24,011	330,818

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-1720 Administrator

The County Administration office is responsible for providing overall administration to County departments and grant programs within those departments. The administration services include personnel services, including the monitoring and implementation of personnel policies, union and nonunion contracts, fringe benefit agreements with various insurance carriers such as life insurance, unemployment insurance, retirement planning, monitoring and record keeping. The administration department is responsible for the overall preparation, review, and monitoring of the County budget. This includes the monitoring of fund deficits and operating deficiencies, appropriations, collection and disbursements of funds, and the maintenance of title to assets. Compensation for this service is allowable under Title 2 CFR Part 200.

The Administrator's office is responsible for the overall coordination of the departments with various problems which arise during the normal course of daily operations, such as a problem with an employee, a space problem, storage conditions, a need for more equipment, or numerous other reasons. The Administrator's office is responsible for reviewing contracts and correspondence between the County's legal counsel attorneys and the department heads.

The Administrator's salary is reflected in the General Office Support and Administration (G&A) function in this cost plan section. This function includes time associated with office supervision and various management activities within the Office. These costs have been distributed to the other activity pool for reallocation.

The liability, health, and workers compensation insurance contracts are administered through the Administrator's office. This includes the administration for the various insurance policies including the review of coverage, maintenance of files for financial reporting to the insurance carriers, cost comparisons to ensure that the County receives the best value for the insurance coverage, and policy change due to increased assets (a new building, etc.) or employee contract agreements. The cost of the administration services provided to all County departments has been distributed in this plan based on the dollar amount of regular wages by department. This base best reflects the level of administration required by department.

This department receives allocations from other service departments. The allocations received are, in turn reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-1720 Administrator

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	786,548			786,548
Cost Adjustments:				
676000 Reimbursements	-2,507			
Non-Reimbursed COVID-19 Payroll	90,419			
Total Departmental Cost Adjustments:	87,912			87,912
Inbound Costs:				
Building Depreciation	27,009	3	27,013	
1010-1720 Administrator		6,842	6,842	
1010-1725 Diversity/Equity/Inclusion		705	705	
1010-1910 Fiscal Services		12,646	12,646	
1010-2530 Treasurer		634	634	
1010-2660 Corp Counsel		2,244	2,244	
1010-2667 Fillmore Adm Annex		21,571	21,571	
1010-2700 Human Resc		6,601	6,601	
1010-8650 Insurance		9,344	9,344	
Total Allocated Additions:	27,009	60,591	87,600	87,600
Total To Be Allocated:	901,469	60,591		962,060

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1720 Administrator**

	Total	G&A	COUNTY ADMIN
Wages & Benefits			
SALARIES & WAGES	432,823	0	432,823
FRINGE BENEFITS	207,024	0	207,024
Other Expense & Cost			
727000 Office Supplies	6,562	0	6,562
728000 Printing & Binding	20,780	0	20,780
730000 Postage	22,340	0	22,340
739000 Operational Supplies	3,081	0	3,081
740000 IT Operational Supplies	6,906	0	6,906
808000 Service Contracts	32,156	0	32,156
830000 Memberships & Dues	5,494	0	5,494
831002 Admin Expense - IT Supp	30,432	0	30,432
850000 Telephone	4,358	0	4,358
860000 Travel - Mileage	3,242	0	3,242
861000 Conferences & Othr Trav	11,350	0	11,350
Departmental Total			
Expenditures Per Financial Statement	786,548		
Deductions			
*Total Disallowed Costs	0	0	0
Cost Adjustments			
676000 Reimbursements	(2,507)	0	(2,507)
Non-Reimbursed COVID-19 Payroll	90,419	0	90,419
Functional Cost	874,460	0	874,460
Allocation Step 1			
Inbound - All Others	27,009	0	27,009
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	901,469	0	901,469
Allocation Step 2			
Inbound - All Others	60,591	0	60,591
2nd Allocation	60,591	0	60,591
Total For 1010-1720 Administrator			
Schedule .3 Total	962,060	0	962,060

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1720 Administrator**

Activity - COUNTY ADMIN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	205,820	0.360901	3,253		3,253	220	3,474
1010-1310 Circuit Court	909,834	1.595374	14,382		14,382	974	15,356
1010-1360 District Court	2,869,968	5.032427	45,366		45,366	3,072	48,438
1010-1362 Dist Ct Comm	393,193	0.689455	6,215		6,215	421	6,636
1010-1370 Cir Ct -Legal	139,420	0.244470	2,204		2,204	149	2,353
1010-1480 Probate Court	345,395	0.605643	5,460		5,460	370	5,829
1010-1490 Cir Ct -Juven	437,817	0.767703	6,921		6,921	469	7,389
1010-1720 Administrator	432,823	0.758946	6,842		6,842		6,842
1010-1725 Diversity/Equity/Inclusion	143,749	0.252061	2,272		2,272	154	2,426
1010-1910 Fiscal Services	792,739	1.390051	12,531		12,531	849	13,380
1010-1920 Canvassing	7,175	0.012581	113		113	8	121
1010-2150 Clerk	1,092,063	1.914909	17,262		17,262	1,169	18,431
1010-2320 Crime Victims	178,128	0.312344	2,816		2,816	191	3,006
1010-2450 Survey /Remon	1,406	0.002465	22		22	1	24
1010-2470 Plat Board	400	0.000701	6		6	0	7
1010-2530 Treasurer	441,306	0.773821	6,976		6,976	472	7,448
1010-2570 Equalization	712,080	1.248617	11,256		11,256	762	12,018
1010-2571 G Haven Assess	84,834	0.148755	1,341		1,341	91	1,432
1010-2572 Crockery Assess	30,771	0.053956	486		486	33	519
1010-2573 Blendon Assess	61,560	0.107944	973		973	66	1,039
1010-2574 Hudsonville Assess	20,406	0.035781	323		323	22	344
1010-2590 Geographic Info	271,215	0.475570	4,287		4,287	290	4,577
1010-2610 Coop Ext	61,513	0.107862	972		972	66	1,038
1010-2620 Elections	73,079	0.128142	1,155		1,155	78	1,233
1010-2650 FM Admin	285,905	0.501328	4,519		4,519	306	4,825
1010-2651 Hudsonville HS	29,170	0.051149	461		461	31	492
1010-2652 A/CMH	37,586	0.065906	594		594	40	634
1010-2653 Fulton Street	21,323	0.037389	337		337	23	360
1010-2654 Grand Haven Cthse	107,676	0.188808	1,702		1,702	115	1,817
1010-2655 Holland Health	42,796	0.075042	676		676	46	722
1010-2656 DC Facility	35,954	0.063045	568		568	38	607
1010-2659 B/CMH	43,770	0.076750	692		692	47	739
1010-2660 Corp Counsel	46,813	0.082086	740		740	50	790
1010-2665 Juv Svcs -Jail	227,851	0.399532	3,602		3,602	244	3,846
1010-2667 Fillmore Adm Annex	111,015	0.194662	1,755		1,755	119	1,874
1010-2668 DHS/FIA -Holland	33,856	0.059366	535		535	36	571
1010-2670 Prosecuting Atty	2,114,830	3.708309	33,429		33,429	2,264	35,693
1010-2680 Reg of Deeds	394,347	0.691479	6,233		6,233	422	6,656
1010-2700 Human Resc	447,867	0.785325	7,079		7,079	479	7,559
1010-2750 Water Resources	495,349	0.868584	7,830		7,830	530	8,360
1010-3020 Sheriff	6,171,189	10.821047	97,548		97,548	6,607	104,155
1010-3025 First Resp Haz Pay	206,000	0.361217	3,256		3,256	221	3,477
1010-3100 WEMET	299,531	0.525221	4,735		4,735	321	5,055
1010-3150 Secondary Road Patrol	140,841	0.246962	2,226		2,226	151	2,377
1010-3310 Marine Safety	103,256	0.181057	1,632		1,632	111	1,743
1010-3510 Jail	5,029,270	8.818716	79,498		79,498	5,384	84,882
1010-4260 Emerg Svcs	109,716	0.192385	1,734		1,734	117	1,852
1010-4263 HAZ-MAT	14,986	0.026278	237		237	16	253
1010-4300 Animal Control	80,093	0.140441	1,266		1,266	86	1,352
1010-6016 Pandemic Events	4,295	0.007531	68		68	5	72
1010-6480 Medical Exam	69,716	0.122246	1,102		1,102	75	1,177
1010-7211 Planning /Perform	587,877	1.030830	9,293		9,293	629	9,922

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1720 Administrator**

Activity - COUNTY ADMIN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2081-751X Parks	1,927,478	3.379791	30,468		30,468	2,064	32,531
2160-14X0 FOC	2,616,681	4.588294	41,362		41,362	2,801	44,163
2180-1361 Sobriety Team	113,103	0.198324	1,788		1,788	121	1,909
2180-1371 ADTC Grant	29,630	0.051956	468		468	32	500
2180-1376 ADTC Discress	5,302	0.009297	84		84	6	89
2180-1377 DWI/Drug Court Grant	79,413	0.139249	1,255		1,255	85	1,340
2180-1382 SAMHSA ADTC	48,277	0.084653	763		763	52	815
2180-3020 Sheriff	34,682	0.060814	548		548	37	585
2180-4265 Homeland	47,310	0.082957	748		748	51	798
2180-6930 CAA	315,100	0.552521	4,981		4,981	337	5,318
2210-ALL Health	5,836,148	10.233560	92,252		92,252	6,248	98,500
2220-649X MH	6,330,245	11.099944	100,063		100,063	6,778	106,840
2221-MH Millage	206,133	0.361450	3,258		3,258	221	3,479
2225-649X Substance	351,312	0.616018	5,553		5,553	376	5,929
2272-5250 Landfill Tipping	197,978	0.347150	3,129		3,129	212	3,341
2560-2680 ROD Automatn	16,123	0.028271	255		255	17	272
2600-XXXX Public Defender	1,535,891	2.693152	24,278		24,278	1,644	25,922
2630-3114 Comm Policing	4,964,601	8.705321	78,476		78,476	5,315	83,791
2631-2150 Pistol	34,817	0.061051	550		550	37	588
2920-6620 Fam Ct -Detn	1,895,393	3.323531	29,961		29,961	2,029	31,990
2920-6624 Juv Comm Inter	1,296,283	2.273004	20,490		20,490	1,388	21,878
5160-2540 Del Taxes	89,219	0.156444	1,410		1,410	96	1,506
6360-2280 Info Tech	1,639,966	2.875645	25,923		25,923	1,756	27,679
6450-2890 Duplicating	3,311	0.005806	52		52	4	56
6550-2890 Telecomm	100,331	0.175928	1,586		1,586	107	1,693
6641-9010 Equip Pool	21,607	0.037887	342		342	23	365
6770-8690 Liability	91,264	0.160029	1,443		1,443	98	1,540
6770-8710 Worker Comp	27,633	0.048454	437		437	30	466
6771-85XX Empl Ben Adm	129,680	0.227391	2,050		2,050	139	2,189
6772-8700 Unemploymt	39,024	0.068428	617		617	42	659
6775-8570 LTD	5,994	0.010510	95		95	6	101
Schedule .4 Total for COUNTY ADMIN	57,029,501	100.000000	901,469		901,469	60,591	962,060

Allocation Basis: REGULAR WAGES BY DEPT
Allocation Source: 704000 FINANCIALS

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1720 Administrator**

Receiving Department	Total	COUNTY ADMIN
1010-1010 Commissioners	3,474	3,474
1010-1310 Circuit Court	15,356	15,356
1010-1360 District Court	48,438	48,438
1010-1362 Dist Ct Comm	6,636	6,636
1010-1370 Cir Ct -Legal	2,353	2,353
1010-1480 Probate Court	5,829	5,829
1010-1490 Cir Ct -Juven	7,389	7,389
1010-1720 Administrator	6,842	6,842
1010-1725 Diversity/Equity/Inclusion	2,426	2,426
1010-1910 Fiscal Services	13,380	13,380
1010-1920 Canvassing	121	121
1010-2150 Clerk	18,431	18,431
1010-2320 Crime Victims	3,006	3,006
1010-2450 Survey /Remon	24	24
1010-2470 Plat Board	7	7
1010-2530 Treasurer	7,448	7,448
1010-2570 Equalization	12,018	12,018
1010-2571 G Haven Assess	1,432	1,432
1010-2572 Crockery Assess	519	519
1010-2573 Blendon Assess	1,039	1,039
1010-2574 Hudsonville Assess	344	344
1010-2590 Geographic Info	4,577	4,577
1010-2610 Coop Ext	1,038	1,038
1010-2620 Elections	1,233	1,233
1010-2650 FM Admin	4,825	4,825
1010-2651 Hudsonville HS	492	492
1010-2652 A/CMH	634	634
1010-2653 Fulton Street	360	360
1010-2654 Grand Haven Cthse	1,817	1,817
1010-2655 Holland Health	722	722
1010-2656 DC Facility	607	607
1010-2659 B/CMH	739	739
1010-2660 Corp Counsel	790	790
1010-2665 Juv Svcs -Jail	3,846	3,846
1010-2667 Fillmore Adm Annex	1,874	1,874
1010-2668 DHS/FIA -Holland	571	571
1010-2670 Prosecuting Atty	35,693	35,693
1010-2680 Reg of Deeds	6,656	6,656
1010-2700 Human Resc	7,559	7,559
1010-2750 Water Resources	8,360	8,360
1010-3020 Sheriff	104,155	104,155
1010-3025 First Resp Haz Pay	3,477	3,477
1010-3100 WEMET	5,055	5,055
1010-3150 Secondary Road Patrol	2,377	2,377
1010-3310 Marine Safety	1,743	1,743
1010-3510 Jail	84,882	84,882
1010-4260 Emerg Svcs	1,852	1,852
1010-4263 HAZ-MAT	253	253
1010-4300 Animal Control	1,352	1,352
1010-6016 Pandemic Events	72	72
1010-6480 Medical Exam	1,177	1,177
1010-7211 Planning /Perform	9,922	9,922

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1720 Administrator**

Receiving Department	Total	COUNTY ADMIN
2081-751X Parks	32,531	32,531
2160-14X0 FOC	44,163	44,163
2180-1361 Sobriety Team	1,909	1,909
2180-1371 ADTC Grant	500	500
2180-1376 ADTC Discress	89	89
2180-1377 DWI/Drug Court Grant	1,340	1,340
2180-1382 SAMHSA ADTC	815	815
2180-3020 Sheriff	585	585
2180-4265 Homeland	798	798
2180-6930 CAA	5,318	5,318
2210-ALL Health	98,500	98,500
2220-649X MH	106,840	106,840
2221-MH Millage	3,479	3,479
2225-649X Substance	5,929	5,929
2272-5250 Landfill Tipping	3,341	3,341
2560-2680 ROD Automatn	272	272
2600-XXXX Public Defender	25,922	25,922
2630-3114 Comm Policing	83,791	83,791
2631-2150 Pistol	588	588
2920-6620 Fam Ct -Detn	31,990	31,990
2920-6624 Juv Comm Inter	21,878	21,878
5160-2540 Del Taxes	1,506	1,506
6360-2280 Info Tech	27,679	27,679
6450-2890 Duplicating	56	56
6550-2890 Telecomm	1,693	1,693
6641-9010 Equip Pool	365	365
6770-8690 Liability	1,540	1,540
6770-8710 Worker Comp	466	466
6771-85XX Empl Ben Adm	2,189	2,189
6772-8700 Unemploymt	659	659
6775-8570 LTD	101	101
Direct Bill	0	0
Total	962,060	962,060

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-1725 Diversity/Equity/Inclusion

The Office of Diversity, Equity, and Inclusion was established in Fiscal Year 2019 with the aim to identify biases throughout all internal County practices, policies, and procedures. The Office also extends its services to other local units of government interested in establishing a more equitable work environment.

Costs associated with the Office of Diversity, Equity, and Inclusion have been accounted for, and therefore functionalized, in the following manner:

Internal Services: Time devoted to County initiatives and projects have been allocated to all County programs based on the number of full-time employees by department.

External Services: Time devoted to Non-County initiatives and projects are not considered to be central service functions. Therefore, these costs are unallocated within this cost plan.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-1725 Diversity/Equity/Inclusion

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	232,024			232,024
Inbound Costs:				
Building Depreciation	4,627		4,627	
1010-1720 Administrator	2,272	154	2,426	
1010-1725 Diversity/Equity/Inclusion		264	264	
1010-1910 Fiscal Services		11	11	
1010-2660 Corp Counsel		745	745	
1010-2700 Human Resc		2,473	2,473	
Total Allocated Additions:	6,899	3,647	10,546	10,546
Total To Be Allocated:	238,923	3,647		242,570

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1725 Diversity/Equity/Inclusion

	Total	G&A	INTERNAL SERVICES	EXTERNAL SERVICES**
Wages & Benefits				
SALARIES & WAGES	143,749	0	71,875	71,874
FRINGE BENEFITS	59,844	0	29,922	29,922
Other Expense & Cost				
727000 Office Supplies	829	0	415	414
728000 Printing & Binding	1,443	0	722	721
730000 Postage	47	0	24	23
739000 Operational Supplies	9	0	5	4
739100 Onetime Operational Cos	81	0	41	40
808000 Service Contracts	11,137	0	5,569	5,568
830000 Memberships & Dues	5,200	0	2,600	2,600
850000 Telephone	968	0	484	484
860000 Travel - Mileage	2,059	0	1,030	1,029
861000 Conferences & Othr Trav	6,658	0	3,329	3,329
Departmental Total				
Expenditures Per Financial Statement	232,024			
Deductions				
*Total Disallowed Costs	0	0	0	0
Functional Cost	232,024	0	116,016	116,008
Allocation Step 1				
Inbound - All Others	6,899	6,899	0	0
Reallocate Admin Costs		(6,899)	3,450	3,450
Unallocated Costs	(119,458)	0	0	(119,458)
1st Allocation	119,466	0	119,466	0
Allocation Step 2				
Inbound - All Others	3,647	3,647	0	0
Reallocate Admin Costs		(3,647)	1,823	1,823
Unallocated Costs	(1,823)	0	0	(1,823)
2nd Allocation	1,823	0	1,823	0
Total For 1010-1725 Diversity/Equity/Inclusion				
Schedule .3 Total	121,289	0	121,289	0

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1725 Diversity/Equity/Inclusion

Activity - INTERNAL SERVICES

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	11.00	1.215631	1,452		1,452	22	1,475
1010-1310 Circuit Court	16.80	1.856600	2,218		2,218	34	2,252
1010-1360 District Court	54.83	6.059367	7,239		7,239	111	7,350
1010-1362 Dist Ct Comm	5.05	0.558085	667		667	10	677
1010-1370 Cir Ct -Legal	2.00	0.221024	264		264	4	268
1010-1480 Probate Court	6.00	0.663071	792		792	12	804
1010-1490 Cir Ct -Juven	5.96	0.658651	787		787	12	799
1010-1720 Administrator	5.34	0.590133	705		705		705
1010-1725 Diversity/Equity/Inclusion	2.00	0.221024	264		264		264
1010-1910 Fiscal Services	15.69	1.733932	2,071		2,071	32	2,103
1010-2150 Clerk	24.00	2.652285	3,169		3,169	49	3,217
1010-2320 Crime Victims	4.00	0.442048	528		528	8	536
1010-2450 Survey /Remon	0.10	0.011051	13		13	0	13
1010-2530 Treasurer	7.22	0.797896	953		953	15	968
1010-2570 Equalization	13.75	1.519539	1,815		1,815	28	1,843
1010-2571 G Haven Assess	1.00	0.110512	132		132	2	134
1010-2590 Geographic Info	4.00	0.442048	528		528	8	536
1010-2610 Coop Ext	1.00	0.110512	132		132	2	134
1010-2620 Elections	1.00	0.110512	132		132	2	134
1010-2650 FM Admin	6.00	0.663071	792		792	12	804
1010-2651 Hudsonville HS	0.61	0.067412	81		81	1	82
1010-2652 A/CMH	0.79	0.087304	104		104	2	106
1010-2653 Fulton Street	0.45	0.049730	59		59	1	60
1010-2654 Grand Haven Cthse	2.26	0.249757	298		298	5	303
1010-2655 Holland Health	0.90	0.099461	119		119	2	121
1010-2656 DC Facility	0.75	0.082884	99		99	2	101
1010-2659 B/CMH	0.92	0.101671	121		121	2	123
1010-2660 Corp Counsel	1.70	0.187870	224		224	3	228
1010-2665 Juv Svcs -Jail	4.78	0.528247	631		631	10	641
1010-2667 Fillmore Adm Annex	2.33	0.257493	308		308	5	312
1010-2668 DHS/FIA -Holland	0.71	0.078463	94		94	1	95
1010-2670 Prosecuting Atty	27.81	3.073336	3,672		3,672	57	3,728
1010-2680 Reg of Deeds	7.65	0.845416	1,010		1,010	16	1,026
1010-2700 Human Resc	7.53	0.832155	994		994	15	1,009
1010-2750 Water Resources	8.75	0.966979	1,155		1,155	18	1,173
1010-3020 Sheriff	81.70	9.028822	10,786		10,786	166	10,952
1010-3100 WEMET	6.00	0.663071	792		792	12	804
1010-3150 Secondary Road Patrol	2.00	0.221024	264		264	4	268
1010-3310 Marine Safety	1.00	0.110512	132		132	2	134
1010-3510 Jail	79.00	8.730439	10,430		10,430	161	10,590
1010-4260 Emerg Svcs	2.10	0.232075	277		277	4	282
1010-4263 HAZ-MAT	0.40	0.044205	53		53	1	54
1010-4300 Animal Control	2.00	0.221024	264		264	4	268
1010-6480 Medical Exam	0.60	0.066307	79		79	1	80
1010-7211 Planning /Perform	8.40	0.928300	1,109		1,109	17	1,126
2081-751X Parks	21.38	2.362744	2,823		2,823	43	2,866
2160-14X0 FOC	42.75	4.724383	5,644		5,644	87	5,731
2180-1361 Sobriety Team	2.10	0.232075	277		277	4	282
2180-1371 ADTC Grant	2.21	0.244231	292		292	4	296
2180-4265 Homeland	1.00	0.110512	132		132	2	134
2180-6930 CAA	6.20	0.685174	819		819	13	831
2210-ALL Health	99.20	10.962780	13,097		13,097	202	13,298

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1725 Diversity/Equity/Inclusion

Activity - INTERNAL SERVICES

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	101.51	11.218061	13,402		13,402	207	13,609
2221-MH Millage	3.14	0.347007	415		415	6	421
2225-649X Substance	2.60	0.287331	343		343	5	349
2272-5250 Landfill Tipping	4.85	0.535983	640		640	10	650
2560-2680 ROD Automatr	0.35	0.038679	46		46	1	47
2600-XXXX Public Defender	20.00	2.210238	2,640		2,640	41	2,681
2630-3114 Comm Policing	71.00	7.846344	9,374		9,374	144	9,518
2631-2150 Pistol	1.00	0.110512	132		132	2	134
2920-6620 Fam Ct -Detn	34.44	3.806030	4,547		4,547	70	4,617
2920-6624 Juv Comm Inter	24.00	2.652285	3,169		3,169	49	3,217
5160-2540 Del Taxes	1.73	0.191186	228		228	4	232
6360-2280 Info Tech	22.90	2.530722	3,023		3,023	47	3,070
6450-2890 Duplicating	0.03	0.003315	4		4	0	4
6550-2890 Telecomm	1.13	0.124878	149		149	2	151
6641-9010 Equip Pool	0.20	0.022102	26		26	0	27
6770-8690 Liability	1.18	0.130404	156		156	2	158
6770-8710 Worker Comp	0.27	0.029838	36		36	1	36
6771-85XX Empl Ben Adm	1.54	0.170188	203		203	3	206
6772-8700 Unemploymt	0.24	0.026523	32		32	0	32
6775-8570 LTD	0.05	0.005526	7		7	0	7
Schedule .4 Total for INTERNAL SERVICES	904.88	100.000000	119,466		119,466	1,823	121,289

Allocation Basis: NUMBER OF FTES BY DEPARTMENT
Allocation Source: POSITION HISTORY REPORT

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1725 Diversity/Equity/Inclusion

Receiving Department	Total	INTERNAL SERVICES
1010-1010 Commissioners	1,475	1,475
1010-1310 Circuit Court	2,252	2,252
1010-1360 District Court	7,350	7,350
1010-1362 Dist Ct Comm	677	677
1010-1370 Cir Ct -Legal	268	268
1010-1480 Probate Court	804	804
1010-1490 Cir Ct -Juvn	799	799
1010-1720 Administrator	705	705
1010-1725 Diversity/Equity/Inclusion	264	264
1010-1910 Fiscal Services	2,103	2,103
1010-2150 Clerk	3,217	3,217
1010-2320 Crime Victims	536	536
1010-2450 Survey /Remon	13	13
1010-2530 Treasurer	968	968
1010-2570 Equalization	1,843	1,843
1010-2571 G Haven Assess	134	134
1010-2590 Geographic Info	536	536
1010-2610 Coop Ext	134	134
1010-2620 Elections	134	134
1010-2650 FM Admin	804	804
1010-2651 Hudsonville HS	82	82
1010-2652 A/CMH	106	106
1010-2653 Fulton Street	60	60
1010-2654 Grand Haven Cthse	303	303
1010-2655 Holland Health	121	121
1010-2656 DC Facility	101	101
1010-2659 B/CMH	123	123
1010-2660 Corp Counsel	228	228
1010-2665 Juv Svcs -Jail	641	641
1010-2667 Fillmore Adm Annex	312	312
1010-2668 DHS/FIA -Holland	95	95
1010-2670 Prosecuting Atty	3,728	3,728
1010-2680 Reg of Deeds	1,026	1,026
1010-2700 Human Resc	1,009	1,009
1010-2750 Water Resources	1,173	1,173
1010-3020 Sheriff	10,952	10,952
1010-3100 WEMET	804	804
1010-3150 Secondary Road Patrol	268	268
1010-3310 Marine Safety	134	134
1010-3510 Jail	10,590	10,590
1010-4260 Emerg Svcs	282	282
1010-4263 HAZ-MAT	54	54
1010-4300 Animal Control	268	268
1010-6480 Medical Exam	80	80
1010-7211 Planning /Perform	1,126	1,126
2081-751X Parks	2,866	2,866
2160-14X0 FOC	5,731	5,731
2180-1361 Sobriety Team	282	282
2180-1371 ADTC Grant	296	296
2180-4265 Homeland	134	134
2180-6930 CAA	831	831
2210-ALL Health	13,298	13,298

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1725 Diversity/Equity/Inclusion

Receiving Department	Total	INTERNAL SERVICES
2220-649X MH	13,609	13,609
2221-MH Millage	421	421
2225-649X Substance	349	349
2272-5250 Landfill Tipping	650	650
2560-2680 ROD Automatn	47	47
2600-XXXX Public Defender	2,681	2,681
2630-3114 Comm Policing	9,518	9,518
2631-2150 Pistol	134	134
2920-6620 Fam Ct -Detn	4,617	4,617
2920-6624 Juv Comm Inter	3,217	3,217
5160-2540 Del Taxes	232	232
6360-2280 Info Tech	3,070	3,070
6450-2890 Duplicating	4	4
6550-2890 Telecomm	151	151
6641-9010 Equip Pool	27	27
6770-8690 Liability	158	158
6770-8710 Worker Comp	36	36
6771-85XX Empl Ben Adm	206	206
6772-8700 Unemploymt	32	32
6775-8570 LTD	7	7
Direct Bill	0	0
Total	121,289	121,289

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-1910 Fiscal Services

The Fiscal Services Department provides several services including accounting, accounts payable, budgeting, and purchasing. In developing and evaluating the County's accounting system, consideration is given to the adequacy of internal accounting and budgetary controls which are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The design and maintenance of the accounting system is affected by generally accepted accounting principles and legal and contractual requirements. Wages have been allocated to functions based on actual employee(s) assigned.

General Office Support and Administration (G&A) - This category includes time associated with office supervision, reception duties, and various management activities within the Office. These costs have been distributed to all of the other activity pools for reallocation.

Accounts Payable - Services include the processing of the accounts payable vouchers for approval prior to payment by the checks that are signed by the County Clerk and the County Treasurer. The vouchers are approved by the accounting department after the invoices have been evaluated to verify amounts, approval of purchase, delivery of service or goods, dates, budget balance and availability of funds from the payor account. The purchases are verified by purchase orders, contracts, board minutes, or by signature of approval by the department head from which the invoice is to be charged. The basis of allocation is the number of API transactions by department. Each transaction receives essentially the same type and level of service. This base reflects that condition by distributing the total cost of providing this service to each department in proportion to its number of API transactions.

General Ledger Budget/Audit - The Fiscal Services Department provides services relating to the development, preparation, presentation, execution, and monitoring for specific County departmental budgets and the county-wide audit. This includes the development and review of personnel costs, operational costs, capital outlay costs, and the inter-fund financing of multiple programs and departments. The cost of this service has been allocated to the benefiting departments based on the number of adjusted expenditure transactions by department. An adjustment has been made to Pandemic Events (1010-6016) to account for the cost adjustments in other cost plan sections for non-reimbursed COVID salaries.

Purchasing - Costs relating to the central purchasing activities have been identified and allocated to the benefiting departments based on the number of purchase orders by department.

Billing - The Fiscal Services Department provides services relating to the production of invoices on behalf of county departments. The cost of this service has been allocated based on the number of invoices generated for each department.

CMH - The Fiscal Services Department administers Budget/Audit Analysts within the Community Mental Health Department. Expenditures identified in this function represent general oversight and administration of those employees.

Health - The Fiscal Services Department administers an Account Clerk within the Health Department. Expenditures identified in this function represent general oversight and administration of those employees.

Cost Plan - Costs related to the Cost Allocation Plan are identified in this function. The cost of this service has been allocated equally among the central service departments in this report.

Local Financial Services - The Fiscal Services Department provides administrative and financial support to local units of government within Ottawa County, including the direction of all accounting and financial reporting functions of the local unit. These services do not directly benefit the County and, therefore, have been disallowed in the cost allocation plan.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-1910 Fiscal Services**

procedure provides to an appropriate allocation of all service department charges. All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-1910 Fiscal Services

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	1,559,648			1,559,648
Cost Adjustments:				
607000 Fees	-157,292			
CMH Personnel Adjustment	94,762			
Non-Reimbursed COVID-19 Payroll	41,314			
Total Departmental Cost Adjustments:	-21,216			-21,216
Inbound Costs:				
Building Depreciation	66,492	7	66,499	
1010-1720 Administrator	12,531	849	13,380	
1010-1725 Diversity/Equity/Inclusion	2,071	32	2,103	
1010-1910 Fiscal Services		13,935	13,935	
1010-2530 Treasurer		473	473	
1010-2660 Corp Counsel		4,111	4,111	
1010-2667 Fillmore Adm Annex		44,443	44,443	
1010-2700 Human Resc		19,397	19,397	
1010-8650 Insurance		17,114	17,114	
Total Allocated Additions:	81,095	100,359	181,454	181,454
Total To Be Allocated:	1,619,527	100,359		1,719,886

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1910 Fiscal Services**

	Total	G&A	ACCOUNTS PAYABLE	GL BUDGET / AUDIT	PURCHASING
Wages & Benefits					
SALARIES & WAGES	792,739	144,754	59,535	267,787	173,134
FRINGE BENEFITS	420,093	76,709	31,549	141,908	91,748
Other Expense & Cost					
727000 Office Supplies	3,930	823	338	1,522	984
728000 Printing & Binding	3,511	735	302	1,360	879
730000 Postage	21,957	4,596	1,890	8,504	5,498
739000 Operational Supplies	60	13	5	23	15
740000 IT Operational Supplies	4,754	995	409	1,842	1,190
803090 Audit Fees	51,325	0	0	51,325	0
808000 Svc Contract-Copy Tech	1,054	221	91	407	264
808000 Svc Contract-Gopher -Courier Svc	54,208	11,346	4,667	20,994	13,574
808000 Svc Contract-MMS CAP/IT Study	10,000	0	0	0	0
808000 Svc Contract-Munetrix-Sftwre Svc	14,750	3,087	1,270	5,713	3,693
808000 Svc Contract-W.Michigan-Shredding	455	95	39	177	114
808000 Svc Contracts-Other	13,571	2,840	1,168	5,257	3,398
830000 Memberships & Dues	3,195	669	275	1,237	800
831002 Admin Expense - IT Supp	79,251	16,587	6,824	30,694	19,844
850000 Telephone	9,246	1,935	796	3,581	2,315
860000 Travel - Mileage	1,043	218	90	404	261
861000 Conferences & Othr Trav	2,303	482	198	892	577
930000 Equipment Repairs	310	65	27	119	78
940000 Equipment Rental	66,239	13,864	5,703	25,655	16,586
941000 Rentals	1,067	223	92	414	267
956000 Employee Training	650	136	56	252	163
958001 Property Taxes	3,937	824	339	1,525	986
Departmental Total					
Expenditures Per Financial Statement	1,559,648				
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Cost Adjustments					
607000 Fees	(157,292)	0	0	0	0
CMH Personnel Adjustment	94,762	0	0	94,762	0
Non-Reimbursed COVID-19 Payroll	41,314	41,314	0	0	0
Functional Cost	1,538,432	322,531	115,663	666,354	336,368
Allocation Step 1					
Inbound - All Others	81,095	16,973	6,982	31,408	20,306
Reallocate Admin Costs		(339,504)	20,201	90,851	58,734
Unallocated Costs	(31,945)	0	0	0	0
1st Allocation	1,587,582	0	142,846	788,613	415,408
Allocation Step 2					
Inbound - All Others	100,359	21,005	8,641	38,869	25,130

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1910 Fiscal Services

	Total	G&A	ACCOUNTS PAYABLE	GL BUDGET / AUDIT	PURCHASING
Reallocate Admin Costs		(21,005)	1,250	5,621	3,634
Unallocated Costs	(2,126)	0	0	0	0
2nd Allocation	98,234	0	9,891	44,490	28,764
Total For 1010-1910 Fiscal Services					
Schedule .3 Total	1,685,816	0	152,736	833,104	444,172

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1910 Fiscal Services**

	BILLING	CMH	HEALTH	COST PLAN	LOCAL FIN SVCS**
Wages & Benefits					
SALARIES & WAGES	46,296	0	0	0	101,233
FRINGE BENEFITS	24,533	0	0	0	53,646
Other Expense & Cost					
727000 Office Supplies	263	0	0	0	0
728000 Printing & Binding	235	0	0	0	0
730000 Postage	1,469	0	0	0	0
739000 Operational Supplies	4	0	0	0	0
740000 IT Operational Supplies	318	0	0	0	0
803090 Audit Fees	0	0	0	0	0
808000 Svc Contract-Copy Tech	71	0	0	0	0
808000 Svc Contract-Gopher -Courier Svc	3,627	0	0	0	0
808000 Svc Contract-MMS CAP/IT Study	0	0	0	10,000	0
808000 Svc Contract-Munetrix-Sftwre Svc	987	0	0	0	0
808000 Svc Contract-W.Michigan-Shredding	30	0	0	0	0
808000 Svc Contracts-Other	908	0	0	0	0
830000 Memberships & Dues	214	0	0	0	0
831002 Admin Expense - IT Supp	5,302	0	0	0	0
850000 Telephone	619	0	0	0	0
860000 Travel - Mileage	70	0	0	0	0
861000 Conferences & Othr Trav	154	0	0	0	0
930000 Equipment Repairs	21	0	0	0	0
940000 Equipment Rental	4,431	0	0	0	0
941000 Rentals	71	0	0	0	0
956000 Employee Training	43	0	0	0	0
958001 Property Taxes	263	0	0	0	0
Departmental Total					
Expenditures Per Financial Statement					
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Cost Adjustments					
607000 Fees	0	0	0	0	(157,292)
CMH Personnel Adjustment	0	0	0	0	0
Non-Reimbursed COVID-19 Payroll	0	0	0	0	0
Functional Cost	89,929	0	0	10,000	(2,413)
Allocation Step 1					
Inbound - All Others	5,425	0	0	0	0
Reallocate Admin Costs	15,685	102,394	17,281	0	34,358
Unallocated Costs	0	0	0	0	(31,945)
1st Allocation	111,039	102,394	17,281	10,000	0
Allocation Step 2					
Inbound - All Others	6,714	0	0	0	0

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-1910 Fiscal Services

	BILLING	CMH	HEALTH	COST PLAN	LOCAL FIN SVCS**
Reallocate Admin Costs	970	6,335	1,069	0	2,126
Unallocated Costs	0	0	0	0	(2,126)
2nd Allocation	7,684	6,335	1,069	0	0
Total For 1010-1910 Fiscal Services					
Schedule .3 Total	118,724	108,730	18,350	10,000	0

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - ACCOUNTS PAYABLE

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	179	0.647167	924		924	65	990
1010-1310 Circuit Court	969	3.503380	5,004		5,004	353	5,357
1010-1360 District Court	1,196	4.324090	6,177		6,177	435	6,612
1010-1362 Dist Ct Comm	113	0.408547	584		584	41	625
1010-1370 Cir Ct -Legal	48	0.173542	248		248	17	265
1010-1480 Probate Court	651	2.353664	3,362		3,362	237	3,599
1010-1490 Cir Ct -Juven	424	1.532955	2,190		2,190	154	2,344
1010-1520 Adult Probatn	100	0.361546	516		516	36	553
1010-1660 Family Counsel	15	0.054232	77		77	5	83
1010-1670 Jury Board	7	0.025308	36		36	3	39
1010-1720 Administrator	279	1.008713	1,441		1,441		1,441
1010-1910 Fiscal Services	196	0.708630	1,012		1,012		1,012
1010-2150 Clerk	263	0.950866	1,358		1,358	96	1,454
1010-2280 Tech	5	0.018077	26		26	2	28
1010-2320 Crime Victims	34	0.122926	176		176	12	188
1010-2450 Survey /Remon	9	0.032539	46		46	3	50
1010-2530 Treasurer	220	0.795401	1,136		1,136	80	1,216
1010-2570 Equalization	157	0.567627	811		811	57	868
1010-2571 G Haven Assess	16	0.057847	83		83	6	88
1010-2572 Crockery Assess	12	0.043386	62		62	4	66
1010-2573 Blendon Assess	12	0.043386	62		62	4	66
1010-2574 Hudsonville Assess	9	0.032539	46		46	3	50
1010-2590 Geographic Info	16	0.057847	83		83	6	88
1010-2610 Coop Ext	44	0.159080	227		227	16	243
1010-2620 Elections	170	0.614628	878		878	62	940
1010-2650 FM Admin	2,983	10.784916	15,406		15,406	1,085	16,491
1010-2660 Corp Counsel	38	0.137387	196		196	14	210
1010-2670 Prosecuting Atty	750	2.711595	3,873		3,873	273	4,146
1010-2680 Reg of Deeds	185	0.668860	955		955	67	1,023
1010-2700 Human Resc	320	1.156947	1,653		1,653	116	1,769
1010-2750 Water Resources	154	0.556781	795		795	56	851
1010-2790 Bldg Auth-Adm	4	0.014462	21		21	1	22
1010-2800 Ott Soil/ Water	2	0.007231	10		10	1	11
1010-2990 Public Def GF	1	0.003615	5		5	0	6
1010-3020 Sheriff	1,450	5.242417	7,489		7,489	528	8,016
1010-3100 WEMET	24	0.086771	124		124	9	133
1010-3200 Sheriff Training	88	0.318160	454		454	32	486
1010-3250 OCCDA	32	0.115695	165		165	12	177
1010-3310 Marine Safety	145	0.524242	749		749	53	802
1010-3510 Jail	858	3.102064	4,431		4,431	312	4,743
1010-4260 Emerg Svcs	207	0.748400	1,069		1,069	75	1,144
1010-4263 HAZ-MAT	84	0.303699	434		434	31	464
1010-4300 Animal Control	81	0.292852	418		418	29	448
1010-4490 Roads -Twps	96	0.347084	496		496	35	531
1010-6016 Pandemic Events	416	1.504031	2,148		2,148	151	2,300
1010-6039 Other Hlt/Welf	13	0.047001	67		67	5	72
1010-6480 Medical Exam	126	0.455548	651		651	46	697
1010-6890 Dept Veterans	74	0.267544	382		382	27	409
1010-7211 Planning /Perform	191	0.690553	986		986	69	1,056
1010-7212 Ground Water Mgt	7	0.025308	36		36	3	39
1010-8650 Insurance	13	0.047001	67		67	5	72
2081-751X Parks	3,236	11.699627	16,713		16,713	1,181	17,894

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - ACCOUNTS PAYABLE

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2160-14X0 FOC	476	1.720959	2,458		2,458	173	2,631
2180-1361 Sobriety Team	162	0.585704	837		837	59	896
2180-1365 DC Mental Htl	39	0.141003	201		201	14	216
2180-1372 Presbyterian	5	0.018077	26		26	2	28
2180-1376 ADTC Discreess	8	0.028924	41		41	3	44
2180-1382 SAMHSA ADTC	146	0.527857	754		754	53	807
2180-4265 Homeland	71	0.256698	367		367	26	392
2180-5880 Other Transportn	6	0.021693	31		31	2	33
2180-6930 CAA	711	2.570592	3,672		3,672	259	3,931
2210-ALL Health	3,124	11.294696	16,134		16,134	1,137	17,271
2271-5260 Solid Waste	13	0.047001	67		67	5	72
2272-5250 Landfill Tipping	337	1.218410	1,740		1,740	123	1,863
2340-7213 Farmland Presv	17	0.061463	88		88	6	94
2550-2530 Homestead	1	0.003615	5		5	0	6
2560-2680 ROD Automatn	38	0.137387	196		196	14	210
2600-XXXX Public Defender	1,308	4.729021	6,755		6,755	476	7,231
2602-31XX WEMET	378	1.366644	1,952		1,952	137	2,090
2620-3020 Sheriff	1	0.003615	5		5	0	6
2630-3114 Comm Policing	432	1.561879	2,231		2,231	157	2,388
2631-2150 Pistol	80	0.289237	413		413	29	442
2901-6700 DHS	43	0.155465	222		222	16	238
2920-6620 Fam Ct -Detn	537	1.941502	2,773		2,773	195	2,969
2920-6621 Placement	24	0.086771	124		124	9	133
2920-6624 Juv Comm Inter	254	0.918327	1,312		1,312	92	1,404
2920-6625 JCI Other	97	0.350700	501		501	35	536
3010-9060 Debt Svc	12	0.043386	62		62	4	66
5160-2540 Del Taxes	34	0.122926	176		176	12	188
5360-2530 Land Bank	1	0.003615	5		5	0	6
6360-2280 Info Tech	403	1.457030	2,081		2,081	147	2,228
6450-2890 Duplicating	10	0.036155	52		52	4	55
6550-2890 Telecomm	332	1.200333	1,715		1,715	121	1,835
6641-9010 Equip Pool	49	0.177158	253		253	18	271
6770-8690 Liability	2	0.007231	10		10	1	11
6770-8710 Worker Comp	22	0.079540	114		114	8	122
6771-85XX Empl Ben Adm	98	0.354315	506		506	36	542
6772-8700 Unemploymt	12	0.043386	62		62	4	66
6775-8570 LTD	11	0.039770	57		57	4	61
6810-8610 Debt	289	1.044868	1,493		1,493	105	1,598
8010-4450 Drain Assess	1,089	3.937236	5,624		5,624	396	6,020
8510-4450 Drain Assess	2	0.007231	10		10	1	11
8725-4450 Drain Assess	15	0.054232	77		77	5	83
8800 Brownfield Redevelop	7	0.025308	36		36	3	39
OTHER	241	0.871326	1,245		1,245	88	1,332
Schedule .4 Total for ACCOUNTS PAYABLE	27,659	100.000000	142,846		142,846	9,891	152,736

Allocation Basis: API TRANSACTIONS POSTED (EXCL CMH)
Allocation Source: GENERAL LEDGER DETAIL

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - GL BUDGET / AUDIT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	448	0.427045	3,368		3,368	194	3,562
1010-1310 Circuit Court	1,410	1.344048	10,599		10,599	612	11,211
1010-1360 District Court	1,799	1.714852	13,524		13,524	780	14,304
1010-1362 Dist Ct Comm	593	0.565263	4,458		4,458	257	4,715
1010-1370 Cir Ct -Legal	401	0.382243	3,014		3,014	174	3,188
1010-1480 Probate Court	1,035	0.986588	7,780		7,780	449	8,229
1010-1490 Cir Ct -Juven	1,004	0.957038	7,547		7,547	435	7,983
1010-1520 Adult Probatn	164	0.156329	1,233		1,233	71	1,304
1010-1660 Family Counsel	26	0.024784	195		195	11	207
1010-1670 Jury Board	31	0.029550	233		233	13	246
1010-1720 Administrator	1,106	1.054267	8,314		8,314		8,314
1010-1910 Fiscal Services	1,231	1.173420	9,254		9,254		9,254
1010-1920 Canvassing	19	0.018111	143		143	8	151
1010-2150 Clerk	720	0.686322	5,412		5,412	312	5,725
1010-2280 Tech	10	0.009532	75		75	4	79
1010-2320 Crime Victims	284	0.270716	2,135		2,135	123	2,258
1010-2450 Survey /Remon	301	0.286921	2,263		2,263	131	2,393
1010-2470 Plat Board	4	0.003813	30		30	2	32
1010-2530 Treasurer	634	0.604345	4,766		4,766	275	5,041
1010-2570 Equalization	454	0.432764	3,413		3,413	197	3,610
1010-2571 G Haven Assess	291	0.277389	2,188		2,188	126	2,314
1010-2572 Crockery Assess	286	0.272622	2,150		2,150	124	2,274
1010-2573 Blendon Assess	279	0.265950	2,097		2,097	121	2,218
1010-2574 Hudsonville Assess	139	0.132498	1,045		1,045	60	1,105
1010-2590 Geographic Info	443	0.422279	3,330		3,330	192	3,522
1010-2610 Coop Ext	353	0.336489	2,654		2,654	153	2,807
1010-2620 Elections	493	0.469940	3,706		3,706	214	3,920
1010-2650 FM Admin	7,841	7.474239	58,943		58,943	3,401	62,344
1010-2660 Corp Counsel	312	0.297406	2,345		2,345	135	2,481
1010-2670 Prosecuting Atty	1,242	1.183906	9,336		9,336	539	9,875
1010-2680 Reg of Deeds	502	0.478519	3,774		3,774	218	3,991
1010-2700 Human Resc	835	0.795943	6,277		6,277	362	6,639
1010-2750 Water Resources	593	0.565263	4,458		4,458	257	4,715
1010-2790 Bldg Auth-Adm	4	0.003813	30		30	2	32
1010-2800 Ott Soil/ Water	2	0.001906	15		15	1	16
1010-2990 Public Def GF	2	0.001906	15		15	1	16
1010-3020 Sheriff	3,258	3.105608	24,491		24,491	1,413	25,904
1010-3100 WEMET	327	0.311705	2,458		2,458	142	2,600
1010-3200 Sheriff Training	89	0.084837	669		669	39	708
1010-3250 OCCDA	33	0.031456	248		248	14	262
1010-3310 Marine Safety	510	0.486145	3,834		3,834	221	4,055
1010-3510 Jail	1,636	1.559476	12,298		12,298	710	13,008
1010-4260 Emerg Svcs	854	0.814054	6,420		6,420	370	6,790
1010-4263 HAZ-MAT	384	0.366038	2,887		2,887	167	3,053
1010-4300 Animal Control	384	0.366038	2,887		2,887	167	3,053
1010-4450 Drain Assessmt	7	0.006673	53		53	3	56
1010-4490 Roads -Twp	97	0.092463	729		729	42	771
1010-6016 Pandemic Events	1,210	1.153403	9,096		9,096	525	9,621
1010-6039 Other Hlt/Welf	14	0.013345	105		105	6	111
1010-6480 Medical Exam	544	0.518555	4,089		4,089	236	4,325
1010-6890 Dept Veterans	112	0.106761	842		842	49	891
1010-7211 Planning /Perform	691	0.658679	5,194		5,194	300	5,494

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services

Activity - GL BUDGET / AUDIT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-7212 Ground Water Mgt	7	0.006673	53		53	3	56
1010-8650 Insurance	14	0.013345	105		105	6	111
2010-4490 Roads -Twps	105	0.100089	789		789	46	835
2081-751X Parks	7,589	7.234026	57,048		57,048	3,292	60,340
2160-14X0 FOC	1,217	1.160075	9,149		9,149	528	9,676
2180-1361 Sobriety Team	495	0.471846	3,721		3,721	215	3,936
2180-1365 DC Mental Htl	57	0.054334	428		428	25	453
2180-1371 ADTC Grant	376	0.358413	2,826		2,826	163	2,990
2180-1372 Presbyterian	6	0.005719	45		45	3	48
2180-1376 ADTC Discrees	220	0.209710	1,654		1,654	95	1,749
2180-1377 DWI/Drug Court Grant	108	0.102948	812		812	47	859
2180-1382 SAMHSA ADTC	327	0.311705	2,458		2,458	142	2,600
2180-3020 Sheriff	133	0.126779	1,000		1,000	58	1,057
2180-4265 Homeland	417	0.397495	3,135		3,135	181	3,316
2180-5880 Other Transportn	6	0.005719	45		45	3	48
2180-6930 CAA	4,841	4.614563	36,391	(17,598)	18,793	2,100	20,893
2210-ALL Health	16,385	15.618596	123,170	(13,417)	109,753	7,107	116,860
2220-649X MH	17,819	16.985520	133,950	(94,762)	39,188	7,733	46,921
2221-MH Millage	2,851	2.717645	21,432		21,432	1,237	22,668
2225-649X Substance	2,117	2.017978	15,914		15,914	918	16,832
2271-5260 Solid Waste	13	0.012392	98		98	6	103
2272-5250 Landfill Tipping	891	0.849324	6,698		6,698	386	7,084
2340-7213 Farmland Presv	20	0.019065	150		150	9	159
2444-5990 Infrastructure	1	0.000953	8		8	0	8
2550-2530 Homestead	1	0.000953	8		8	0	8
2560-2680 ROD Automatn	324	0.308845	2,436		2,436	141	2,576
2600-XXXX Public Defender	1,714	1.633828	12,885		12,885	743	13,628
2602-31XX WEMET	432	0.411793	3,247	(6,691)	(3,444)	187	(3,256)
2620-3020 Sheriff	1	0.000953	8		8	0	8
2630-3114 Comm Policing	2,058	1.961738	15,471		15,471	893	16,363
2631-2150 Pistol	336	0.320284	2,526		2,526	146	2,672
2901-6700 DHS	55	0.052427	413		413	24	437
2920-6620 Fam Ct -Detn	915	0.872201	6,878		6,878	397	7,275
2920-6621 Placement	26	0.024784	195		195	11	207
2920-6624 Juv Comm Inter	890	0.848370	6,690		6,690	386	7,076
2920-6625 JCI Other	253	0.241166	1,902		1,902	110	2,012
3010-9060 Debt Svc	18	0.017158	135		135	8	143
3650-5360 Water Bond	43	0.040989	323		323	19	342
4650-5360 Water Constr	25	0.023831	188		188	11	199
5160-2540 Del Taxes	333	0.317424	2,503		2,503	144	2,648
5360-2530 Land Bank	1	0.000953	8		8	0	8
6360-2280 Info Tech	1,145	1.091443	8,607		8,607	497	9,104
6450-2890 Duplicating	266	0.253558	2,000		2,000	115	2,115
6550-2890 Telecomm	707	0.673930	5,315		5,315	307	5,621
6641-9010 Equip Pool	321	0.305985	2,413		2,413	139	2,552
6770-8690 Liability	340	0.324097	2,556		2,556	147	2,703
6770-8710 Worker Comp	354	0.337442	2,661		2,661	153	2,815
6771-85XX Empl Ben Adm	454	0.432764	3,413		3,413	197	3,610
6772-8700 Unemploymt	365	0.347927	2,744		2,744	158	2,902
6775-8570 LTD	279	0.265950	2,097		2,097	121	2,218
6810-8610 Debt	288	0.274529	2,165		2,165	125	2,290
8010-4450 Drain Assess	1,134	1.080957	8,525		8,525	492	9,016

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services

Activity - GL BUDGET / AUDIT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
8510-4450 Drain Assess	9	0.008579	68		68	4	72
8710-5360 Projects	72	0.068632	541		541	31	572
8725-4450 Drain Assess	16	0.015252	120		120	7	127
8800 Brownfield Redevelop	7	0.006673	53		53	3	56
OTHER	269	0.256418	2,022	(96,868)	(94,846)	117	(94,729)
Schedule .4 Total for GL BUDGET / AUDIT	104,907	100.000000	788,613	(229,336)	559,277	44,490	603,768
Direct Billed				229,336	229,336		229,336
Schedule .3 Total for GL BUDGET / AUDIT	104,907	100.000000		0	788,613	44,490	833,104

Allocation Basis: ADJ EXPENDITURE TRANSACTIONS BY DEPT
Allocation Source: GENERAL LEDGER DETAIL

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - PURCHASING

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	15	0.936914	3,892		3,892	273	4,165
1010-1310 Circuit Court	12	0.749532	3,114		3,114	218	3,332
1010-1360 District Court	33	2.061212	8,562		8,562	600	9,163
1010-1362 Dist Ct Comm	4	0.249844	1,038		1,038	73	1,111
1010-1370 Cir Ct -Legal	1	0.062461	259		259	18	278
1010-1480 Probate Court	4	0.249844	1,038		1,038	73	1,111
1010-1490 Cir Ct -Juven	7	0.437227	1,816		1,816	127	1,944
1010-1660 Family Counsel	2	0.124922	519		519	36	555
1010-1670 Jury Board	1	0.062461	259		259	18	278
1010-1720 Administrator	9	0.562149	2,335		2,335		2,335
1010-1721 Innovation Initative	1	0.062461	259		259	18	278
1010-1910 Fiscal Services	11	0.687071	2,854		2,854		2,854
1010-2150 Clerk	4	0.249844	1,038		1,038	73	1,111
1010-2230 Strategic Initatives	16	0.999375	4,151		4,151	291	4,443
1010-2450 Survey /Remon	10	0.624610	2,595		2,595	182	2,777
1010-2530 Treasurer	16	0.999375	4,151		4,151	291	4,443
1010-2570 Equalization	5	0.312305	1,297		1,297	91	1,388
1010-2590 Geographic Info	2	0.124922	519		519	36	555
1010-2610 Coop Ext	4	0.249844	1,038		1,038	73	1,111
1010-2620 Elections	7	0.437227	1,816		1,816	127	1,944
1010-2650 FM Admin	10	0.624610	2,595		2,595	182	2,777
1010-2651 Hudsonville HS	14	0.874453	3,633		3,633	255	3,887
1010-2652 A/CMH	17	1.061836	4,411		4,411	309	4,720
1010-2653 Fulton Street	11	0.687071	2,854		2,854	200	3,054
1010-2654 Grand Haven Cthse	28	1.748907	7,265		7,265	509	7,774
1010-2655 Holland Health	15	0.936914	3,892		3,892	273	4,165
1010-2656 DC Facility	13	0.811993	3,373		3,373	237	3,610
1010-2659 B/CMH	14	0.874453	3,633		3,633	255	3,887
1010-2660 Corp Counsel	1	0.062461	259		259	18	278
1010-2665 Juv Svcs -Jail	24	1.499063	6,227		6,227	437	6,664
1010-2667 Fillmore Adm Annex	30	1.873829	7,784		7,784	546	8,330
1010-2668 DHS/FIA -Holland	17	1.061836	4,411		4,411	309	4,720
1010-2670 Prosecuting Atty	19	1.186758	4,930		4,930	346	5,275
1010-2680 Reg of Deeds	12	0.749532	3,114		3,114	218	3,332
1010-2700 Human Resc	9	0.562149	2,335		2,335	164	2,499
1010-2750 Water Resources	9	0.562149	2,335		2,335	164	2,499
1010-2800 Ott Soil/ Water	1	0.062461	259		259	18	278
1010-3020 Sheriff	38	2.373517	9,860		9,860	691	10,551
1010-3100 WEMET	1	0.062461	259		259	18	278
1010-3150 Secondary Road Patrol	3	0.187383	778		778	55	833
1010-3310 Marine Safety	7	0.437227	1,816		1,816	127	1,944
1010-3510 Jail	29	1.811368	7,525		7,525	528	8,052
1010-4260 Emerg Svcs	8	0.499688	2,076		2,076	146	2,221
1010-4263 HAZ-MAT	5	0.312305	1,297		1,297	91	1,388
1010-4300 Animal Control	3	0.187383	778		778	55	833
1010-6016 Pandemic Events	97	6.058713	25,168		25,168	1,765	26,933
1010-6039 Other Hlt/Welf	4	0.249844	1,038		1,038	73	1,111
1010-6480 Medical Exam	13	0.811993	3,373		3,373	237	3,610
1010-6890 Dept Veterans	7	0.437227	1,816		1,816	127	1,944
1010-7211 Planning /Perform	9	0.562149	2,335		2,335	164	2,499
1010-7212 Ground Water Mgt	5	0.312305	1,297		1,297	91	1,388
2081-751X Parks	116	7.245472	30,098		30,098	2,110	32,209

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - PURCHASING

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2160-14X0 FOC	15	0.936914	3,892		3,892	273	4,165
2180-1361 Sobriety Team	9	0.562149	2,335		2,335	164	2,499
2180-1365 DC Mental Htl	1	0.062461	259		259	18	278
2180-1376 ADTC Discress	1	0.062461	259		259	18	278
2180-1382 SAMHSA ADTC	5	0.312305	1,297		1,297	91	1,388
2180-4265 Homeland	3	0.187383	778		778	55	833
2180-5880 Other Transportn	3	0.187383	778		778	55	833
2180-6930 CAA	92	5.746408	23,871		23,871	1,674	25,545
2210-ALL Health	196	12.242339	50,856		50,856	3,569	54,425
2220-649X MH	86	5.371643	22,314		22,314	1,565	23,879
2221-MH Millage	35	2.186134	9,081		9,081	637	9,718
2225-649X Substance	20	1.249219	5,189		5,189	364	5,553
2271-5260 Solid Waste	1	0.062461	259		259	18	278
2272-5250 Landfill Tipping	26	1.623985	6,746		6,746	473	7,219
2340-7213 Farmland Presv	5	0.312305	1,297		1,297	91	1,388
2560-2680 ROD Automatn	9	0.562149	2,335		2,335	164	2,499
2600-XXXX Public Defender	4	0.249844	1,038		1,038	73	1,111
2602-31XX WEMET	2	0.124922	519		519	36	555
2620-3020 Sheriff	1	0.062461	259		259	18	278
2630-3114 Comm Policing	10	0.624610	2,595		2,595	182	2,777
2901-6700 DHS	1	0.062461	259		259	18	278
2920-6620 Fam Ct -Detn	5	0.312305	1,297		1,297	91	1,388
2920-6624 Juv Comm Inter	12	0.749532	3,114		3,114	218	3,332
2920-6625 JCI Other	7	0.437227	1,816		1,816	127	1,944
5160-2540 Del Taxes	8	0.499688	2,076		2,076	146	2,221
6360-2280 Info Tech	125	7.807620	32,433		32,433	2,274	34,708
6450-2890 Duplicating	7	0.437227	1,816		1,816	127	1,944
6550-2890 Telecomm	4	0.249844	1,038		1,038	73	1,111
6641-9010 Equip Pool	39	2.435978	10,119		10,119	710	10,829
6770-8710 Worker Comp	5	0.312305	1,297		1,297	91	1,388
6771-85XX Empl Ben Adm	12	0.749532	3,114		3,114	218	3,332
6772-8700 Unemploymt	1	0.062461	259		259	18	278
6775-8570 LTD	3	0.187383	778		778	55	833
6780-8650 Insurance Auth	1	0.062461	259		259	18	278
OTHER	94	5.871330	24,390		24,390	1,710	26,100
Schedule .4 Total for PURCHASING	1,601	100.000000	415,408		415,408	28,764	444,172

Allocation Basis: PO TRANSACTIONS
Allocation Source: GENERAL LEDGER DETAIL

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - BILLING

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1480 Probate Court	295	2.866861	3,183		3,183	221	3,404
1010-1725 Diversity/Equity/Inclusion	1	0.009718	11		11		11
1010-1910 Fiscal Services	24	0.233236	259		259		259
1010-2150 Clerk	311	3.022352	3,356		3,356	233	3,589
1010-2230 Strategic Initiatives	3	0.029155	32		32	2	35
1010-2530 Treasurer	72	0.699708	777		777	54	831
1010-2571 G Haven Assess	21	0.204082	227		227	16	242
1010-2572 Crockery Assess	20	0.194363	216		216	15	231
1010-2573 Blendon Assess	23	0.223518	248		248	17	265
1010-2574 Hudsonville Assess	10	0.097182	108		108	7	115
1010-2590 Geographic Info	121	1.175899	1,306		1,306	91	1,396
1010-2620 Elections	63	0.612245	680		680	47	727
1010-2667 Fillmore Adm Annex	3	0.029155	32		32	2	35
1010-2670 Prosecuting Atty	460	4.470360	4,964		4,964	344	5,308
1010-2680 Reg of Deeds	25	0.242954	270		270	19	288
1010-3020 Sheriff	592	5.753158	6,388		6,388	443	6,831
1010-3310 Marine Safety	30	0.291545	324		324	22	346
1010-3510 Jail	7,058	68.590864	76,163		76,163	5,285	81,448
1010-4263 HAZ-MAT	48	0.466472	518		518	36	554
1010-6480 Medical Exam	437	4.246842	4,716		4,716	327	5,043
1010-7211 Planning /Perform	13	0.126336	140		140	10	150
2210-ALL Health	6	0.058309	65		65	4	69
2602-31XX WEMET	5	0.048591	54		54	4	58
2630-3114 Comm Policing	330	3.206997	3,561		3,561	247	3,808
6360-2280 Info Tech	316	3.070943	3,410		3,410	237	3,646
OTHER	3	0.029155	32		32	2	35
Schedule .4 Total for BILLING	10,290	100.000000	111,039		111,039	7,684	118,724

Allocation Basis: NUMBER OF INVOICES GENERATED BY DEPARTMENT
Allocation Source: FISCAL SERVICES

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services

Activity - CMH

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	100	100.000000	102,394		102,394	6,335	108,730
Schedule .4 Total for CMH	100	100.000000	102,394		102,394	6,335	108,730

Allocation Basis: 2220 CMH DIRECT ASSIGNMENT
Allocation Source: DIRECT ALLOCATION

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services

Activity - HEALTH

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2210-ALL Health	100	100.000000	17,281		17,281	1,069	18,350
Schedule .4 Total for HEALTH	100	100.000000	17,281		17,281	1,069	18,350

Allocation Basis: 2210 HTL DIRECT ASSIGNMENT
Allocation Source: DIRECT ALLOCATION

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-1910 Fiscal Services**

Activity - COST PLAN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
Building Depreciation	1	5.555548	556		556		556
1010-1720 Administrator	1	5.555556	555		555		555
1010-1910 Fiscal Services	1	5.555556	556		556		556
1010-2530 Treasurer	1	5.555556	556		556		556
1010-2650 FM Admin	1	5.555556	556		556		556
1010-2651 Hudsonville HS	1	5.555556	556		556		556
1010-2652 A/CMH	1	5.555556	556		556		556
1010-2653 Fulton Street	1	5.555556	556		556		556
1010-2654 Grand Haven Cthse	1	5.555556	556		556		556
1010-2655 Holland Health	1	5.555556	556		556		556
1010-2656 DC Facility	1	5.555556	556		556		556
1010-2659 B/CMH	1	5.555556	556		556		556
1010-2660 Corp Counsel	1	5.555556	556		556		556
1010-2665 Juv Svcs -Jail	1	5.555556	556		556		556
1010-2667 Fillmore Adm Annex	1	5.555556	556		556		556
1010-2668 DHS/FIA -Holland	1	5.555556	556		556		556
1010-2700 Human Resc	1	5.555556	556		556		556
1010-8650 Insurance	1	5.555556	556		556		556
Schedule .4 Total for COST PLAN	18	100.000000	10,000		10,000	0	10,000

Allocation Basis: EQUAL DISTRIBUTION TO CENTRAL SVC DEPTS
Allocation Source: EQUAL DISTRIBUTION

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services**

Receiving Department	Total	ACCOUNTS			BILLING
		PAYABLE	GL BUDGET / AUDIT	PURCHASING	
Building Depreciation	556	0	0	0	0
1010-1010 Commissioners	8,716	990	3,562	4,165	0
1010-1310 Circuit Court	19,900	5,357	11,211	3,332	0
1010-1360 District Court	30,079	6,612	14,304	9,163	0
1010-1362 Dist Ct Comm	6,450	625	4,715	1,111	0
1010-1370 Cir Ct -Legal	3,731	265	3,188	278	0
1010-1480 Probate Court	16,343	3,599	8,229	1,111	3,404
1010-1490 Cir Ct -Juven	12,270	2,344	7,983	1,944	0
1010-1520 Adult Probatn	1,857	553	1,304	0	0
1010-1660 Family Counsel	845	83	207	555	0
1010-1670 Jury Board	563	39	246	278	0
1010-1720 Administrator	12,646	1,441	8,314	2,335	0
1010-1721 Innovation Initiative	278	0	0	278	0
1010-1725 Diversity/Equity/Inclusion	11	0	0	0	11
1010-1910 Fiscal Services	13,935	1,012	9,254	2,854	259
1010-1920 Canvassing	151	0	151	0	0
1010-2150 Clerk	11,878	1,454	5,725	1,111	3,589
1010-2230 Strategic Initiatives	4,477	0	0	4,443	35
1010-2280 Tech	107	28	79	0	0
1010-2320 Crime Victims	2,446	188	2,258	0	0
1010-2450 Survey /Remon	5,220	50	2,393	2,777	0
1010-2470 Plat Board	32	0	32	0	0
1010-2530 Treasurer	12,086	1,216	5,041	4,443	831
1010-2570 Equalization	5,866	868	3,610	1,388	0
1010-2571 G Haven Assess	2,644	88	2,314	0	242
1010-2572 Crockery Assess	2,571	66	2,274	0	231
1010-2573 Blendon Assess	2,550	66	2,218	0	265
1010-2574 Hudsonville Assess	1,270	50	1,105	0	115
1010-2590 Geographic Info	5,562	88	3,522	555	1,396
1010-2610 Coop Ext	4,160	243	2,807	1,111	0
1010-2620 Elections	7,530	940	3,920	1,944	727
1010-2650 FM Admin	82,167	16,491	62,344	2,777	0
1010-2651 Hudsonville HS	4,443	0	0	3,887	0
1010-2652 A/CMH	5,276	0	0	4,720	0
1010-2653 Fulton Street	3,610	0	0	3,054	0
1010-2654 Grand Haven Cthse	8,330	0	0	7,774	0
1010-2655 Holland Health	4,720	0	0	4,165	0
1010-2656 DC Facility	4,165	0	0	3,610	0
1010-2659 B/CMH	4,443	0	0	3,887	0
1010-2660 Corp Counsel	3,524	210	2,481	278	0
1010-2665 Juv Svcs -Jail	7,219	0	0	6,664	0
1010-2667 Fillmore Adm Annex	8,920	0	0	8,330	35
1010-2668 DHS/FIA -Holland	5,276	0	0	4,720	0
1010-2670 Prosecuting Atty	24,605	4,146	9,875	5,275	5,308
1010-2680 Reg of Deeds	8,634	1,023	3,991	3,332	288
1010-2700 Human Resc	11,463	1,769	6,639	2,499	0
1010-2750 Water Resources	8,065	851	4,715	2,499	0
1010-2790 Bldg Auth-Adm	54	22	32	0	0
1010-2800 Ott Soil/ Water	304	11	16	278	0
1010-2990 Public Def GF	21	6	16	0	0
1010-3020 Sheriff	51,303	8,016	25,904	10,551	6,831
1010-3100 WEMET	3,010	133	2,600	278	0

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services**

Receiving Department	Total	ACCOUNTS			BILLING
		PAYABLE	GL BUDGET / AUDIT	PURCHASING	
1010-3150 Secondary Road Patrol	833	0	0	833	0
1010-3200 Sheriff Training	1,194	486	708	0	0
1010-3250 OCCDA	439	177	262	0	0
1010-3310 Marine Safety	7,146	802	4,055	1,944	346
1010-3510 Jail	107,251	4,743	13,008	8,052	81,448
1010-4260 Emerg Svcs	10,156	1,144	6,790	2,221	0
1010-4263 HAZ-MAT	5,460	464	3,053	1,388	554
1010-4300 Animal Control	4,334	448	3,053	833	0
1010-4450 Drain Assessmt	56	0	56	0	0
1010-4490 Roads -Twps	1,302	531	771	0	0
1010-6016 Pandemic Events	38,854	2,300	9,621	26,933	0
1010-6039 Other Hlt/Welf	1,294	72	111	1,111	0
1010-6480 Medical Exam	13,674	697	4,325	3,610	5,043
1010-6890 Dept Veterans	3,243	409	891	1,944	0
1010-7211 Planning /Perform	9,199	1,056	5,494	2,499	150
1010-7212 Ground Water Mgt	1,482	39	56	1,388	0
1010-8650 Insurance	739	72	111	0	0
2010-4490 Roads -Twps	835	0	835	0	0
2081-751X Parks	110,443	17,894	60,340	32,209	0
2160-14X0 FOC	16,473	2,631	9,676	4,165	0
2180-1361 Sobriety Team	7,330	896	3,936	2,499	0
2180-1365 DC Mental Htl	946	216	453	278	0
2180-1371 ADTC Grant	2,990	0	2,990	0	0
2180-1372 Presbyterian	75	28	48	0	0
2180-1376 ADTC Discress	2,071	44	1,749	278	0
2180-1377 DWI/Drug Court Grant	859	0	859	0	0
2180-1382 SAMHSA ADTC	4,795	807	2,600	1,388	0
2180-3020 Sheriff	1,057	0	1,057	0	0
2180-4265 Homeland	4,541	392	3,316	833	0
2180-5880 Other Transportn	914	33	48	833	0
2180-6930 CAA	50,368	3,931	20,893	25,545	0
2210-ALL Health	206,975	17,271	116,860	54,425	69
2220-649X MH	179,529	0	46,921	23,879	0
2221-MH Millage	32,386	0	22,668	9,718	0
2225-649X Substance	22,385	0	16,832	5,553	0
2271-5260 Solid Waste	453	72	103	278	0
2272-5250 Landfill Tipping	16,166	1,863	7,084	7,219	0
2340-7213 Farmland Presv	1,641	94	159	1,388	0
2444-5990 Infrastructure	8	0	8	0	0
2550-2530 Homestead	13	6	8	0	0
2560-2680 ROD Automatn	5,285	210	2,576	2,499	0
2600-XXXX Public Defender	21,970	7,231	13,628	1,111	0
2602-31XX WEMET	(554)	2,090	(3,256)	555	58
2620-3020 Sheriff	291	6	8	278	0
2630-3114 Comm Policing	25,336	2,388	16,363	2,777	3,808
2631-2150 Pistol	3,114	442	2,672	0	0
2901-6700 DHS	953	238	437	278	0
2920-6620 Fam Ct -Detn	11,632	2,969	7,275	1,388	0
2920-6621 Placement	339	133	207	0	0
2920-6624 Juv Comm Inter	11,812	1,404	7,076	3,332	0
2920-6625 JCI Other	4,491	536	2,012	1,944	0
3010-9060 Debt Svc	209	66	143	0	0

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services

Receiving Department	Total	ACCOUNTS			PURCHASING	BILLING
		PAYABLE	GL BUDGET / AUDIT			
3650-5360 Water Bond	342	0	342	0	0	
4650-5360 Water Constr	199	0	199	0	0	
5160-2540 Del Taxes	5,057	188	2,648	2,221	0	
5360-2530 Land Bank	13	6	8	0	0	
6360-2280 Info Tech	49,686	2,228	9,104	34,708	3,646	
6450-2890 Duplicating	4,114	55	2,115	1,944	0	
6550-2890 Telecomm	8,567	1,835	5,621	1,111	0	
6641-9010 Equip Pool	13,652	271	2,552	10,829	0	
6770-8690 Liability	2,714	11	2,703	0	0	
6770-8710 Worker Comp	4,324	122	2,815	1,388	0	
6771-85XX Empl Ben Adm	7,483	542	3,610	3,332	0	
6772-8700 Unemploymt	3,246	66	2,902	278	0	
6775-8570 LTD	3,112	61	2,218	833	0	
6780-8650 Insurance Auth	278	0	0	278	0	
6810-8610 Debt	3,888	1,598	2,290	0	0	
8010-4450 Drain Assess	15,037	6,020	9,016	0	0	
8510-4450 Drain Assess	83	11	72	0	0	
8710-5360 Projects	572	0	572	0	0	
8725-4450 Drain Assess	210	83	127	0	0	
8800 Brownfield Redevelop	94	39	56	0	0	
OTHER	(67,262)	1,332	(94,729)	26,100	35	
Direct Bill	229,336	0	229,336	0	0	
Total	1,685,816	152,736	833,104	444,172	118,724	

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services**

Receiving Department	CMH	HEALTH	COST PLAN
Building Depreciation	0	0	556
1010-1010 Commissioners	0	0	0
1010-1310 Circuit Court	0	0	0
1010-1360 District Court	0	0	0
1010-1362 Dist Ct Comm	0	0	0
1010-1370 Cir Ct -Legal	0	0	0
1010-1480 Probate Court	0	0	0
1010-1490 Cir Ct -Juven	0	0	0
1010-1520 Adult Probatn	0	0	0
1010-1660 Family Counsel	0	0	0
1010-1670 Jury Board	0	0	0
1010-1720 Administrator	0	0	555
1010-1721 Innovation Initiative	0	0	0
1010-1725 Diversity/Equity/Inclusion	0	0	0
1010-1910 Fiscal Services	0	0	556
1010-1920 Canvassing	0	0	0
1010-2150 Clerk	0	0	0
1010-2230 Strategic Initiatives	0	0	0
1010-2280 Tech	0	0	0
1010-2320 Crime Victims	0	0	0
1010-2450 Survey /Remon	0	0	0
1010-2470 Plat Board	0	0	0
1010-2530 Treasurer	0	0	556
1010-2570 Equalization	0	0	0
1010-2571 G Haven Assess	0	0	0
1010-2572 Crockery Assess	0	0	0
1010-2573 Blendon Assess	0	0	0
1010-2574 Hudsonville Assess	0	0	0
1010-2590 Geographic Info	0	0	0
1010-2610 Coop Ext	0	0	0
1010-2620 Elections	0	0	0
1010-2650 FM Admin	0	0	556
1010-2651 Hudsonville HS	0	0	556
1010-2652 A/CMH	0	0	556
1010-2653 Fulton Street	0	0	556
1010-2654 Grand Haven Cthse	0	0	556
1010-2655 Holland Health	0	0	556
1010-2656 DC Facility	0	0	556
1010-2659 B/CMH	0	0	556
1010-2660 Corp Counsel	0	0	556
1010-2665 Juv Svcs -Jail	0	0	556
1010-2667 Fillmore Adm Annex	0	0	556
1010-2668 DHS/FIA -Holland	0	0	556
1010-2670 Prosecuting Atty	0	0	0
1010-2680 Reg of Deeds	0	0	0
1010-2700 Human Resc	0	0	556
1010-2750 Water Resources	0	0	0
1010-2790 Bldg Auth-Adm	0	0	0
1010-2800 Ott Soil/ Water	0	0	0
1010-2990 Public Def GF	0	0	0
1010-3020 Sheriff	0	0	0
1010-3100 WEMET	0	0	0

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services**

Receiving Department	CMH	HEALTH	COST PLAN
1010-3150 Secondary Road Patrol	0	0	0
1010-3200 Sheriff Training	0	0	0
1010-3250 OCCDA	0	0	0
1010-3310 Marine Safety	0	0	0
1010-3510 Jail	0	0	0
1010-4260 Emerg Svcs	0	0	0
1010-4263 HAZ-MAT	0	0	0
1010-4300 Animal Control	0	0	0
1010-4450 Drain Assessmt	0	0	0
1010-4490 Roads -Twps	0	0	0
1010-6016 Pandemic Events	0	0	0
1010-6039 Other Hlt/Welf	0	0	0
1010-6480 Medical Exam	0	0	0
1010-6890 Dept Veterans	0	0	0
1010-7211 Planning /Perform	0	0	0
1010-7212 Ground Water Mgt	0	0	0
1010-8650 Insurance	0	0	556
2010-4490 Roads -Twps	0	0	0
2081-751X Parks	0	0	0
2160-14X0 FOC	0	0	0
2180-1361 Sobriety Team	0	0	0
2180-1365 DC Mental Htl	0	0	0
2180-1371 ADTC Grant	0	0	0
2180-1372 Presbyterian	0	0	0
2180-1376 ADTC Discress	0	0	0
2180-1377 DWI/Drug Court Grant	0	0	0
2180-1382 SAMHSA ADTC	0	0	0
2180-3020 Sheriff	0	0	0
2180-4265 Homeland	0	0	0
2180-5880 Other Transportn	0	0	0
2180-6930 CAA	0	0	0
2210-ALL Health	0	18,350	0
2220-649X MH	108,730	0	0
2221-MH Millage	0	0	0
2225-649X Substance	0	0	0
2271-5260 Solid Waste	0	0	0
2272-5250 Landfill Tipping	0	0	0
2340-7213 Farmland Presv	0	0	0
2444-5990 Infrastructure	0	0	0
2550-2530 Homestead	0	0	0
2560-2680 ROD Automatn	0	0	0
2600-XXXX Public Defender	0	0	0
2602-31XX WEMET	0	0	0
2620-3020 Sheriff	0	0	0
2630-3114 Comm Policing	0	0	0
2631-2150 Pistol	0	0	0
2901-6700 DHS	0	0	0
2920-6620 Fam Ct -Detn	0	0	0
2920-6621 Placement	0	0	0
2920-6624 Juv Comm Inter	0	0	0
2920-6625 JCI Other	0	0	0
3010-9060 Debt Svc	0	0	0

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-1910 Fiscal Services

Receiving Department	CMH	HEALTH	COST PLAN
3650-5360 Water Bond	0	0	0
4650-5360 Water Constr	0	0	0
5160-2540 Del Taxes	0	0	0
5360-2530 Land Bank	0	0	0
6360-2280 Info Tech	0	0	0
6450-2890 Duplicating	0	0	0
6550-2890 Telecomm	0	0	0
6641-9010 Equip Pool	0	0	0
6770-8690 Liability	0	0	0
6770-8710 Worker Comp	0	0	0
6771-85XX Empl Ben Adm	0	0	0
6772-8700 Unemploymt	0	0	0
6775-8570 LTD	0	0	0
6780-8650 Insurance Auth	0	0	0
6810-8610 Debt	0	0	0
8010-4450 Drain Assess	0	0	0
8510-4450 Drain Assess	0	0	0
8710-5360 Projects	0	0	0
8725-4450 Drain Assess	0	0	0
8800 Brownfield Redevelop	0	0	0
OTHER	0	0	0
Direct Bill	0	0	0
Total	108,730	18,350	10,000

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2530 Treasurer

The County Treasurer's department is responsible for the cash management and revenue management for Ottawa County. The accounting services provided for by the Treasurer's office include the maintaining and reconciling of bank accounts, overall control of the general ledger, and departmental receipting. Cash and revenue management of the general ledger include posting, monitoring, and reconciliation for revenue collected by other departments, current taxes collected by local governmental entities, the sale of dog licenses, and delinquent taxes, as well as the signing of disbursements. For plan purposes, the cost associated with the services provided by the Treasurer's department has been segregated into three categories including: general accounting, cash and revenue accounting, and general government cash and revenue accounting. Wages for the Treasurer's service has been distributed between the three functions based on an analysis of time spent. These activities perpetuate internal control, which is an integral part of the entire County accounting system. All departments and grant programs benefit from this service because all transactions are performed in a manner, which gives all concerned parties reasonable assurance that assets are managed properly. Costs are distributed to all County departments.

General Office Support and Administration (G&A) - This category includes time associated with office supervision, reception duties, and various management activities within the Office. These costs have been distributed to all of the other activity pools for reallocation.

General Accounting - Costs relating to accounting services provided by the Treasurer's office, have been identified and distributed based on number of revenue transactions by department.

Cash Receipting - Costs relating to cash receipting, which are provided by the Treasurer's office for the general fund, special revenue funds, enterprise funds, and internal service funds have been identified and distributed within this function. This cost has been distributed based on the number of cash receipt transactions posted by the Treasurer's office to the general ledger by fund. Compensation for this service is allowable under Title 2 CFR Part 200.

Cash Transit - Costs relating to cash courier transit services, which are provided by the Treasurer's office, have been identified and distributed based on the percentage of annual deposits by department.

General Government - Costs relating to the accounting services provided by the Treasurer's office which relate to general fund tax accounting, dog licenses collected in the Treasurer's office, debt service funds, bond funds, delinquent tax funds, and trust and agency funds have been identified by this plan as general government, and have not been distributed.

Note: The Treasurer's office provides other services such as tax certifications and other miscellaneous services, in addition to the services described above. A fee is charged for these services. The Treasurer's departmental expenditures were reduced by revenue received by these services.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2530 Treasurer

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	924,225			924,225
Cost Adjustments:				
608000 Departmental Services	-51,227			
676000 Reimbursements	-716			
607000 Fees	-7,353			
Total Departmental Cost Adjustments:	-59,296			-59,296
Inbound Costs:				
Building Depreciation	42,803	10	42,813	
1010-1720 Administrator	6,976	472	7,448	
1010-1725 Diversity/Equity/Inclusion	953	15	968	
1010-1910 Fiscal Services	11,386	700	12,086	
1010-2530 Treasurer		23,632	23,632	
1010-2654 Grand Haven Cthse		12,875	12,875	
1010-2660 Corp Counsel		2,288	2,288	
1010-2667 Fillmore Adm Annex		36,954	36,954	
1010-2700 Human Resc		8,926	8,926	
1010-8650 Insurance		9,527	9,527	
Total Allocated Additions:	62,118	95,399	157,517	157,517
Total To Be Allocated:	927,047	95,399		1,022,446

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2530 Treasurer

	Total	G&A	GENL ACCT	CASH RECEIPTING	CASH TRANSIT
Wages & Benefits					
SALARIES & WAGES	441,306	71,536	93,645	77,758	38,703
FRINGE BENEFITS	253,143	41,034	53,717	44,604	22,201
Other Expense & Cost					
727000 Office Supplies	5,577	990	1,297	1,077	0
728000 Printing & Binding	1,559	277	363	301	0
730000 Postage	10,867	1,930	2,528	2,098	0
739000 Operational Supplies	185	33	43	36	0
739100 Onetime Operational Cos	4,707	836	1,095	909	0
740000 IT Operational Supplies	6,310	1,121	1,468	1,218	0
808000 Service Contracts	34,073	6,051	7,925	6,579	0
808000 Armored Courier Svcs	27,130	0	0	0	27,130
810000 Bank Service Charges	9,488	1,685	2,207	1,832	0
830000 Memberships & Dues	1,773	315	412	342	0
831002 Admin Expense - IT Supp	56,003	9,946	13,026	10,814	0
850000 Telephone	8,513	1,512	1,980	1,644	0
860000 Travel - Mileage	992	176	231	192	0
861000 Conferences & Othr Trav	3,977	706	925	768	0
910000 Insurance	57,774	10,261	13,438	11,156	0
956000 Employee Training	848	151	197	164	0
Departmental Total					
Expenditures Per Financial Statement	924,225				
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Cost Adjustments					
608000 Departmental Services	(51,227)	(9,098)	(11,915)	(9,892)	0
676000 Reimbursements	(716)	(127)	(167)	(138)	0
607000 Fees	(7,353)	(1,306)	(1,710)	(1,420)	0
Functional Cost	864,929	138,029	180,705	150,042	88,034
Allocation Step 1					
Inbound - All Others	62,118	11,032	14,449	11,995	0
Reallocate Admin Costs		(149,061)	37,757	31,348	15,607
Unallocated Costs	(397,111)	0	0	0	0
1st Allocation	529,936	0	232,911	193,385	103,641
Allocation Step 2					
Inbound - All Others	95,399	16,943	22,190	18,421	0
Reallocate Admin Costs		(16,943)	4,292	3,563	1,774
Unallocated Costs	(45,159)	0	0	0	0
2nd Allocation	50,239	0	26,481	21,984	1,774
Total For 1010-2530 Treasurer					
Schedule .3 Total	580,175	0	259,392	215,369	105,415

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2530 Treasurer

	GEN'L GOVERNMENT**
<hr/>	
Wages & Benefits	
SALARIES & WAGES	159,664
FRINGE BENEFITS	91,587
Other Expense & Cost	
727000 Office Supplies	2,213
728000 Printing & Binding	618
730000 Postage	4,311
739000 Operational Supplies	73
739100 Onetime Operational Cos	1,867
740000 IT Operational Supplies	2,503
808000 Service Contracts	13,518
808000 Armored Courier Svcs	0
810000 Bank Service Charges	3,764
830000 Memberships & Dues	704
831002 Admin Expense - IT Supp	22,217
850000 Telephone	3,377
860000 Travel - Mileage	393
861000 Conferences & Othr Trav	1,578
910000 Insurance	22,919
956000 Employee Training	336
Departmental Total	
Expenditures Per Financial Statement	
Deductions	
*Total Disallowed Costs	0
Cost Adjustments	
608000 Departmental Services	(20,322)
676000 Reimbursements	(284)
607000 Fees	(2,917)
Functional Cost	308,119
Allocation Step 1	
Inbound - All Others	24,642
Reallocate Admin Costs	64,350
Unallocated Costs	(397,111)
1st Allocation	0
Allocation Step 2	
Inbound - All Others	37,845
Reallocate Admin Costs	7,314
Unallocated Costs	(45,159)
2nd Allocation	0
Total For 1010-2530 Treasurer	
Schedule .3 Total	0

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2530 Treasurer**

Activity - GENL ACCT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	3,761	1.355291	3,157		3,157	371	3,528
1010-1360 District Court	73,638	26.535738	61,805		61,805	7,273	69,078
1010-1362 Dist Ct Comm	676	0.243599	567		567	67	634
1010-1370 Cir Ct -Legal	37	0.013333	31		31	4	35
1010-1480 Probate Court	1,908	0.687555	1,601		1,601	188	1,790
1010-1490 Cir Ct -Juven	1,131	0.407560	949		949	112	1,061
1010-1660 Family Counsel	1,330	0.479271	1,116		1,116	131	1,248
1010-1720 Administrator	2	0.000721	2		2		2
1010-1910 Fiscal Services	40	0.014414	34		34		34
1010-2150 Clerk	15,461	5.571431	12,976		12,976	1,527	14,503
1010-2320 Crime Victims	1	0.000360	1		1	0	1
1010-2530 Treasurer	9,342	3.366426	7,841		7,841		7,841
1010-2570 Equalization	16	0.005766	13		13	2	15
1010-2590 Geographic Info	199	0.071710	167		167	20	187
1010-2620 Elections	19	0.006847	16		16	2	18
1010-2650 FM Admin	205	0.073873	172		172	20	192
1010-2670 Prosecuting Atty	5	0.001802	4		4	0	5
1010-2680 Reg of Deeds	93,034	33.525165	78,084		78,084	9,191	87,276
1010-2750 Water Resources	1,277	0.460172	1,072		1,072	126	1,198
1010-3020 Sheriff	3,306	1.191330	2,775		2,775	327	3,101
1010-3100 WEMET	8	0.002883	7		7	1	7
1010-3150 Secondary Road Patrol	1	0.000360	1		1	0	1
1010-3250 OCCDA	10	0.003604	8		8	1	9
1010-3310 Marine Safety	37	0.013333	31		31	4	35
1010-3510 Jail	135	0.048648	113		113	13	127
1010-4260 Emerg Svcs	4	0.001441	3		3	0	4
1010-4263 HAZ-MAT	24	0.008648	20		20	2	22
1010-4490 Roads -Twps	4	0.001441	3		3	0	4
1010-6300 Substance Abuse	1	0.000360	1		1	0	1
1010-6480 Medical Exam	443	0.159637	372		372	44	415
1010-7211 Planning /Perform	4	0.001441	3		3	0	4
2010-4490 Roads -Twps	85	0.030630	71		71	8	80
2081-751X Parks	2,189	0.788815	1,837		1,837	216	2,053
2160-14X0 FOC	1,088	0.392065	913		913	107	1,021
2180-1361 Sobriety Team	302	0.108827	253		253	30	283
2180-1365 DC Mental Htl	1	0.000360	1		1	0	1
2180-1371 ADTC Grant	2	0.000721	2		2	0	2
2180-1376 ADTC Discress	2	0.000721	2		2	0	2
2180-1377 DWI/Drug Court Grant	2	0.000721	2		2	0	2
2180-1382 SAMHSA ADTC	2	0.000721	2		2	0	2
2180-3020 Sheriff	6	0.002162	5		5	1	6
2180-4265 Homeland	1	0.000360	1		1	0	1
2180-5880 Other Transportn	1	0.000360	1		1	0	1
2180-6930 CAA	19	0.006847	16		16	2	18
2210-ALL Health	3,887	1.400695	3,262		3,262	384	3,646
2220-649X MH	286	0.103061	240		240	28	268
2221-MH Millage	43	0.015495	36		36	4	40
2225-649X Substance	11	0.003964	9		9	1	10
2271-5260 Solid Waste	8	0.002883	7		7	1	7
2272-5250 Landfill Tipping	680	0.245041	571		571	67	638
2340-7213 Farmland Presv	1	0.000360	1		1	0	1
2444-5990 Infrastructure	8	0.002883	7		7	1	7

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2530 Treasurer**

Activity - GENL ACCT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2550-2530 Homestead	12	0.004324	10		10	1	11
2560-2680 ROD Automatr	43,845	15.799715	36,799		36,799	4,330	41,130
2600-XXXX Public Defender	2	0.000721	2		2	0	2
2602-31XX WEMET	24	0.008648	20		20	2	22
2630-3114 Comm Policing	593	0.213690	498		498	58	556
2631-2150 Pistol	2,213	0.797463	1,857		1,857	219	2,076
2901-6700 DHS	1	0.000360	1		1	0	1
2920-6620 Fam Ct -Detn	1,352	0.487198	1,135		1,135	134	1,268
2920-6624 Juv Comm Inter	3	0.001081	3		3	0	3
2920-6625 JCI Other	261	0.094052	219		219	26	245
3010-9060 Debt Svc	11	0.003964	9		9	1	10
3650-5360 Water Bond	81	0.029189	68		68	8	76
4650-5360 Water Constr	126	0.045405	106		106	12	118
5160-2540 Del Taxes	11,076	3.991279	9,296		9,296	1,094	10,390
6360-2280 Info Tech	423	0.152430	355		355	42	397
6450-2890 Duplicating	18	0.006486	15		15	2	17
6550-2890 Telecomm	36	0.012973	30		30	4	34
6641-9010 Equip Pool	22	0.007928	18		18	2	21
6770-8690 Liability	8	0.002883	7		7	1	7
6770-8710 Worker Comp	24	0.008648	20		20	2	22
6771-85XX Empl Ben Adm	131	0.047206	110		110	13	123
6772-8700 Unemploymt	45	0.016216	38		38	4	42
6775-8570 LTD	8	0.002883	7		7	1	7
6810-8610 Debt	1,047	0.377290	879		879	103	982
8010-4450 Drain Assess	1,072	0.386299	900		900	106	1,006
8510-4450 Drain Assess	36	0.012973	30		30	4	34
8710-5360 Projects	134	0.048287	112		112	13	126
8725-4450 Drain Assess	34	0.012252	29		29	3	32
8800 Brownfield Redevelop	15	0.005405	13		13	1	14
OTHER	169	0.060900	142		142	17	158
Schedule .4 Total for GENL ACCT	277,505	100.000000	232,911		232,911	26,481	259,392

Allocation Basis: NUMBER OF REVENUE TRANS EXCL 2530

Allocation Source: GENERAL LEDGER DETAIL

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2530 Treasurer

Activity - CASH RECEIPTING

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	5	0.045397	88		88	11	98
1010-1310 Circuit Court	44	0.399492	773		773	95	867
1010-1360 District Court	30	0.272381	527		527	65	591
1010-1362 Dist Ct Comm	21	0.190666	369		369	45	414
1010-1370 Cir Ct -Legal	16	0.145270	281		281	34	315
1010-1480 Probate Court	108	0.980570	1,896		1,896	232	2,129
1010-1490 Cir Ct -Juven	19	0.172508	334		334	41	374
1010-1660 Family Counsel	2	0.018159	35		35	4	39
1010-1720 Administrator	36	0.326857	632		632		632
1010-1910 Fiscal Services	25	0.226984	439		439		439
1010-1920 Canvassing	1	0.009079	18		18	2	20
1010-2150 Clerk	1,880	17.069185	33,009		33,009	4,047	37,056
1010-2320 Crime Victims	4	0.036317	70		70	9	79
1010-2450 Survey /Remon	1	0.009079	18		18	2	20
1010-2470 Plat Board	1	0.009079	18		18	2	20
1010-2530 Treasurer	740	6.718722	12,993		12,993		12,993
1010-2570 Equalization	65	0.590158	1,141		1,141	140	1,281
1010-2571 G Haven Assess	21	0.190666	369		369	45	414
1010-2572 Crockery Assess	20	0.181587	351		351	43	394
1010-2573 Blendon Assess	23	0.208825	404		404	49	453
1010-2574 Hudsonville Assess	9	0.081714	158		158	19	177
1010-2590 Geographic Info	27	0.245143	474		474	58	532
1010-2610 Coop Ext	1	0.009079	18		18	2	20
1010-2620 Elections	52	0.472126	913		913	112	1,025
1010-2650 FM Admin	25	0.226984	439		439	54	493
1010-2670 Prosecuting Atty	329	2.987107	5,777		5,777	708	6,485
1010-2680 Reg of Deeds	139	1.262030	2,441		2,441	299	2,740
1010-2700 Human Resc	18	0.163428	316		316	39	355
1010-2750 Water Resources	11	0.099873	193		193	24	217
1010-3020 Sheriff	937	8.507354	16,452		16,452	2,017	18,469
1010-3150 Secondary Road Patrol	1	0.009079	18		18	2	20
1010-3200 Sheriff Training	3	0.027238	53		53	6	59
1010-3250 OCCDA	496	4.503359	8,709		8,709	1,068	9,776
1010-3310 Marine Safety	4	0.036317	70		70	9	79
1010-3510 Jail	2,168	19.684043	38,066		38,066	4,671	42,737
1010-4260 Emerg Svcs	11	0.099873	193		193	24	217
1010-4263 HAZ-MAT	3	0.027238	53		53	6	59
1010-4300 Animal Control	23	0.208825	404		404	49	453
1010-4490 Roads -Twps	471	4.276376	8,270		8,270	1,014	9,284
1010-6016 Pandemic Events	1	0.009079	18		18	2	20
1010-6300 Substance Abuse	4	0.036317	70		70	9	79
1010-6480 Medical Exam	21	0.190666	369		369	45	414
1010-6890 Dept Veterans	4	0.036317	70		70	9	79
1010-7211 Planning /Perform	112	1.016888	1,967		1,967	241	2,208
2010-4490 Roads -Twps	26	0.236063	457		457	56	512
2081-751X Parks	618	5.611040	10,851		10,851	1,330	12,181
2160-14X0 FOC	88	0.798983	1,545		1,545	189	1,735
2180-1361 Sobriety Team	6	0.054476	105		105	13	118
2180-1365 DC Mental Htl	4	0.036317	70		70	9	79
2180-1371 ADTC Grant	5	0.045397	88		88	11	98
2180-1372 Presbyterian	1	0.009079	18		18	2	20
2180-1376 ADTC Discress	4	0.036317	70		70	9	79

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2530 Treasurer**

Activity - CASH RECEIPTING

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2180-1377 DWI/Drug Court Grant	5	0.045397	88		88	11	98
2180-1382 SAMHSA ADTC	5	0.045397	88		88	11	98
2180-3020 Sheriff	16	0.145270	281		281	34	315
2180-4265 Homeland	9	0.081714	158		158	19	177
2180-5880 Other Transportn	7	0.063555	123		123	15	138
2180-6930 CAA	164	1.489014	2,880		2,880	353	3,233
2210-ALL Health	406	3.686218	7,129		7,129	874	8,003
2220-649X MH	216	1.961140	3,793		3,793	465	4,257
2221-MH Millage	459	4.167423	8,059		8,059	988	9,047
2225-649X Substance	70	0.635555	1,229		1,229	151	1,380
2272-5250 Landfill Tipping	20	0.181587	351		351	43	394
2340-7213 Farmland Presv	9	0.081714	158		158	19	177
2550-2530 Homestead	2	0.018159	35		35	4	39
2560-2680 ROD Automatn	3	0.027238	53		53	6	59
2600-XXXX Public Defender	3	0.027238	53		53	6	59
2602-31XX WEMET	217	1.970220	3,810		3,810	467	4,277
2630-3114 Comm Policing	5	0.045397	88		88	11	98
2631-2150 Pistol	10	0.090794	176		176	21	197
2901-6700 DHS	1	0.009079	18		18	2	20
2920-6620 Fam Ct -Detn	104	0.944253	1,826		1,826	224	2,050
6360-2280 Info Tech	571	5.184311	10,026		10,026	1,229	11,255
6550-2890 Telecomm	5	0.045397	88		88	11	98
6641-9010 Equip Pool	4	0.036317	70		70	9	79
6771-85XX Empl Ben Adm	15	0.136190	263		263	32	296
6772-8700 Unemploymt	1	0.009079	18		18	2	20
OTHER	3	0.027238	53		53	6	59
Schedule .4 Total for CASH RECEIPTING	11,014	100.000000	193,385		193,385	21,984	215,369

Allocation Basis: NUMBER OF 2530 CASH RECEIPT TRANSACTIONS BY FUND/DEPT
Allocation Source: TRANSACTION REPORT -MIS

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2530 Treasurer

Activity - CASH TRANSIT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1360 District Court	18.93	18.930000	19,619		19,619	345	19,964
1010-1480 Probate Court	13.51	13.510000	14,002		14,002	246	14,248
1010-2150 Clerk	8.11	8.110000	8,405		8,405	148	8,553
1010-2530 Treasurer	2.70	2.700000	2,798		2,798		2,798
1010-2652 A/CMH	13.52	13.520000	14,012		14,012	247	14,259
1010-2655 Holland Health	13.51	13.510000	14,002		14,002	246	14,248
1010-2680 Reg of Deeds	2.70	2.700000	2,798		2,798	49	2,847
1010-2750 Water Resources	2.70	2.700000	2,798		2,798	49	2,847
1010-3020 Sheriff	2.70	2.700000	2,798		2,798	49	2,847
1010-3510 Jail	2.70	2.700000	2,798		2,798	49	2,847
2081-751X Parks	8.11	8.110000	8,405		8,405	148	8,553
2210-ALL Health	10.81	10.810000	11,204		11,204	197	11,401
Schedule .4 Total for CASH TRANSIT	100.00	100.000000	103,641		103,641	1,774	105,415

Allocation Basis: PERCENTAGE OF ANNUAL DEPOSITS BY DEPT
Allocation Source: TREASURER'S OFFICE

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2530 Treasurer**

Receiving Department	Total	GENL ACCT	CASH RECEIPTING	CASH TRANSIT
1010-1010 Commissioners	98	0	98	0
1010-1310 Circuit Court	4,395	3,528	867	0
1010-1360 District Court	89,633	69,078	591	19,964
1010-1362 Dist Ct Comm	1,048	634	414	0
1010-1370 Cir Ct -Legal	350	35	315	0
1010-1480 Probate Court	18,167	1,790	2,129	14,248
1010-1490 Cir Ct -Juven	1,435	1,061	374	0
1010-1660 Family Counsel	1,287	1,248	39	0
1010-1720 Administrator	634	2	632	0
1010-1910 Fiscal Services	473	34	439	0
1010-1920 Canvassing	20	0	20	0
1010-2150 Clerk	60,113	14,503	37,056	8,553
1010-2320 Crime Victims	80	1	79	0
1010-2450 Survey /Remon	20	0	20	0
1010-2470 Plat Board	20	0	20	0
1010-2530 Treasurer	23,632	7,841	12,993	2,798
1010-2570 Equalization	1,296	15	1,281	0
1010-2571 G Haven Assess	414	0	414	0
1010-2572 Crockery Assess	394	0	394	0
1010-2573 Blendon Assess	453	0	453	0
1010-2574 Hudsonville Assess	177	0	177	0
1010-2590 Geographic Info	719	187	532	0
1010-2610 Coop Ext	20	0	20	0
1010-2620 Elections	1,043	18	1,025	0
1010-2650 FM Admin	685	192	493	0
1010-2652 A/CMH	14,259	0	0	14,259
1010-2655 Holland Health	14,248	0	0	14,248
1010-2670 Prosecuting Atty	6,489	5	6,485	0
1010-2680 Reg of Deeds	92,863	87,276	2,740	2,847
1010-2700 Human Resc	355	0	355	0
1010-2750 Water Resources	4,262	1,198	217	2,847
1010-3020 Sheriff	24,418	3,101	18,469	2,847
1010-3100 WEMET	7	7	0	0
1010-3150 Secondary Road Patrol	21	1	20	0
1010-3200 Sheriff Training	59	0	59	0
1010-3250 OCCDA	9,786	9	9,776	0
1010-3310 Marine Safety	113	35	79	0
1010-3510 Jail	45,711	127	42,737	2,847
1010-4260 Emerg Svcs	220	4	217	0
1010-4263 HAZ-MAT	82	22	59	0
1010-4300 Animal Control	453	0	453	0
1010-4490 Roads -Twps	9,287	4	9,284	0
1010-6016 Pandemic Events	20	0	20	0
1010-6300 Substance Abuse	80	1	79	0
1010-6480 Medical Exam	829	415	414	0
1010-6890 Dept Veterans	79	0	79	0
1010-7211 Planning /Perform	2,211	4	2,208	0
2010-4490 Roads -Twps	592	80	512	0
2081-751X Parks	22,788	2,053	12,181	8,553
2160-14X0 FOC	2,755	1,021	1,735	0
2180-1361 Sobriety Team	401	283	118	0
2180-1365 DC Mental Htl	80	1	79	0

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2530 Treasurer**

Receiving Department	Total	GENL ACCT	CASH RECEIPTING	CASH TRANSIT
2180-1371 ADTC Grant	100	2	98	0
2180-1372 Presbyterian	20	0	20	0
2180-1376 ADTC Discress	81	2	79	0
2180-1377 DWI/Drug Court Grant	100	2	98	0
2180-1382 SAMHSA ADTC	100	2	98	0
2180-3020 Sheriff	321	6	315	0
2180-4265 Homeland	178	1	177	0
2180-5880 Other Transportn	139	1	138	0
2180-6930 CAA	3,250	18	3,233	0
2210-ALL Health	23,049	3,646	8,003	11,401
2220-649X MH	4,526	268	4,257	0
2221-MH Millage	9,087	40	9,047	0
2225-649X Substance	1,390	10	1,380	0
2271-5260 Solid Waste	7	7	0	0
2272-5250 Landfill Tipping	1,032	638	394	0
2340-7213 Farmland Presv	178	1	177	0
2444-5990 Infrastructure	7	7	0	0
2550-2530 Homestead	51	11	39	0
2560-2680 ROD Automatn	41,189	41,130	59	0
2600-XXXX Public Defender	61	2	59	0
2602-31XX WEMET	4,300	22	4,277	0
2630-3114 Comm Policing	655	556	98	0
2631-2150 Pistol	2,273	2,076	197	0
2901-6700 DHS	21	1	20	0
2920-6620 Fam Ct -Detn	3,318	1,268	2,050	0
2920-6624 Juv Comm Inter	3	3	0	0
2920-6625 JCI Other	245	245	0	0
3010-9060 Debt Svc	10	10	0	0
3650-5360 Water Bond	76	76	0	0
4650-5360 Water Constr	118	118	0	0
5160-2540 Del Taxes	10,390	10,390	0	0
6360-2280 Info Tech	11,652	397	11,255	0
6450-2890 Duplicating	17	17	0	0
6550-2890 Telecomm	132	34	98	0
6641-9010 Equip Pool	99	21	79	0
6770-8690 Liability	7	7	0	0
6770-8710 Worker Comp	22	22	0	0
6771-85XX Empl Ben Adm	418	123	296	0
6772-8700 Unemploymt	62	42	20	0
6775-8570 LTD	7	7	0	0
6810-8610 Debt	982	982	0	0
8010-4450 Drain Assess	1,006	1,006	0	0
8510-4450 Drain Assess	34	34	0	0
8710-5360 Projects	126	126	0	0
8725-4450 Drain Assess	32	32	0	0
8800 Brownfield Redevelop	14	14	0	0
OTHER	218	158	59	0
Direct Bill	0	0	0	0
Total	580,175	259,392	215,369	105,415

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2650 FM Admin

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Building Maintenance General - the Facility Management Department provides intensive maintenance services to the County buildings. Maintenance costs have been distributed to the maintained facilities based on the square footage maintained at each location.

Compensation for this service is allowable under Title 2 CFR Part 200. All areas receive the same type and level of service within each particular facility.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges. All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2650 FM Admin

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	624,189			624,189
Deductions:				
970000 Capital Outlay	-73,544			
990100 Principal Payments	-14,904			
Total Deductions:	<u>-88,448</u>			-88,448
Cost Adjustments:				
676000 Reimbursements	-3,519			
Total Departmental Cost Adjustments:	<u>-3,519</u>			-3,519
Inbound Costs:				
1010-1720 Administrator	4,519	306	4,825	
1010-1725 Diversity/Equity/Inclusion	792	12	804	
1010-1910 Fiscal Services	77,499	4,668	82,167	
1010-2530 Treasurer	611	74	685	
1010-2660 Corp Counsel		1,483	1,483	
1010-2700 Human Resc		7,417	7,417	
Total Allocated Additions:	<u>83,421</u>	<u>13,961</u>	97,382	97,382
Total To Be Allocated:	<u>615,643</u>	<u>13,961</u>		<u>629,604</u>

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2650 FM Admin**

	Total	G&A	FM ADMIN
Wages & Benefits			
Salaries & Wages	285,905	0	285,905
Fringe Benefits	142,659	0	142,659
Other Expense & Cost			
727000 Office Supplies	2,442	0	2,442
728000 Printing & Binding	116	0	116
730000 Postage	31	0	31
739100 Onetime Operational Cos	11,528	0	11,528
740000 IT Operational Supplies	1,507	0	1,507
808000 Service Contracts	9,571	0	9,571
830000 Memberships & Dues	902	0	902
831002 Admin Expense - IT Supp	48,972	0	48,972
860000 Travel - Mileage	2,145	0	2,145
861000 Conferences & Othr Trav	4,654	0	4,654
865000 Gas And Oil	59	0	59
937000 Building Repairs	1,300	0	1,300
940000 Equipment Rental	23,950	0	23,950
*970000 Capital Outlay	73,544	0	0
*990100 Principal Payments	14,904	0	0
Audit Adjustment	0	0	0
Departmental Total			
Expenditures Per Financial Statement	624,189		
Deductions			
*Total Disallowed Costs	(88,448)	0	0
Cost Adjustments			
676000 Reimbursements	(3,519)	0	(3,519)
Functional Cost	532,222	0	532,222
Allocation Step 1			
Inbound - All Others	83,421	0	83,421
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	615,643	0	615,643
Allocation Step 2			
Inbound - All Others	13,961	0	13,961
2nd Allocation	13,961	0	13,961
Total For 1010-2650 FM Admin			
Schedule .3 Total	629,604	0	629,604

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2650 FM Admin**

Activity - FM ADMIN

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-2651 Hudsonville HS	24,249	5.314721	32,720		32,720	742	33,462
1010-2652 A/CMH	12,277	2.690784	16,566		16,566	376	16,941
1010-2653 Fulton Street	8,347	1.829435	11,263		11,263	255	11,518
1010-2654 Grand Haven Cthse	120,135	26.330324	162,101		162,101	3,676	165,777
1010-2655 Holland Health	22,770	4.990565	30,724		30,724	697	31,421
1010-2656 DC Facility	30,582	6.702743	41,265		41,265	936	42,201
1010-2659 B/CMH	24,539	5.378281	33,111		33,111	751	33,862
1010-2665 Juv Svcs -Jail	92,836	20.347126	125,266		125,266	2,841	128,106
1010-2667 Fillmore Adm Annex	79,977	17.528783	107,915		107,915	2,447	110,362
1010-2668 DHS/FIA -Holland	40,549	8.887238	54,714		54,714	1,241	55,954
Schedule .4 Total for FM ADMIN	456,261	100.000000	615,643		615,643	13,961	629,604

Allocation Basis: MAINTAINED SQUARE FOOTAGE BY FACILITY

Allocation Source: FACILITIES MANAGEMENT

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2650 FM Admin

Receiving Department	Total	FM ADMIN
1010-2651 Hudsonville HS	33,462	33,462
1010-2652 A/CMH	16,941	16,941
1010-2653 Fulton Street	11,518	11,518
1010-2654 Grand Haven Cthse	165,777	165,777
1010-2655 Holland Health	31,421	31,421
1010-2656 DC Facility	42,201	42,201
1010-2659 B/CMH	33,862	33,862
1010-2665 Juv Svcs -Jail	128,106	128,106
1010-2667 Fillmore Adm Annex	110,362	110,362
1010-2668 DHS/FIA -Holland	55,954	55,954
Direct Bill	0	0
Total	629,604	629,604

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2651 Hudsonville HS

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 3100 Port Sheldon, Hudsonville, MI (1010-2651) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2651 Hudsonville HS

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	211,742			211,742
Inbound Costs:				
1010-1720 Administrator	461	31	492	
1010-1725 Diversity/Equity/Inclusion	81	1	82	
1010-1910 Fiscal Services	4,188	255	4,443	
1010-2650 FM Admin	32,720	742	33,462	
1010-2660 Corp Counsel		151	151	
1010-2700 Human Resc		754	754	
Total Allocated Additions:	37,449	1,934	39,384	39,384
Total To Be Allocated:	249,191	1,934		251,126

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2651 Hudsonville HS

	Total	G&A	HUDSONVILLE
Wages & Benefits			
SALARIES & WAGES	29,170	0	29,170
FRINGE BENEFITS	20,348	0	20,348
Other Expense & Cost			
739000 Operational Supplies	129	0	129
739001 Custodial Supplies	1,433	0	1,433
739002 Maintenance Supplies	2,568	0	2,568
808000 Service Contracts	32,556	0	32,556
831002 Admin Expense - IT Supp	1,708	0	1,708
850000 Telephone	1,855	0	1,855
865000 Gas And Oil	448	0	448
866000 Vehicle Repairs & Maint	592	0	592
868000 Vehicle Insurance	612	0	612
910000 Insurance	5,605	0	5,605
920000 Utilities	63,788	0	63,788
930000 Equipment Repairs	3,232	0	3,232
937000 Building Repairs	32,596	0	32,596
938000 Grounds Maintenance	15,102	0	15,102
Departmental Total			
Expenditures Per Financial Statement	211,742		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	211,742	0	211,742
Allocation Step 1			
Inbound - All Others	37,449	0	37,449
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	249,191	0	249,191
Allocation Step 2			
Inbound - All Others	1,934	0	1,934
2nd Allocation	1,934	0	1,934
Total For 1010-2651 Hudsonville HS			
Schedule .3 Total	251,126	0	251,126

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2651 Hudsonville HS**

Activity - HUDSONVILLE

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1360 District Court	10,017	41.308920	102,938		102,938	799	103,737
1010-1362 Dist Ct Comm	2,380	9.814838	24,458		24,458	190	24,648
1010-3020 Sheriff	2,332	9.616891	23,964		23,964	186	24,150
2210-ALL Health	5,365	22.124624	55,133	(45,261)	9,872	428	10,300
OTHER	4,155	17.134727	42,698		42,698	331	43,030
Schedule .4 Total for HUDSONVILLE	24,249	100.000000	249,191	(45,261)	203,930	1,934	205,865
Direct Billed				45,261	45,261		45,261
Schedule .3 Total for HUDSONVILLE	24,249	100.000000		0	249,191	1,934	251,126

Allocation Basis: 2651 ASSIGNED FOOTAGE HUDSONVILLE HS
Allocation Source: FM 3100 PORT SHELDON, HUDSONVILLE

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2651 Hudsonville HS

Receiving Department	Total	HUDSONVILLE
1010-1360 District Court	103,737	103,737
1010-1362 Dist Ct Comm	24,648	24,648
1010-3020 Sheriff	24,150	24,150
2210-ALL Health	10,300	10,300
OTHER	43,030	43,030
Direct Bill	45,261	45,261
Total	251,126	251,126

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2652 A/CMH

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12265 James Street, Holland, MI (1010-2652) facility has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2652 A/CMH

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	166,303			166,303
Inbound Costs:				
1010-1720 Administrator	594	40	634	
1010-1725 Diversity/Equity/Inclusion	104	2	106	
1010-1910 Fiscal Services	4,967	309	5,276	
1010-2530 Treasurer	14,012	247	14,259	
1010-2650 FM Admin	16,566	376	16,941	
1010-2660 Corp Counsel		195	195	
1010-2700 Human Resc		977	977	
Total Allocated Additions:	<u>36,243</u>	<u>2,145</u>	<u>38,387</u>	<u>38,387</u>
Total To Be Allocated:	<u>202,546</u>	<u>2,145</u>		<u>204,690</u>

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2652 A/CMH**

	Total	G&A	Holland Htl Svcs
Wages & Benefits			
SALARIES & WAGES	37,586	0	37,586
FRINGE BENEFITS	24,649	0	24,649
Other Expense & Cost			
739000 Operational Supplies	30	0	30
739001 Custodial Supplies	3,056	0	3,056
739002 Maintenance Supplies	1,671	0	1,671
808000 Service Contracts	19,360	0	19,360
831002 Admin Expense - IT Supp	2,165	0	2,165
860000 Travel - Mileage	18	0	18
865000 Gas And Oil	267	0	267
866000 Vehicle Repairs & Maint	419	0	419
868000 Vehicle Insurance	919	0	919
910000 Insurance	3,481	0	3,481
920000 Utilities	49,944	0	49,944
930000 Equipment Repairs	1,290	0	1,290
937000 Building Repairs	10,481	0	10,481
938000 Grounds Maintenance	10,537	0	10,537
940000 Equipment Rental	384	0	384
958001 Property Taxes	46	0	46
Departmental Total			
Expenditures Per Financial Statement	166,303		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	166,303	0	166,303
Allocation Step 1			
Inbound - All Others	36,243	0	36,243
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	202,546	0	202,546
Allocation Step 2			
Inbound - All Others	2,145	0	2,145
2nd Allocation	2,145	0	2,145
Total For 1010-2652 A/CMH			
Schedule .3 Total	204,690	0	204,690

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2652 A/CMH**

Activity - Holland Htl Svcs

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	12,277	100.000000	202,546	(165,115)	37,431	2,145	39,575
Schedule .4 Total for Holland Htl Svcs	12,277	100.000000	202,546	(165,115)	37,431	2,145	39,575
Direct Billed				165,115	165,115		165,115
Schedule .3 Total for Holland Htl Svcs	12,277	100.000000		0	202,546	2,145	204,690

Allocation Basis: 2652 ASSIGNED FOOTAGE HOLLAND HUM SVC

Allocation Source: FM 12265 JAMES, HOLLAND, MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2652 A/CMH

Receiving Department	Total	Holland Htl Svcs
2220-649X MH	39,575	39,575
Direct Bill	165,115	165,115
Total	204,690	204,690

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2653 Fulton Street

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 1111 Fulton Street, Grand Haven, MI (1010-2653) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2653 Fulton Street

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	89,337			89,337
Cost Adjustments:				
Non-Reimbursed COVID-19 Payroll	549			
Total Departmental Cost Adjustments:	549			549
Inbound Costs:				
1010-1720 Administrator	337	23	360	
1010-1725 Diversity/Equity/Inclusion	59	1	60	
1010-1910 Fiscal Services	3,410	200	3,610	
1010-2650 FM Admin	11,263	255	11,518	
1010-2660 Corp Counsel		111	111	
1010-2700 Human Resc		556	556	
Total Allocated Additions:	15,069	1,146	16,215	16,215
Total To Be Allocated:	104,955	1,146		106,101

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2653 Fulton Street

	Total	G&A	FULTON
Wages & Benefits			
SALARIES & WAGES	21,324	0	21,324
FRINGE BENEFITS	14,781	0	14,781
Other Expense & Cost			
739001 Custodial Supplies	152	0	152
739002 Maintenance Supplies	886	0	886
808000 Service Contracts	12,299	0	12,299
831002 Admin Expense - IT Supp	1,694	0	1,694
865000 Gas And Oil	177	0	177
866000 Vehicle Repairs & Maint	140	0	140
868000 Vehicle Insurance	306	0	306
910000 Insurance	1,233	0	1,233
920000 Utilities	13,725	0	13,725
930000 Equipment Repairs	317	0	317
937000 Building Repairs	20,588	0	20,588
938000 Grounds Maintenance	1,715	0	1,715
Departmental Total			
Expenditures Per Financial Statement	89,337		
Deductions			
*Total Disallowed Costs	0	0	0
Cost Adjustments			
Non-Reimbursed COVID-19 Payroll	549	0	549
Functional Cost	89,886	0	89,886
Allocation Step 1			
Inbound - All Others	15,069	0	15,069
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	104,955	0	104,955
Allocation Step 2			
Inbound - All Others	1,146	0	1,146
2nd Allocation	1,146	0	1,146
Total For 1010-2653 Fulton Street			
Schedule .3 Total	106,101	0	106,101

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2653 Fulton Street**

Activity - FULTON

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	5,602	67.113933	70,439	(46,769)	23,670	769	24,440
2600-XXXX Public Defender	2,745	32.886067	34,516	(22,911)	11,605	377	11,981
Schedule .4 Total for FULTON	8,347	100.000000	104,955	(69,680)	35,275	1,146	36,421
Direct Billed				69,680	69,680		69,680
Schedule .3 Total for FULTON	8,347	100.000000		0	104,955	1,146	106,101

Allocation Basis: 2653 ASSIGNED FOOTAGE FULTON ST
Allocation Source: FM 1111 FULTON, GRAND HAVEN, MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2653 Fulton Street

Receiving Department	Total	FULTON
2220-649X MH	24,440	24,440
2600-XXXX Public Defender	11,981	11,981
Direct Bill	69,680	69,680
Total	106,101	106,101

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2654 Grand Haven Ctse

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 414 Washington (1010-2654) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2654 Grand Haven Cthse**

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	664,566			664,566
Cost Adjustments:				
Non-Reimbursed COVID-19 Payroll	2,741			
Total Departmental Cost Adjustments:	2,741			2,741
Inbound Costs:				
1010-1720 Administrator	1,702	115	1,817	
1010-1725 Diversity/Equity/Inclusion	298	5	303	
1010-1910 Fiscal Services	7,821	509	8,330	
1010-2650 FM Admin	162,101	3,676	165,777	
1010-2660 Corp Counsel		558	558	
1010-2700 Human Resc		2,794	2,794	
Total Allocated Additions:	171,922	7,657	179,580	179,580
Total To Be Allocated:	839,229	7,657		846,887

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2654 Grand Haven Cthse

	Total	G&A	Grand Haven
Wages & Benefits			
SALARIES & WAGES	107,676	0	107,676
FRINGE BENEFITS	77,475	0	77,475
Other Expense & Cost			
739000 Operational Supplies	505	0	505
739001 Custodial Supplies	6,114	0	6,114
739002 Maintenance Supplies	10,975	0	10,975
739100 Onetime Operational Cos	6,096	0	6,096
808000 Service Contracts	126,478	0	126,478
831002 Admin Expense - IT Supp	6,543	0	6,543
850000 Telephone	6,344	0	6,344
860000 Travel - Mileage	17	0	17
865000 Gas And Oil	1,016	0	1,016
866000 Vehicle Repairs & Maint	1,362	0	1,362
868000 Vehicle Insurance	2,756	0	2,756
910000 Insurance	23,147	0	23,147
920000 Utilities	188,161	0	188,161
930000 Equipment Repairs	20,176	0	20,176
937000 Building Repairs	39,039	0	39,039
938000 Grounds Maintenance	18,976	0	18,976
940000 Equipment Rental	21,710	0	21,710
Departmental Total			
Expenditures Per Financial Statement	664,566		
Deductions			
*Total Disallowed Costs	0	0	0
Cost Adjustments			
Non-Reimbursed COVID-19 Payroll	2,741	0	2,741
Functional Cost	667,307	0	667,307
Allocation Step 1			
Inbound - All Others	171,922	0	171,922
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	839,229	0	839,229
Allocation Step 2			
Inbound - All Others	7,657	0	7,657
2nd Allocation	7,657	0	7,657
Total For 1010-2654 Grand Haven Cthse			
Schedule .3 Total	846,887	0	846,887

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2654 Grand Haven Cthse**

Activity - Grand Haven

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	50,276	41.849587	351,214		351,214	3,255	354,469
1010-1360 District Court	20,575	17.126566	143,731		143,731	1,332	145,063
1010-1362 Dist Ct Comm	4,516	3.759104	31,547		31,547	292	31,840
1010-1520 Adult Probatn	5,657	4.708869	39,518		39,518	366	39,884
1010-2150 Clerk	9,188	7.648063	64,185		64,185	595	64,780
1010-2530 Treasurer	1,843	1.534107	12,875		12,875		12,875
1010-2670 Prosecuting Atty	9,455	7.870313	66,050		66,050	612	66,662
1010-2680 Reg of Deeds	1,843	1.534107	12,875		12,875	119	12,994
1010-3510 Jail	3,280	2.730262	22,913		22,913	212	23,125
2160-14X0 FOC	13,083	10.890248	91,394		91,394	847	92,241
6360-2280 Info Tech	419	0.348774	2,927		2,927	27	2,954
Schedule .4 Total for Grand Haven	120,135	100.000000	839,229		839,229	7,657	846,887

Allocation Basis: 2654 ASSIGNED FOOTAGE GR HAVN CTSE
Allocation Source: FM 414 WASHINGTON

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2654 Grand Haven Cthse

Receiving Department	Total	Grand Haven
1010-1310 Circuit Court	354,469	354,469
1010-1360 District Court	145,063	145,063
1010-1362 Dist Ct Comm	31,840	31,840
1010-1520 Adult Probatn	39,884	39,884
1010-2150 Clerk	64,780	64,780
1010-2530 Treasurer	12,875	12,875
1010-2670 Prosecuting Atty	66,662	66,662
1010-2680 Reg of Deeds	12,994	12,994
1010-3510 Jail	23,125	23,125
2160-14X0 FOC	92,241	92,241
6360-2280 Info Tech	2,954	2,954
Direct Bill	0	0
Total	846,887	846,887

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2655 Holland Health

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12251 James St., Holland, MI (1010-2655) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2655 Holland Health

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	158,552			158,552
Inbound Costs:				
1010-1720 Administrator	676	46	722	
1010-1725 Diversity/Equity/Inclusion	119	2	121	
1010-1910 Fiscal Services	4,448	273	4,720	
1010-2530 Treasurer	14,002	246	14,248	
1010-2650 FM Admin	30,724	697	31,421	
1010-2660 Corp Counsel		222	222	
1010-2700 Human Resc		1,113	1,113	
Total Allocated Additions:	<u>49,969</u>	<u>2,598</u>	52,567	52,567
Total To Be Allocated:	<u>208,521</u>	<u>2,598</u>		<u>211,119</u>

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2655 Holland Health**

	Total	G&A	2655 HOLLAND HTL
Wages & Benefits			
SALARIES & WAGES	42,796	0	42,796
FRINGE BENEFITS	28,864	0	28,864
Other Expense & Cost			
739000 Operational Supplies	12	0	12
739001 Custodial Supplies	3,992	0	3,992
739002 Maintenance Supplies	1,605	0	1,605
808000 Service Contracts	15,727	0	15,727
831002 Admin Expense - IT Supp	2,786	0	2,786
850000 Telephone	161	0	161
860000 Travel - Mileage	9	0	9
865000 Gas And Oil	251	0	251
866000 Vehicle Repairs & Maint	419	0	419
868000 Vehicle Insurance	919	0	919
910000 Insurance	4,492	0	4,492
920000 Utilities	28,181	0	28,181
930000 Equipment Repairs	3,441	0	3,441
937000 Building Repairs	6,412	0	6,412
938000 Grounds Maintenance	12,399	0	12,399
940000 Equipment Rental	6,040	0	6,040
958001 Property Taxes	46	0	46
Departmental Total			
Expenditures Per Financial Statement	158,552		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	158,552	0	158,552
Allocation Step 1			
Inbound - All Others	49,969	0	49,969
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	208,521	0	208,521
Allocation Step 2			
Inbound - All Others	2,598	0	2,598
2nd Allocation	2,598	0	2,598
Total For 1010-2655 Holland Health			
Schedule .3 Total	211,119	0	211,119

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2655 Holland Health**

Activity - 2655 HOLLAND HTL

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-2150 Clerk	298	1.308740	2,729		2,729	34	2,763
1010-6890 Dept Veterans	319	1.400966	2,921	(1,556)	1,365	36	1,402
2180-6930 CAA	1,485	6.521739	13,599	(19,156)	(5,557)	169	(5,387)
2210-ALL Health	20,096	88.256478	184,033	(128,973)	55,060	2,293	57,353
2272-5250 Landfill Tipping	572	2.512077	5,238	(3,906)	1,332	65	1,397
Schedule .4 Total for 2655 HOLLAND HTL	22,770	100.000000	208,521	(153,591)	54,930	2,598	57,528
Direct Billed				153,591	153,591		153,591
Schedule .3 Total for 2655 HOLLAND HTL	22,770	100.000000		0	208,521	2,598	211,119

Allocation Basis: 2655 ASSIGNED FOOTAGE HOLLAND HTL
Allocation Source: FM 12251 JAMES, HOLLAND, MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2655 Holland Health

Receiving Department	Total	2655 HOLLAND HTL
1010-2150 Clerk	2,763	2,763
1010-6890 Dept Veterans	1,402	1,402
2180-6930 CAA	(5,387)	(5,387)
2210-ALL Health	57,353	57,353
2272-5250 Landfill Tipping	1,397	1,397
Direct Bill	153,591	153,591
Total	211,119	211,119

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2656 DC Facility

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the Holland District Court at W 8th Street (1010-2656) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2656 DC Facility

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	229,348			229,348
Inbound Costs:				
1010-1720 Administrator	568	38	607	
1010-1725 Diversity/Equity/Inclusion	99	2	101	
1010-1910 Fiscal Services	3,929	237	4,165	
1010-2650 FM Admin	41,265	936	42,201	
1010-2660 Corp Counsel		186	186	
1010-2700 Human Resc		927	927	
Total Allocated Additions:	45,861	2,326	48,187	48,187
Total To Be Allocated:	275,209	2,326		277,535

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2656 DC Facility**

	Total	G&A	DIST CT
Wages & Benefits			
SALARIES & WAGES	35,954	0	35,954
FRINGE BENEFITS	25,630	0	25,630
Other Expense & Cost			
739000 Operational Supplies	191	0	191
739001 Custodial Supplies	1,462	0	1,462
739002 Maintenance Supplies	3,539	0	3,539
808000 Service Contracts	42,604	0	42,604
831002 Admin Expense - IT Supp	1,955	0	1,955
850000 Telephone	2,726	0	2,726
865000 Gas And Oil	672	0	672
866000 Vehicle Repairs & Maint	889	0	889
868000 Vehicle Insurance	3,063	0	3,063
920000 Utilities	61,384	0	61,384
930000 Equipment Repairs	8,057	0	8,057
937000 Building Repairs	3,908	0	3,908
938000 Grounds Maintenance	521	0	521
940000 Equipment Rental	13,445	0	13,445
958001 Property Taxes	23,348	0	23,348
Departmental Total			
Expenditures Per Financial Statement	229,348		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	229,348	0	229,348
Allocation Step 1			
Inbound - All Others	45,861	0	45,861
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	275,209	0	275,209
Allocation Step 2			
Inbound - All Others	2,326	0	2,326
2nd Allocation	2,326	0	2,326
Total For 1010-2656 DC Facility			
Schedule .3 Total	277,535	0	277,535

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2656 DC Facility

Activity - DIST CT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1360 District Court	18,965	62.013602	170,667		170,667	1,442	172,109
1010-1362 Dist Ct Comm	5,242	17.140802	47,173		47,173	399	47,572
1010-2670 Prosecuting Atty	5,660	18.507619	50,935		50,935	430	51,365
1010-3510 Jail	715	2.337977	6,434		6,434	54	6,489
Schedule .4 Total for DIST CT	30,582	100.000000	275,209		275,209	2,326	277,535

Allocation Basis: 2656 ASSIGNED FOOTAGE HOLLAND DIST CT
Allocation Source: FM W 8TH STREET

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2656 DC Facility

Receiving Department	Total	DIST CT
1010-1360 District Court	172,109	172,109
1010-1362 Dist Ct Comm	47,572	47,572
1010-2670 Prosecuting Atty	51,365	51,365
1010-3510 Jail	6,489	6,489
Direct Bill	0	0
Total	<u>277,535</u>	<u>277,535</u>

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2659 B/CMH

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12263 James St., Holland, MI (1010-2659) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2659 B/CMH

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	161,944			161,944
Inbound Costs:				
1010-1720 Administrator	692	47	739	
1010-1725 Diversity/Equity/Inclusion	121	2	123	
1010-1910 Fiscal Services	4,188	255	4,443	
1010-2650 FM Admin	33,111	751	33,862	
1010-2660 Corp Counsel		227	227	
1010-2700 Human Resc		1,137	1,137	
Total Allocated Additions:	<u>38,112</u>	<u>2,418</u>	40,531	40,531
Total To Be Allocated:	<u>200,056</u>	<u>2,418</u>		<u>202,475</u>

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2659 B/CMH**

	Total	G&A	2659 HOLLAND CMH
Wages & Benefits			
SALARIES & WAGES	43,770	0	43,770
FRINGE BENEFITS	33,700	0	33,700
Other Expense & Cost			
739001 Custodial Supplies	3,566	0	3,566
739002 Maintenance Supplies	2,467	0	2,467
808000 Service Contracts	26,833	0	26,833
831002 Admin Expense - IT Supp	3,250	0	3,250
865000 Gas And Oil	212	0	212
866000 Vehicle Repairs & Maint	381	0	381
868000 Vehicle Insurance	6,125	0	6,125
910000 Insurance	2,363	0	2,363
920000 Utilities	23,000	0	23,000
930000 Equipment Repairs	1,400	0	1,400
937000 Building Repairs	4,176	0	4,176
938000 Grounds Maintenance	10,261	0	10,261
940000 Equipment Rental	394	0	394
958001 Property Taxes	46	0	46
Departmental Total			
Expenditures Per Financial Statement	161,944		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	161,944	0	161,944
Allocation Step 1			
Inbound - All Others	38,112	0	38,112
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	200,056	0	200,056
Allocation Step 2			
Inbound - All Others	2,418	0	2,418
2nd Allocation	2,418	0	2,418
Total For 1010-2659 B/CMH			
Schedule .3 Total	202,475	0	202,475

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2659 B/CMH

Activity - 2659 HOLLAND CMH

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	8,647	35.237785	70,495	(55,493)	15,002	852	15,855
2920-6624 Juv Comm Inter	15,892	64.762215	129,561	(101,979)	27,582	1,566	29,148
Schedule .4 Total for 2659 HOLLAND CMH	24,539	100.000000	200,056	(157,472)	42,584	2,418	45,003
Direct Billed				157,472	157,472		157,472
Schedule .3 Total for 2659 HOLLAND CMH	24,539	100.000000		0	200,056	2,418	202,475

Allocation Basis: 2659 ASSIGNED FOOTAGE HOLLAND CMH
Allocation Source: FM 12263 JAMES, HOLLAND MI

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2659 B/CMH

Receiving Department	Total	2659 HOLLAND CMH
2220-649X MH	15,855	15,855
2920-6624 Juv Comm Inter	29,148	29,148
Direct Bill	157,472	157,472
Total	<u>202,475</u>	<u>202,475</u>

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2660 Corp Counsel

Ottawa County procures legal counsel services through outside sources to assist the County Controller with various issues. The County incurs legal expenses for formal legal opinions, informal legal opinions and defending departments on legal actions which may be brought against the County as a result of an action or occurrence within a department. These opinions assist the departments in performing their assigned duties by assuring the County that decisions, operations and policies do not violate related laws or regulations. Legal counsel services benefit all County departments and grant programs because activities undertaken or the consideration of a particular activity that may have legal ramifications may be objectively considered. Costs for legal services have been allocated in this plan based on the dollar amount of expenditures by department. This basis has been used since it reflects the level of activity during the year, which directly relates to the exposure to the County of adverse effects resulting from managerial decisions within the County.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2660 Corp Counsel

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	284,263			284,263
Inbound Costs:				
Building Depreciation	7,147	1	7,148	
1010-1720 Administrator	740	50	790	
1010-1725 Diversity/Equity/Inclusion	224	3	228	
1010-1910 Fiscal Services	3,357	167	3,524	
1010-2660 Corp Counsel		243	243	
1010-2667 Fillmore Adm Annex		4,730	4,730	
1010-2700 Human Resc		2,102	2,102	
1010-8650 Insurance		1,011	1,011	
Total Allocated Additions:	11,468	8,307	19,774	19,774
Total To Be Allocated:	295,731	8,307		304,037

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2660 Corp Counsel

	Total	G&A	LEGAL SERVICES
Wages & Benefits			
SALARIES & WAGES	46,813	0	46,813
FRINGE BENEFITS	20,292	0	20,292
Other Expense & Cost			
727000 Office Supplies	1,486	0	1,486
730000 Postage	156	0	156
803170 Court Filing Fees Chrgd	356	0	356
808000 Service Contracts	205,514	0	205,514
831002 Admin Expense - IT Supp	8,193	0	8,193
850000 Telephone	1,453	0	1,453
Audit Adjustment	0	0	0
Departmental Total			
Expenditures Per Financial Statement	284,263		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	284,263	0	284,263
Allocation Step 1			
Inbound - All Others	11,468	0	11,468
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	295,731	0	295,731
Allocation Step 2			
Inbound - All Others	8,307	0	8,307
2nd Allocation	8,307	0	8,307
Total For 1010-2660 Corp Counsel			
Schedule .3 Total	304,037	0	304,037

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2660 Corp Counsel**

Activity - LEGAL SERVICES

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	205,820	0.360901	1,067		1,067	31	1,099
1010-1310 Circuit Court	909,834	1.595374	4,718		4,718	139	4,857
1010-1360 District Court	2,869,968	5.032427	14,882		14,882	437	15,319
1010-1362 Dist Ct Comm	393,193	0.689455	2,039		2,039	60	2,099
1010-1370 Cir Ct -Legal	139,420	0.244470	723		723	21	744
1010-1480 Probate Court	345,395	0.605643	1,791		1,791	53	1,844
1010-1490 Cir Ct -Juven	437,817	0.767703	2,270		2,270	67	2,337
1010-1720 Administrator	432,823	0.758946	2,244		2,244		2,244
1010-1725 Diversity/Equity/Inclusion	143,749	0.252061	745		745		745
1010-1910 Fiscal Services	792,739	1.390051	4,111		4,111		4,111
1010-1920 Canvassing	7,175	0.012581	37		37	1	38
1010-2150 Clerk	1,092,063	1.914909	5,663		5,663	166	5,829
1010-2320 Crime Victims	178,128	0.312344	924		924	27	951
1010-2450 Survey /Remon	1,406	0.002465	7		7	0	8
1010-2470 Plat Board	400	0.000701	2		2	0	2
1010-2530 Treasurer	441,306	0.773821	2,288		2,288		2,288
1010-2570 Equalization	712,080	1.248617	3,693		3,693	108	3,801
1010-2571 G Haven Assess	84,834	0.148755	440		440	13	453
1010-2572 Crockery Assess	30,771	0.053956	160		160	5	164
1010-2573 Blendon Assess	61,560	0.107944	319		319	9	329
1010-2574 Hudsonville Assess	20,406	0.035781	106		106	3	109
1010-2590 Geographic Info	271,215	0.475570	1,406		1,406	41	1,448
1010-2610 Coop Ext	61,513	0.107862	319		319	9	328
1010-2620 Elections	73,079	0.128142	379		379	11	390
1010-2650 FM Admin	285,905	0.501328	1,483		1,483		1,483
1010-2651 Hudsonville HS	29,170	0.051149	151		151		151
1010-2652 A/CMH	37,586	0.065906	195		195		195
1010-2653 Fulton Street	21,323	0.037389	111		111		111
1010-2654 Grand Haven Cthse	107,676	0.188808	558		558		558
1010-2655 Holland Health	42,796	0.075042	222		222		222
1010-2656 DC Facility	35,954	0.063045	186		186		186
1010-2659 B/CMH	43,770	0.076750	227		227		227
1010-2660 Corp Counsel	46,813	0.082086	243		243		243
1010-2665 Juv Svcs -Jail	227,851	0.399532	1,182		1,182	35	1,216
1010-2667 Fillmore Adm Annex	111,015	0.194662	576		576	17	593
1010-2668 DHS/FIA -Holland	33,856	0.059366	176		176	5	181
1010-2670 Prosecuting Atty	2,114,830	3.708309	10,967		10,967	322	11,289
1010-2680 Reg of Deeds	394,347	0.691479	2,045		2,045	60	2,105
1010-2700 Human Resc	447,867	0.785325	2,322		2,322	68	2,391
1010-2750 Water Resources	495,349	0.868584	2,569		2,569	75	2,644
1010-3020 Sheriff	6,171,189	10.821047	32,001		32,001	939	32,941
1010-3025 First Resp Haz Pay	206,000	0.361217	1,068		1,068	31	1,100
1010-3100 WEMET	299,531	0.525221	1,553		1,553	46	1,599
1010-3150 Secondary Road Patrol	140,841	0.246962	730		730	21	752
1010-3310 Marine Safety	103,256	0.181057	535		535	16	551
1010-3510 Jail	5,029,270	8.818716	26,080		26,080	766	26,845
1010-4260 Emerg Svcs	109,716	0.192385	569		569	17	586
1010-4263 HAZ-MAT	14,986	0.026278	78		78	2	80
1010-4300 Animal Control	80,093	0.140441	415		415	12	427
1010-6016 Pandemic Events	4,295	0.007531	22		22	1	23
1010-6480 Medical Exam	69,716	0.122246	362		362	11	372
1010-7211 Planning /Perform	587,877	1.030830	3,048		3,048	89	3,138

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2660 Corp Counsel**

Activity - LEGAL SERVICES

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2081-751X Parks	1,927,478	3.379791	9,995		9,995	293	10,289
2160-14X0 FOC	2,616,681	4.588294	13,569		13,569	398	13,967
2180-1361 Sobriety Team	113,103	0.198324	586		586	17	604
2180-1371 ADTC Grant	29,630	0.051956	154		154	4	158
2180-1376 ADTC Discress	5,302	0.009297	27		27	1	28
2180-1377 DWI/Drug Court Grant	79,413	0.139249	412		412	12	424
2180-1382 SAMHSA ADTC	48,277	0.084653	250		250	7	258
2180-3020 Sheriff	34,682	0.060814	180		180	5	185
2180-4265 Homeland	47,310	0.082957	245		245	7	253
2180-6930 CAA	315,100	0.552521	1,634		1,634	48	1,682
2210-ALL Health	5,836,148	10.233560	30,264		30,264	888	31,152
2220-649X MH	6,330,245	11.099944	32,826		32,826	965	33,791
2221-MH Millage	206,133	0.361450	1,069		1,069	31	1,100
2225-649X Substance	351,312	0.616018	1,822		1,822	53	1,875
2272-5250 Landfill Tipping	197,978	0.347150	1,027		1,027	30	1,057
2560-2680 ROD Automatn	16,123	0.028271	84		84	2	86
2600-XXXX Public Defender	1,535,891	2.693152	7,964		7,964	234	8,198
2630-3114 Comm Policing	4,964,601	8.705321	25,744		25,744	756	26,500
2631-2150 Pistol	34,817	0.061051	181		181	5	186
2920-6620 Fam Ct -Detn	1,895,393	3.323531	9,829		9,829	289	10,117
2920-6624 Juv Comm Inter	1,296,283	2.273004	6,722		6,722	197	6,919
5160-2540 Del Taxes	89,219	0.156444	463		463	14	476
6360-2280 Info Tech	1,639,966	2.875645	8,504		8,504	250	8,754
6450-2890 Duplicating	3,311	0.005806	17		17	0	18
6550-2890 Telecomm	100,331	0.175928	520		520	15	536
6641-9010 Equip Pool	21,607	0.037887	112		112	3	115
6770-8690 Liability	91,264	0.160029	473		473	14	487
6770-8710 Worker Comp	27,633	0.048454	143		143	4	147
6771-85XX Empl Ben Adm	129,680	0.227391	672		672	20	692
6772-8700 Unemploymt	39,024	0.068428	202		202	6	208
6775-8570 LTD	5,994	0.010510	31		31	1	32
Schedule .4 Total for LEGAL SERVICES	57,029,501	100.000000	295,731		295,731	8,307	304,037

Allocation Basis: REGULAR WAGES BY DEPT
Allocation Source: 704000 FINANCIALS

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2660 Corp Counsel

Receiving Department	Total	LEGAL SERVICES
1010-1010 Commissioners	1,099	1,099
1010-1310 Circuit Court	4,857	4,857
1010-1360 District Court	15,319	15,319
1010-1362 Dist Ct Comm	2,099	2,099
1010-1370 Cir Ct -Legal	744	744
1010-1480 Probate Court	1,844	1,844
1010-1490 Cir Ct -Juven	2,337	2,337
1010-1720 Administrator	2,244	2,244
1010-1725 Diversity/Equity/Inclusion	745	745
1010-1910 Fiscal Services	4,111	4,111
1010-1920 Canvassing	38	38
1010-2150 Clerk	5,829	5,829
1010-2320 Crime Victims	951	951
1010-2450 Survey /Remon	8	8
1010-2470 Plat Board	2	2
1010-2530 Treasurer	2,288	2,288
1010-2570 Equalization	3,801	3,801
1010-2571 G Haven Assess	453	453
1010-2572 Crockery Assess	164	164
1010-2573 Blendon Assess	329	329
1010-2574 Hudsonville Assess	109	109
1010-2590 Geographic Info	1,448	1,448
1010-2610 Coop Ext	328	328
1010-2620 Elections	390	390
1010-2650 FM Admin	1,483	1,483
1010-2651 Hudsonville HS	151	151
1010-2652 A/CMH	195	195
1010-2653 Fulton Street	111	111
1010-2654 Grand Haven Cthse	558	558
1010-2655 Holland Health	222	222
1010-2656 DC Facility	186	186
1010-2659 B/CMH	227	227
1010-2660 Corp Counsel	243	243
1010-2665 Juv Svcs -Jail	1,216	1,216
1010-2667 Fillmore Adm Annex	593	593
1010-2668 DHS/FIA -Holland	181	181
1010-2670 Prosecuting Atty	11,289	11,289
1010-2680 Reg of Deeds	2,105	2,105
1010-2700 Human Resc	2,391	2,391
1010-2750 Water Resources	2,644	2,644
1010-3020 Sheriff	32,941	32,941
1010-3025 First Resp Haz Pay	1,100	1,100
1010-3100 WEMET	1,599	1,599
1010-3150 Secondary Road Patrol	752	752
1010-3310 Marine Safety	551	551
1010-3510 Jail	26,845	26,845
1010-4260 Emerg Svcs	586	586
1010-4263 HAZ-MAT	80	80
1010-4300 Animal Control	427	427
1010-6016 Pandemic Events	23	23
1010-6480 Medical Exam	372	372
1010-7211 Planning /Perform	3,138	3,138

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2660 Corp Counsel**

Receiving Department	Total	LEGAL SERVICES
2081-751X Parks	10,289	10,289
2160-14X0 FOC	13,967	13,967
2180-1361 Sobriety Team	604	604
2180-1371 ADTC Grant	158	158
2180-1376 ADTC Discress	28	28
2180-1377 DWI/Drug Court Grant	424	424
2180-1382 SAMHSA ADTC	258	258
2180-3020 Sheriff	185	185
2180-4265 Homeland	253	253
2180-6930 CAA	1,682	1,682
2210-ALL Health	31,152	31,152
2220-649X MH	33,791	33,791
2221-MH Millage	1,100	1,100
2225-649X Substance	1,875	1,875
2272-5250 Landfill Tipping	1,057	1,057
2560-2680 ROD Automatn	86	86
2600-XXXX Public Defender	8,198	8,198
2630-3114 Comm Policing	26,500	26,500
2631-2150 Pistol	186	186
2920-6620 Fam Ct -Detn	10,117	10,117
2920-6624 Juv Comm Inter	6,919	6,919
5160-2540 Del Taxes	476	476
6360-2280 Info Tech	8,754	8,754
6450-2890 Duplicating	18	18
6550-2890 Telecomm	536	536
6641-9010 Equip Pool	115	115
6770-8690 Liability	487	487
6770-8710 Worker Comp	147	147
6771-85XX Empl Ben Adm	692	692
6772-8700 Unemploymt	208	208
6775-8570 LTD	32	32
Direct Bill	0	0
Total	304,037	304,037

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2665 Juv Svcs -Jail

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12130 Fillmore Street (1010-2665) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2665 Juv Svcs -Jail

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	1,024,749			1,024,749
Inbound Costs:				
1010-1720 Administrator	3,602	244	3,846	
1010-1725 Diversity/Equity/Inclusion	631	10	641	
1010-1910 Fiscal Services	6,783	437	7,219	
1010-2650 FM Admin	125,266	2,841	128,106	
1010-2660 Corp Counsel	1,182	35	1,216	
1010-2700 Human Resc		5,909	5,909	
Total Allocated Additions:	137,463	9,475	146,937	146,937
Total To Be Allocated:	1,162,212	9,475		1,171,686

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2665 Juv Svcs -Jail

	Total	G&A	JUV SVCS
Wages & Benefits			
SALARIES & WAGES	227,851	0	227,851
FRINGE BENEFITS	127,558	0	127,558
Other Expense & Cost			
739000 Operational Supplies	3,367	0	3,367
739001 Custodial Supplies	61,617	0	61,617
739002 Maintenance Supplies	26,851	0	26,851
739100 Onetime Operational Cos	437	0	437
808000 Service Contracts	19,290	0	19,290
831002 Admin Expense - IT Supp	20,439	0	20,439
850000 Telephone	2,636	0	2,636
860000 Travel - Mileage	171	0	171
865000 Gas And Oil	1,527	0	1,527
866000 Vehicle Repairs & Maint	1,397	0	1,397
868000 Vehicle Insurance	1,929	0	1,929
910000 Insurance	32,269	0	32,269
920000 Utilities	380,458	0	380,458
930000 Equipment Repairs	46,998	0	46,998
937000 Building Repairs	38,433	0	38,433
938000 Grounds Maintenance	22,112	0	22,112
940000 Equipment Rental	9,394	0	9,394
975000 Building & Improvements	15	0	15
Departmental Total			
Expenditures Per Financial Statement	1,024,749		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	1,024,749	0	1,024,749
Allocation Step 1			
Inbound - All Others	137,463	0	137,463
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	1,162,212	0	1,162,212
Allocation Step 2			
Inbound - All Others	9,475	0	9,475
2nd Allocation	9,475	0	9,475
Total For 1010-2665 Juv Svcs -Jail			
Schedule .3 Total	1,171,686	0	1,171,686

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2665 Juv Svcs -Jail**

Activity - JUV SVCS

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1480 Probate Court	4,177	4.499332	52,292	(45,551)	6,741	426	7,167
1010-1490 Cir Ct -Juven	3,528	3.800250	44,167	(38,465)	5,702	360	6,062
1010-3510 Jail	69,256	74.600371	867,014	(755,128)	111,886	7,068	118,955
2920-6620 Fam Ct -Detn	15,132	16.299711	189,437	(164,994)	24,443	1,544	25,987
2920-6624 Juv Comm Inter	743	0.800336	9,302		9,302	76	9,377
2920-6625 JCI Other	0	0.000000	0	(8,098)	(8,098)		(8,098)
Schedule .4 Total for JUV SVCS	92,836	100.000000	1,162,212	(1,012,236)	149,976	9,475	159,450
Direct Billed				1,012,236	1,012,236		1,012,236
Schedule .3 Total for JUV SVCS	92,836	100.000000		0	1,162,212	9,475	1,171,686

Allocation Basis: 2665 ASSIGNED FOOTAGE JUV SVC-JAIL

Allocation Source: FM 12130 FILLMORE

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2665 Juv Svcs -Jail

Receiving Department	Total	JUV SVCS
1010-1480 Probate Court	7,167	7,167
1010-1490 Cir Ct -Juven	6,062	6,062
1010-3510 Jail	118,955	118,955
2920-6620 Fam Ct -Detn	25,987	25,987
2920-6624 Juv Comm Inter	9,377	9,377
2920-6625 JCI Other	(8,098)	(8,098)
Direct Bill	1,012,236	1,012,236
Total	1,171,686	1,171,686

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2667 Fillmore Adm Annex

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12220 Fillmore Street, Admin Annex (1010-2667) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2667 Fillmore Adm Annex

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	657,827			657,827
Cost Adjustments:				
676000 Reimbursements	-2,269			
Total Departmental Cost Adjustments:	-2,269			-2,269
Inbound Costs:				
Building Depreciation	13,639	3	13,642	
1010-1720 Administrator	1,755	119	1,874	
1010-1725 Diversity/Equity/Inclusion	308	5	312	
1010-1910 Fiscal Services	8,372	548	8,920	
1010-2650 FM Admin	107,915	2,447	110,362	
1010-2660 Corp Counsel	576	17	593	
1010-2667 Fillmore Adm Annex		20,073	20,073	
1010-2700 Human Resc		2,880	2,880	
Total Allocated Additions:	132,563	26,092	158,656	158,656
Total To Be Allocated:	788,121	26,092		814,214

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2667 Fillmore Adm Annex

	Total	G&A	ADM ANNEX
Wages & Benefits			
SALARIES & WAGES	111,015	0	111,015
FRINGE BENEFITS	70,161	0	70,161
Other Expense & Cost			
727000 Office Supplies	833	0	833
739000 Operational Supplies	1,345	0	1,345
739001 Custodial Supplies	14,545	0	14,545
739002 Maintenance Supplies	13,919	0	13,919
739100 Onetime Operational Cos	32,407	0	32,407
808000 Service Contracts	119,223	0	119,223
830000 Memberships & Dues	119	0	119
831002 Admin Expense - IT Supp	3,234	0	3,234
850000 Telephone	7,371	0	7,371
860000 Travel - Mileage	875	0	875
865000 Gas And Oil	1,122	0	1,122
866000 Vehicle Repairs & Maint	2,389	0	2,389
868000 Vehicle Insurance	919	0	919
910000 Insurance	17,758	0	17,758
920000 Utilities	154,404	0	154,404
930000 Equipment Repairs	9,783	0	9,783
937000 Building Repairs	27,650	0	27,650
938000 Grounds Maintenance	23,693	0	23,693
940000 Equipment Rental	41,738	0	41,738
956000 Employee Training	3,324	0	3,324
Departmental Total			
Expenditures Per Financial Statement	657,827		
Deductions			
*Total Disallowed Costs	0	0	0
Cost Adjustments			
676000 Reimbursements	(2,269)	0	(2,269)
Functional Cost	655,558	0	655,558
Allocation Step 1			
Inbound - All Others	132,563	0	132,563
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	788,121	0	788,121
Allocation Step 2			
Inbound - All Others	26,092	0	26,092
2nd Allocation	26,092	0	26,092
Total For 1010-2667 Fillmore Adm Annex			
Schedule .3 Total	814,214	0	814,214

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2667 Fillmore Adm Annex**

Activity - ADM ANNEX

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1720 Administrator	2,189	2.737037	21,571		21,571		21,571
1010-1910 Fiscal Services	4,510	5.639121	44,443		44,443		44,443
1010-2150 Clerk	3,867	4.835140	38,107		38,107	1,506	39,612
1010-2530 Treasurer	3,750	4.688848	36,954		36,954		36,954
1010-2570 Equalization	3,131	3.914876	30,854		30,854	1,219	32,073
1010-2590 Geographic Info	1,113	1.391650	10,968		10,968	433	11,401
1010-2610 Coop Ext	4,505	5.632869	44,394		44,394	1,754	46,148
1010-2660 Corp Counsel	480	0.600173	4,730		4,730		4,730
1010-2667 Fillmore Adm Annex	2,037	2.546982	20,073		20,073		20,073
1010-2670 Prosecuting Atty	3,026	3.783588	29,819		29,819	1,178	30,997
1010-2680 Reg of Deeds	3,265	4.082424	32,174		32,174	1,271	33,446
1010-2700 Human Resc	2,956	3.696063	29,129		29,129	1,151	30,280
1010-2750 Water Resources	2,508	3.135902	24,715		24,715	976	25,691
1010-3020 Sheriff	22,765	28.464433	224,334		224,334	8,864	233,199
1010-4260 Emerg Svcs	4,866	6.084249	47,951		47,951	1,895	49,846
1010-7211 Planning /Perform	2,952	3.691061	29,090		29,090	1,149	30,239
2081-751X Parks	3,192	3.991147	31,455		31,455	1,243	32,698
2602-31XX WEMET	4,635	5.795416	45,675	(34,409)	11,266	1,805	13,071
6360-2280 Info Tech	3,985	4.982683	39,270		39,270	1,552	40,821
6550-2890 Telecomm	245	0.306338	2,414		2,414	95	2,510
Schedule .4 Total for ADM ANNEX	79,977	100.000000	788,121	(34,409)	753,712	26,092	779,805
Direct Billed				34,409	34,409		34,409
Schedule .3 Total for ADM ANNEX	79,977	100.000000		0	788,121	26,092	814,214

Allocation Basis: 2667 ASSIGNED FOOTAGE ADM ANNEX
Allocation Source: FM 12220 FILLMORE

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2667 Fillmore Adm Annex**

Receiving Department	Total	ADM ANNEX
1010-1720 Administrator	21,571	21,571
1010-1910 Fiscal Services	44,443	44,443
1010-2150 Clerk	39,612	39,612
1010-2530 Treasurer	36,954	36,954
1010-2570 Equalization	32,073	32,073
1010-2590 Geographic Info	11,401	11,401
1010-2610 Coop Ext	46,148	46,148
1010-2660 Corp Counsel	4,730	4,730
1010-2667 Fillmore Adm Annex	20,073	20,073
1010-2670 Prosecuting Atty	30,997	30,997
1010-2680 Reg of Deeds	33,446	33,446
1010-2700 Human Resc	30,280	30,280
1010-2750 Water Resources	25,691	25,691
1010-3020 Sheriff	233,199	233,199
1010-4260 Emerg Svcs	49,846	49,846
1010-7211 Planning /Perform	30,239	30,239
2081-751X Parks	32,698	32,698
2602-31XX WEMET	13,071	13,071
6360-2280 Info Tech	40,821	40,821
6550-2890 Telecomm	2,510	2,510
Direct Bill	34,409	34,409
Total	814,214	814,214

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2668 DHS/FIA -Holland

The Facility Management Department is responsible for the operation and maintenance of the County's real estate and buildings. Costs of the department relate to providing office space for County departments and grant programs, including performing the necessary maintenance, repair and upkeep programs to facilities as well as custodial services.

Custodial & Maintenance Service - the Facility Management Department provides intensive maintenance services. The cost of maintaining the facility located at 12185 James Street, Holland, MI (1010-2668) has been distributed based on the average annual assigned square footage.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2668 DHS/FIA -Holland

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	244,408			244,408
Inbound Costs:				
1010-1720 Administrator	535	36	571	
1010-1725 Diversity/Equity/Inclusion	94	1	95	
1010-1910 Fiscal Services	4,967	309	5,276	
1010-2650 FM Admin	54,714	1,241	55,954	
1010-2660 Corp Counsel	176	5	181	
1010-2700 Human Resc		878	878	
Total Allocated Additions:	60,485	2,470	62,955	62,955
Total To Be Allocated:	304,893	2,470		307,363

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2668 DHS/FIA -Holland**

	Total	G&A	FIA BLDG
Wages & Benefits			
SALARIES & WAGES	33,856	0	33,856
FRINGE BENEFITS	25,597	0	25,597
Other Expense & Cost			
739001 Custodial Supplies	3,492	0	3,492
739002 Maintenance Supplies	1,867	0	1,867
808000 Service Contracts	73,645	0	73,645
831002 Admin Expense - IT Supp	1,409	0	1,409
865000 Gas And Oil	496	0	496
866000 Vehicle Repairs & Maint	834	0	834
868000 Vehicle Insurance	827	0	827
910000 Insurance	7,381	0	7,381
920000 Utilities	61,902	0	61,902
930000 Equipment Repairs	10,402	0	10,402
937000 Building Repairs	5,315	0	5,315
938000 Grounds Maintenance	10,761	0	10,761
940000 Equipment Rental	6,578	0	6,578
958001 Property Taxes	46	0	46
Departmental Total			
Expenditures Per Financial Statement	244,408		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	244,408	0	244,408
Allocation Step 1			
Inbound - All Others	60,485	0	60,485
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	304,893	0	304,893
Allocation Step 2			
Inbound - All Others	2,470	0	2,470
2nd Allocation	2,470	0	2,470
Total For 1010-2668 DHS/FIA -Holland			
Schedule .3 Total	307,363	0	307,363

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2668 DHS/FIA -Holland**

Activity - FIA BLDG

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2600-XXXX Public Defender	3,769	9.294927	28,340	(21,698)	6,642	230	6,871
2901-6700 DHS	27,551	67.944956	207,159	(158,422)	48,737	1,679	50,416
OTHER	9,229	22.760117	69,394		69,394	562	69,956
Schedule .4 Total for FIA BLDG	40,549	100.000000	304,893	(180,120)	124,773	2,470	127,243
Direct Billed				180,120	180,120		180,120
Schedule .3 Total for FIA BLDG	40,549	100.000000		0	304,893	2,470	307,363

Allocation Basis: 2668 ASSIGNED FOOTAGE DHS/FIA

Allocation Source: FM 12185 JAMES

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2668 DHS/FIA -Holland

Receiving Department	Total	FIA BLDG
2600-XXXX Public Defender	6,871	6,871
2901-6700 DHS	50,416	50,416
OTHER	69,956	69,956
Direct Bill	180,120	180,120
Total	<u>307,363</u>	<u>307,363</u>

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-2700 Human Resc

The Human Resources Department is responsible for the overall administration of the County's personnel services, including benefits administration, health management programs, applicant tracking, employee assistance programs, talent development and training, and employee relations. Services also include recruiting, interviewing, testing, and referring of potential candidates. Active and inactive personnel records are maintained on all County employees. In addition, the Personnel Department is partially responsible for representing the County in labor negotiations with the County's bargaining units.

Below is a description of the allocation methodology for each function:

General Office Support and Administration (G&A) - This category includes time associated with office supervision, reception duties, and various management activities within the Office. These costs have been distributed to the other activity pool for reallocation.

Personnel/Payroll Management - Costs are distributed to all County departments. The basis of allocation is the number of FTE's by benefiting department.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-2700 Human Resc

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	981,352			981,352
Cost Adjustments:				
607000 Fees	-405			
Non-Reimbursed COVID-19 Payroll	52,046			
Total Departmental Cost Adjustments:	51,641			51,641
Inbound Costs:				
Building Depreciation	34,990	5	34,994	
1010-1720 Administrator	7,079	479	7,559	
1010-1725 Diversity/Equity/Inclusion	994	15	1,009	
1010-1910 Fiscal Services	10,820	642	11,463	
1010-2530 Treasurer	316	39	355	
1010-2660 Corp Counsel	2,322	68	2,391	
1010-2667 Fillmore Adm Annex	29,129	1,151	30,280	
1010-2700 Human Resc		9,309	9,309	
1010-8650 Insurance		9,669	9,669	
Total Allocated Additions:	85,652	21,377	107,029	107,029
Total To Be Allocated:	1,118,645	21,377		1,140,022

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-2700 Human Resc

	Total	G&A	PERSONNEL MGT
Wages & Benefits			
SALARIES & WAGES	447,867	0	447,867
FRINGE BENEFITS	255,751	0	255,751
Other Expense & Cost			
727000 Office Supplies	5,143	0	5,143
728000 Printing & Binding	1,871	0	1,871
730000 Postage	1,746	0	1,746
739000 Operational Supplies	119	0	119
740000 IT Operational Supplies	2,827	0	2,827
802000 Employment Assessments	19,375	0	19,375
807000 Legal/Trial Ct Apt Att	39,504	0	39,504
808000 Service Contracts	70,569	0	70,569
830000 Memberships & Dues	324	0	324
831002 Admin Expense - IT Supp	61,588	0	61,588
850000 Telephone	5,810	0	5,810
860000 Travel - Mileage	300	0	300
861000 Conferences & Othr Trav	7,788	0	7,788
901000 Advertising	575	0	575
940000 Equipment Rental	2,413	0	2,413
956000 Employee Training	7,699	0	7,699
956003 County Training & Devel	50,084	0	50,084
Audit Adjustment	(1)	0	(1)
Departmental Total			
Expenditures Per Financial Statement	981,352		
Deductions			
*Total Disallowed Costs	0	0	0
Cost Adjustments			
607000 Fees	(405)	0	(405)
Non-Reimbursed COVID-19 Payroll	52,046	0	52,046
Functional Cost	1,032,993	0	1,032,993
Allocation Step 1			
Inbound - All Others	85,652	0	85,652
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	1,118,645	0	1,118,645
Allocation Step 2			
Inbound - All Others	21,377	0	21,377
2nd Allocation	21,377	0	21,377
Total For 1010-2700 Human Resc			
Schedule .3 Total	1,140,022	0	1,140,022

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2700 Human Resc**

Activity - PERSONNEL MGT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	11.00	1.215631	13,599		13,599	278	13,877
1010-1310 Circuit Court	16.80	1.856600	20,769		20,769	425	21,194
1010-1360 District Court	54.83	6.059367	67,783		67,783	1,387	69,170
1010-1362 Dist Ct Comm	5.05	0.558085	6,243		6,243	128	6,371
1010-1370 Cir Ct -Legal	2.00	0.221024	2,473		2,473	51	2,523
1010-1480 Probate Court	6.00	0.663071	7,417		7,417	152	7,569
1010-1490 Cir Ct -Juven	5.96	0.658651	7,368		7,368	151	7,519
1010-1720 Administrator	5.34	0.590133	6,601		6,601		6,601
1010-1725 Diversity/Equity/Inclusion	2.00	0.221024	2,473		2,473		2,473
1010-1910 Fiscal Services	15.69	1.733932	19,397		19,397		19,397
1010-2150 Clerk	24.00	2.652285	29,670		29,670	607	30,277
1010-2320 Crime Victims	4.00	0.442048	4,945		4,945	101	5,046
1010-2450 Survey /Remon	0.10	0.011051	124		124	2	126
1010-2530 Treasurer	7.22	0.797896	8,926		8,926		8,926
1010-2570 Equalization	13.75	1.519539	16,998		16,998	348	17,346
1010-2571 G Haven Assess	1.00	0.110512	1,236		1,236	25	1,262
1010-2590 Geographic Info	4.00	0.442048	4,945		4,945	101	5,046
1010-2610 Coop Ext	1.00	0.110512	1,236		1,236	25	1,262
1010-2620 Elections	1.00	0.110512	1,236		1,236	25	1,262
1010-2650 FM Admin	6.00	0.663071	7,417		7,417		7,417
1010-2651 Hudsonville HS	0.61	0.067412	754		754		754
1010-2652 A/CMH	0.79	0.087304	977		977		977
1010-2653 Fulton Street	0.45	0.049730	556		556		556
1010-2654 Grand Haven Cthse	2.26	0.249757	2,794		2,794		2,794
1010-2655 Holland Health	0.90	0.099461	1,113		1,113		1,113
1010-2656 DC Facility	0.75	0.082884	927		927		927
1010-2659 B/CMH	0.92	0.101671	1,137		1,137		1,137
1010-2660 Corp Counsel	1.70	0.187870	2,102		2,102		2,102
1010-2665 Juv Svcs -Jail	4.78	0.528247	5,909		5,909		5,909
1010-2667 Fillmore Adm Annex	2.33	0.257493	2,880		2,880		2,880
1010-2668 DHS/FIA -Holland	0.71	0.078463	878		878		878
1010-2670 Prosecuting Atty	27.81	3.073336	34,380		34,380	704	35,083
1010-2680 Reg of Deeds	7.65	0.845416	9,457		9,457	194	9,651
1010-2700 Human Resc	7.53	0.832155	9,309		9,309		9,309
1010-2750 Water Resources	8.75	0.966979	10,817		10,817	221	11,038
1010-3020 Sheriff	81.70	9.028822	101,000		101,000	2,067	103,068
1010-3100 WEMET	6.00	0.663071	7,417		7,417	152	7,569
1010-3150 Secondary Road Patrol	2.00	0.221024	2,473		2,473	51	2,523
1010-3310 Marine Safety	1.00	0.110512	1,236		1,236	25	1,262
1010-3510 Jail	79.00	8.730439	97,663		97,663	1,999	99,661
1010-4260 Emerg Svcs	2.10	0.232075	2,596		2,596	53	2,649
1010-4263 HAZ-MAT	0.40	0.044205	495		495	10	505
1010-4300 Animal Control	2.00	0.221024	2,473		2,473	51	2,523
1010-6480 Medical Exam	0.60	0.066307	742		742	15	757
1010-7211 Planning /Perform	8.40	0.928300	10,384		10,384	213	10,597
2081-751X Parks	21.38	2.362744	26,431		26,431	541	26,972
2160-14X0 FOC	42.75	4.724383	52,849		52,849	1,082	53,931
2180-1361 Sobriety Team	2.10	0.232075	2,596		2,596	53	2,649
2180-1371 ADTC Grant	2.21	0.244231	2,732		2,732	56	2,788
2180-4265 Homeland	1.00	0.110512	1,236		1,236	25	1,262
2180-6930 CAA	6.20	0.685174	7,665		7,665	157	7,822
2210-ALL Health	99.20	10.962780	122,635		122,635	2,510	125,144

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-2700 Human Resc**

Activity - PERSONNEL MGT

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	101.51	11.218061	125,490		125,490	2,570	128,060
2221-MH Millage	3.14	0.347007	3,882		3,882	79	3,961
2225-649X Substance	2.60	0.287331	3,214		3,214	66	3,280
2272-5250 Landfill Tipping	4.85	0.535983	5,996		5,996	123	6,118
2560-2680 ROD Automatn	0.35	0.038679	433		433	9	441
2600-XXXX Public Defender	20.00	2.210238	24,725		24,725	506	25,231
2630-3114 Comm Policing	71.00	7.846344	87,773		87,773	1,796	89,569
2631-2150 Pistol	1.00	0.110512	1,236		1,236	25	1,262
2920-6620 Fam Ct -Detn	34.44	3.806030	42,576		42,576	871	43,447
2920-6624 Juv Comm Inter	24.00	2.652285	29,670		29,670	607	30,277
5160-2540 Del Taxes	1.73	0.191186	2,139		2,139	44	2,182
6360-2280 Info Tech	22.90	2.530722	28,310		28,310	579	28,889
6450-2890 Duplicating	0.03	0.003315	37		37	1	38
6550-2890 Telecomm	1.13	0.124878	1,397		1,397	29	1,426
6641-9010 Equip Pool	0.20	0.022102	247		247	5	252
6770-8690 Liability	1.18	0.130404	1,459		1,459	30	1,489
6770-8710 Worker Comp	0.27	0.029838	334		334	7	341
6771-85XX Empl Ben Adm	1.54	0.170188	1,904		1,904	39	1,943
6772-8700 Unemploymt	0.24	0.026523	297		297	6	303
6775-8570 LTD	0.05	0.005526	62		62	1	63
Schedule .4 Total for PERSONNEL MGT	904.88	100.000000	1,118,645		1,118,645	21,377	1,140,022

Allocation Basis: NUMBER OF FTES BY DEPARTMENT
Allocation Source: POSITION HISTORY REPORT

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2700 Human Resc

Receiving Department	Total	PERSONNEL MGT
1010-1010 Commissioners	13,877	13,877
1010-1310 Circuit Court	21,194	21,194
1010-1360 District Court	69,170	69,170
1010-1362 Dist Ct Comm	6,371	6,371
1010-1370 Cir Ct -Legal	2,523	2,523
1010-1480 Probate Court	7,569	7,569
1010-1490 Cir Ct -Juven	7,519	7,519
1010-1720 Administrator	6,601	6,601
1010-1725 Diversity/Equity/Inclusion	2,473	2,473
1010-1910 Fiscal Services	19,397	19,397
1010-2150 Clerk	30,277	30,277
1010-2320 Crime Victims	5,046	5,046
1010-2450 Survey /Remon	126	126
1010-2530 Treasurer	8,926	8,926
1010-2570 Equalization	17,346	17,346
1010-2571 G Haven Assess	1,262	1,262
1010-2590 Geographic Info	5,046	5,046
1010-2610 Coop Ext	1,262	1,262
1010-2620 Elections	1,262	1,262
1010-2650 FM Admin	7,417	7,417
1010-2651 Hudsonville HS	754	754
1010-2652 A/CMH	977	977
1010-2653 Fulton Street	556	556
1010-2654 Grand Haven Cthse	2,794	2,794
1010-2655 Holland Health	1,113	1,113
1010-2656 DC Facility	927	927
1010-2659 B/CMH	1,137	1,137
1010-2660 Corp Counsel	2,102	2,102
1010-2665 Juv Svcs -Jail	5,909	5,909
1010-2667 Fillmore Adm Annex	2,880	2,880
1010-2668 DHS/FIA -Holland	878	878
1010-2670 Prosecuting Atty	35,083	35,083
1010-2680 Reg of Deeds	9,651	9,651
1010-2700 Human Resc	9,309	9,309
1010-2750 Water Resources	11,038	11,038
1010-3020 Sheriff	103,068	103,068
1010-3100 WEMET	7,569	7,569
1010-3150 Secondary Road Patrol	2,523	2,523
1010-3310 Marine Safety	1,262	1,262
1010-3510 Jail	99,661	99,661
1010-4260 Emerg Svcs	2,649	2,649
1010-4263 HAZ-MAT	505	505
1010-4300 Animal Control	2,523	2,523
1010-6480 Medical Exam	757	757
1010-7211 Planning /Perform	10,597	10,597
2081-751X Parks	26,972	26,972
2160-14X0 FOC	53,931	53,931
2180-1361 Sobriety Team	2,649	2,649
2180-1371 ADTC Grant	2,788	2,788
2180-4265 Homeland	1,262	1,262
2180-6930 CAA	7,822	7,822
2210-ALL Health	125,144	125,144

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-2700 Human Resc

Receiving Department	Total	PERSONNEL MGT
2220-649X MH	128,060	128,060
2221-MH Millage	3,961	3,961
2225-649X Substance	3,280	3,280
2272-5250 Landfill Tipping	6,118	6,118
2560-2680 ROD Automatn	441	441
2600-XXXX Public Defender	25,231	25,231
2630-3114 Comm Policing	89,569	89,569
2631-2150 Pistol	1,262	1,262
2920-6620 Fam Ct -Detn	43,447	43,447
2920-6624 Juv Comm Inter	30,277	30,277
5160-2540 Del Taxes	2,182	2,182
6360-2280 Info Tech	28,889	28,889
6450-2890 Duplicating	38	38
6550-2890 Telecomm	1,426	1,426
6641-9010 Equip Pool	252	252
6770-8690 Liability	1,489	1,489
6770-8710 Worker Comp	341	341
6771-85XX Empl Ben Adm	1,943	1,943
6772-8700 Unemploymt	303	303
6775-8570 LTD	63	63
Direct Bill	0	0
Total	1,140,022	1,140,022

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 1010-8650 Insurance

Ottawa County acquires a broad range of insurance coverage to protect itself from financial losses as a result of claims against the County's resources. Ottawa County is insured through Buiten and Associates. Coverage includes property, general liability, vehicle, and cyber insurance. The insurance costs are charged to departments through the general ledger internal service fund 6780. The internal service fund charges for costs that relate to the general fund departments which are not directly billed, are accounted for in the 1010-8650 general ledger activity. These costs have been allocated to the benefiting departments based on the dollar amount of regular wages by benefiting department.

Compensation for this service is allowable under Title 2 CFR Part 200.

This department receives allocations from other service departments. The allocations received are, in turn, reallocated to recipient departments according to the initial distribution established for this service department. This procedure provides for an appropriate allocation of all service department charges.

All applicable credits for direct-billed charges are accounted for in the initial allocation.

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 1010-8650 Insurance

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	142,644			142,644
Inbound Costs:				
1010-1910 Fiscal Services	728	11	739	
Total Allocated Additions:	728	11	739	739
Total To Be Allocated:	143,372	11		143,383

Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 1010-8650 Insurance

	Total	G&A	GEN LIAB EXCESS
<hr/>			
Other Expense & Cost			
9100 INSURANCE & BO	142,644	0	142,644
Departmental Total			
Expenditures Per Financial Statement	142,644		
Deductions			
*Total Disallowed Costs	0	0	0
Functional Cost	142,644	0	142,644
Allocation Step 1			
Inbound - All Others	728	0	728
Reallocate Admin Costs		0	0
Unallocated Costs	0	0	0
1st Allocation	143,372	0	143,372
Allocation Step 2			
Inbound - All Others	11	0	11
2nd Allocation	11	0	11
Total For 1010-8650 Insurance			
Schedule .3 Total	143,383	0	143,383

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 1010-8650 Insurance**

Activity - GEN LIAB EXCESS

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	205,820	3.099170	4,443		4,443	1	4,444
1010-1370 Cir Ct -Legal	139,420	2.099341	3,010		3,010	0	3,010
1010-1720 Administrator	432,823	6.517308	9,344		9,344		9,344
1010-1910 Fiscal Services	792,739	11.936805	17,114		17,114		17,114
1010-2150 Clerk	1,092,063	16.443928	23,576		23,576	3	23,579
1010-2320 Crime Victims	178,128	2.682193	3,846		3,846	0	3,846
1010-2450 Survey /Remon	1,406	0.021171	30		30		30
1010-2530 Treasurer	441,306	6.645042	9,527		9,527		9,527
1010-2570 Equalization	712,080	10.722268	15,373		15,373	2	15,374
1010-2571 G Haven Assess	84,834	1.277403	1,831		1,831	0	1,832
1010-2572 Crockery Assess	30,771	0.463340	664		664	0	664
1010-2573 Blendon Assess	61,560	0.926950	1,329		1,329	0	1,329
1010-2574 Hudsonville Assess	20,406	0.307267	441		441	0	441
1010-2590 Geographic Info	271,215	4.083867	5,855		5,855	1	5,856
1010-2610 Coop Ext	61,513	0.926243	1,328		1,328	0	1,328
1010-2620 Elections	73,079	1.100400	1,578		1,578	0	1,578
1010-2660 Corp Counsel	46,813	0.704895	1,011		1,011		1,011
1010-2680 Reg of Deeds	394,347	5.937949	8,513		8,513	1	8,514
1010-2700 Human Resc	447,867	6.743835	9,669		9,669		9,669
1010-2750 Water Resources	495,349	7.458804	10,694		10,694	1	10,695
1010-6480 Medical Exam	69,716	1.049761	1,505		1,505	0	1,505
1010-7211 Planning /Perform	587,877	8.852060	12,691		12,691	1	12,693
Schedule .4 Total for GEN LIAB EXCESS	6,641,132	100.000000	143,372		143,372	11	143,383

Allocation Basis: 8650 GF WAGES OF DEPTS NOT DIRECTLY BILLED
Allocation Source: 704000 FINANCIALS

**Ottawa County, Michigan
Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 1010-8650 Insurance**

Receiving Department	Total	GEN LIAB EXCESS
1010-1010 Commissioners	4,444	4,444
1010-1370 Cir Ct -Legal	3,010	3,010
1010-1720 Administrator	9,344	9,344
1010-1910 Fiscal Services	17,114	17,114
1010-2150 Clerk	23,579	23,579
1010-2320 Crime Victims	3,846	3,846
1010-2450 Survey /Remon	30	30
1010-2530 Treasurer	9,527	9,527
1010-2570 Equalization	15,374	15,374
1010-2571 G Haven Assess	1,832	1,832
1010-2572 Crockery Assess	664	664
1010-2573 Blendon Assess	1,329	1,329
1010-2574 Hudsonville Assess	441	441
1010-2590 Geographic Info	5,856	5,856
1010-2610 Coop Ext	1,328	1,328
1010-2620 Elections	1,578	1,578
1010-2660 Corp Counsel	1,011	1,011
1010-2680 Reg of Deeds	8,514	8,514
1010-2700 Human Resc	9,669	9,669
1010-2750 Water Resources	10,695	10,695
1010-6480 Medical Exam	1,505	1,505
1010-7211 Planning /Perform	12,693	12,693
 Direct Bill	 0	 0
 Total	 <u>143,383</u>	 <u>143,383</u>

Section D: Supplemental Data

OTTAWA COUNTY, MICHIGAN
RECONCILIATION OF COST PLAN TO ACFR
CALENDAR YEAR ENDING DECEMBER 31, 2020

COST ALLOCATION PLAN			ANNUAL COMPREHENSIVE FINANCIAL REPORT FINANCIAL STATEMENT		
SCHE NO.	DEPARTMENT	AMOUNT	DEPARTMENT	AMOUNT	PAGE
2	1010-1720 ADMINISTRATOR	786,548			
3	1010-1725 DIVERSITY/EQUITY/INCLUSION	232,025			
	1010-1721 INNOVATIVE INITIATIVE (NOT ALLOC)	24,701			
	1010-1722 WATER QUALITY FORUM (NOT ALLOC)	1,321			
	1010-2230 STRATEGIC INITIATIVE (NOT ALLOC)	87,049			
	<u>SUB-TOTAL</u>	<u>1,131,645</u>	ADMINISTRATOR	1,131,645	108
4	1010-1910 FISCAL SERVICES	1,559,648	FISCAL SERVICES	1,559,648	108
5	1010-2530 TREASURER	924,225			
	1010-2470 PLAT BOARD (NOT ALLOC)	441			
	<u>1010-2530 TREASURER</u>	<u>924,666</u>	TREASURER	924,666	108
6	1010-2650 FM ADMIN	624,187			
7	1010-2651 HUDSONVILLE HS	211,743			
8	1010-2652 A/CMH	166,303			
9	1010-2653 FULTON STREET	89,337			
10	1010-2654 GRAND HAVEN COURTHOUSE	664,568			
11	1010-2655 HOLLAND HEALTH	158,552			
12	1010-2656 DC FACILITY	229,347			
13	1010-2659 B/CMH	161,943			
15	1010-2665 JUVENILE SVCS - JAIL	1,024,749			
16	1010-2667 FILLMORE ADMIN ANNEX	657,827			
17	1010-2668 DHS/FIA - HOLLAND	244,406			
	<u>SUB-TOTAL</u>	<u>4,232,961</u>	FACILITIES MAINTENANCE	4,232,961	108
14	1010-2660 CORPORATE COUNSEL	284,264	CORPORATE COUNSEL	284,264	108
18	1010-2700 HUMAN RESOURCES	981,352	HUMAN RESOURCES	981,352	108
19	1010-8650 INSURANCE	142,644	INSURANCE	142,644	108
	<u>TOTAL</u>	<u>9,257,180</u>	<u>TOTAL</u>	<u>9,257,180</u>	



Ottawa County
Fiscal Services
Department

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COUNTY OF OTTAWA

COUNTY-WIDE COST ALLOCATION PLAN

Internal Service Fund Reserve Analysis

Information Technology Fund (6360): In prior years this fund has received \$1,830,980 in contributed capital from the General Fund. Revenue is generated by charges to departments which are based on a separate Cost Allocation Plan. Applicable 2 CFR Part 200 adjustments increase working capital to from -6.49 to -4.39 months which is not excessive according to Federal guidelines.

Duplicating (6450): Applicable 2 CFR Part 200 adjustments increase working capital from -111.84 to -70.99 months which is not excessive according to Federal guidelines.

Telecommunications (6550): This fund has received \$145,000 in contributed capital. Applicable 2 CFR Part 200 adjustments increase working capital from -2.75 to -2.20 months which is not excessive according to Federal guidelines.

Equipment Pool (6641): This fund has received \$2,580,381 in contributed capital. Applicable 2 CFR Part 200 adjustments increased working capital from -989.19 to -891.36 months which is not excessive according to Federal guidelines.

Workers Compensation (6770): The rate charged to departments for workers' compensation is based on claims, third party administration, and insurance premiums plus administration costs. An actuarial study prepared by Financial Risk Analysts, LLC and commissioned by the Insurance Authority (6780) includes an analysis of workers' compensation. If the working capital were calculated, it would not be excessive according to Federal guidelines.

Employee Benefits (6771): The rate charged to departments is based on the actual premiums paid plus administration costs. This fund includes health, dental, and vision insurance provided to employees as a fringe benefit. The premiums are established by third party vendors. If the working capital were calculated, it would not be excessive according to Federal guidelines.

PSF Unemployment (6772): The rate charged to departments is based on claims and contracted services plus administration costs. Claims vary significantly by year, and since the County is self-funded, it must have sufficient reserves to cover large claims when they occur. If the working capital were calculated, it would not be excessive according to Federal guidelines.

Long-Term Disability (6775): The rate charged to departments is based on the actual premium paid plus administration costs. The premium is established by a third-party vendor. If the working capital were calculated, it would not be excessive according to Federal guidelines.



Ottawa County

Fiscal Services Department

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Insurance Authority (6780): The Insurance Authority is a separate entity and a blended component unit of the County. The rates charged to departments are based on an actuary study prepared by Financial Risk Analysts, LLC. The Insurance Authority must have sufficient reserves to cover bad claim years when they occur. Since the rates are established by an actuarial study, the working capital is allowed by Federal regulation and is not considered excessive.

DB/DC Conversion (6810): The fund was originally a special revenue fund when it was established in Fiscal Year 2014 but presented as an internal service fund beginning in Fiscal Year 2017. The rates charged to departments are based on the actuarial study prepared by GRS Retirement Consulting Inc. in care of the Municipal Employees' Retirement System of Michigan plus debt service payment for pension bonds issued in 2014. For Fiscal Year 2020, transfers out to debt service pension bonds have been reclassified as expenses. The County Board of Commissioners contributed \$4.6 million from the general fund when the defined benefit plan was closed and all employees moved to the defined contribution plan. The county's unfunded pension liability is \$69.6 million.

Compensated Absences (6800): The rate charged to departments is based on the actual leave accrued by the County employees. If the working capital reserve were calculated, it would not be excessive according to the Federal Guidelines.

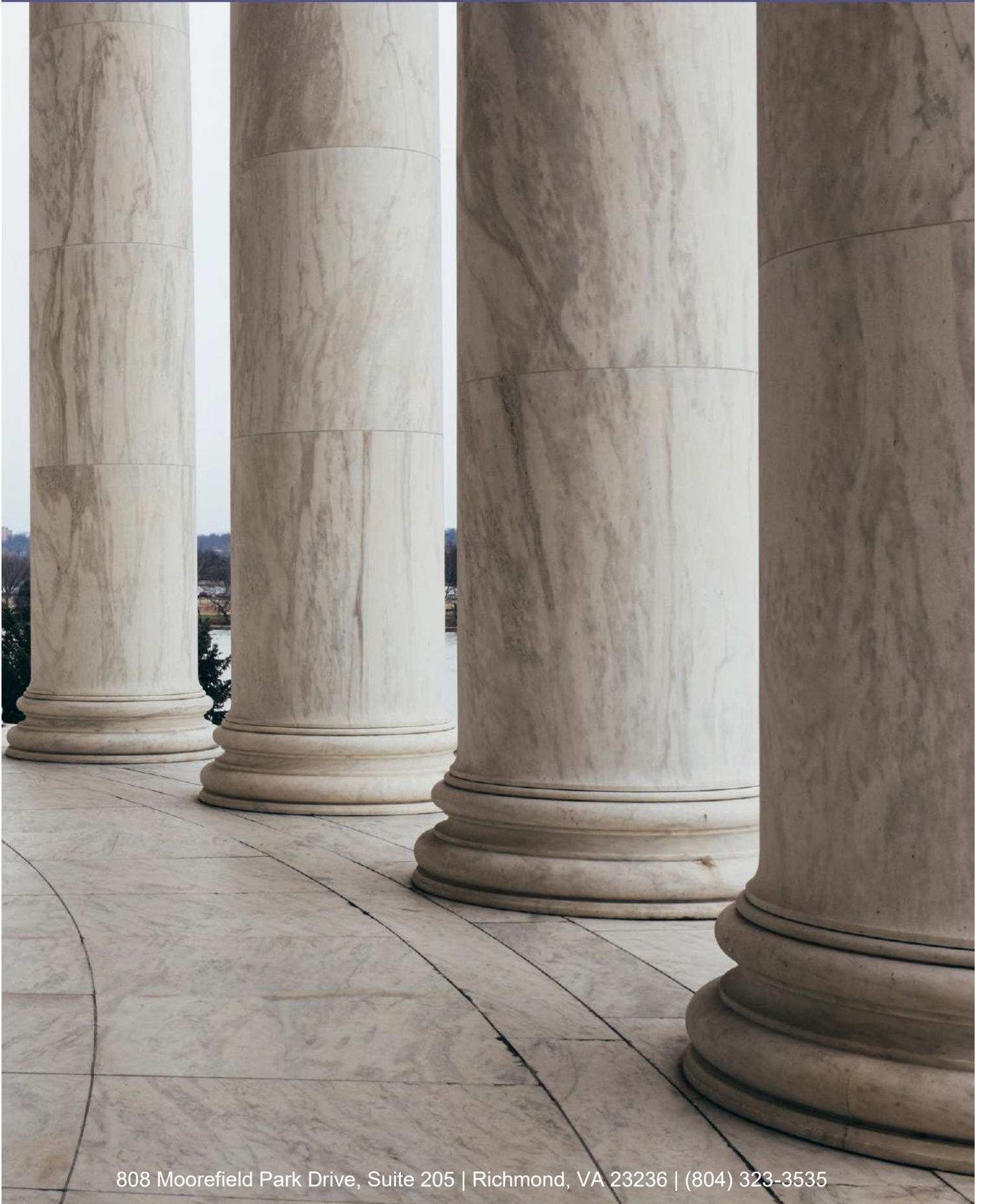
Ottawa County, Michigan
Reconciliation of Internal Service Funds to Federal Guidelines
For the Year Ended September 30, 2020

	Total	Innovation & Technology 6360	Duplicating 6450	Tele-communication 6550	Equipment Pool 6641	Insurance Programs 6770	Employee Insurance 6771	Protected Self-Funded Unemployment 6772	Long-Term Disability Insurance 6775	County, Michigan Insurance Authority 6780	DB/DC Conversion 6810**	Compensated Absences 6800
2 CFR Part 200 Adjusted Fund Balance October 1, 2019	\$ 4,758,087	\$ (2,599,714)	\$ (82,644)	\$ (146,911)	\$ (3,077,169)	\$ (1,057,107)	\$ 1,779,862	\$ (594,767)	\$ 58,384	\$ 9,170,478	\$ 2,484,378	\$ (1,176,703)
FY 2018 Fund Increase (Decrease)												
2 CFR Part 200 Revenues:												
Operating Revenues	39,395,650	5,696,364	35,105	798,929	2,252,923	317,909	11,801,068	333,212	-	1,836,472	15,595,040	728,628
Non Operating Revenue	4,891,640	16,511	10,861	19,618	139,616	70,742	38,185	19,920	2,504	4,437,458	84,747	51,478
Total Revenues	44,287,290	5,712,875	45,966	818,547	2,392,539	388,651	11,839,253	353,132	2,504	6,273,930	15,679,787	780,106
2 CFR Part 200 Expenditures:												
Operating Expenses	32,858,659	4,924,066	13,098	667,830	32,281	384,087	11,945,628	203,802	120,696	1,986,797	11,848,246	732,128
Reclassified Operating Transfer	4,346,945	(13,546)								126,375	4,234,116	
Plus: Depreciation	1,834,768	-	27,706	126,086	1,680,976	-	-	-	-	-	-	-
CAP Adjustment										2,277	72	
2 CFR Part 200 Allowable Expenditures	39,040,372	4,910,520	40,804	793,916	1,713,257	384,087	11,945,628	203,802	120,696	2,115,449	16,082,434	732,128
2 CFR Part 200 Balance	5,246,918	802,355	5,162	24,631	679,282	4,564	(106,375)	149,330	(118,192)	4,158,481	(402,647)	47,978
2 CFR Part 200 Fund Balance September 30, 2020	\$ 10,005,005	\$ (1,797,359)	\$ (77,482)	\$ (122,280)	\$ (2,397,887)	\$ (1,052,543)	\$ 1,673,487	\$ (445,437)	\$ (59,808)	\$ 13,328,959	\$ 2,081,731	\$ (1,128,725)
Excessive Balance *												
2 CFR Part 200 Fund Balance	\$	(1,797,359)	(77,482)	(122,280)	(2,397,887)	(1,052,543)	1,673,487	(445,437)	(59,808)	13,328,959	2,081,731	(1,128,725)
Less: 60 Day Expenditure Allowance		818,420.00	6,800.67	132,319.33	285,542.83	64,014.50	1,990,938.00	33,967.00	20,116.00	352,574.83	2,680,405.67	122,021.33
Total Expenditure	\$	4,910,520	40,804	793,916	1,713,257	384,087	11,945,628	203,802	120,696	2,115,449	16,082,434	732,128
Less: Equipment Depreciation		-	27,706	126,086	1,680,976	-	-	-	-	-	-	-
Total Allowable	-	4,910,520	13,098	667,830	32,281	384,087	11,945,628	203,802	120,696	2,115,449	16,082,434	732,128
Allowable Times 16.667%	-	818,436	2,183	111,307	5,380	64,016	1,990,978	33,968	20,116	352,582	2,680,459	122,024
Excessive Fund Balance	\$ -	\$ (2,615,795)	\$ (79,665)	\$ (233,587)	\$ (2,403,267)	\$ (1,116,559)	\$ (317,491)	\$ (479,405)	\$ (79,924)	\$ 12,976,377	\$ (598,728)	\$ (1,250,749)
Fund Transfer:												
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	(300,000)	-	-	(150,000)	-	-	-	-	-	(150,000)	-	-
Net Transfers	\$ (300,000)	\$ -	\$ -	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150,000)	\$ -	\$ -
FY 2019 Increase(Decrease)	\$ (300,000)	\$ -	\$ -	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150,000)	\$ -	\$ -

* Fringe funds must have actuarial studies to determine if there is excessive fund balance.
Non-fringe funds have negative fund balance so there is by definition not excessive fund balance

**The fund balance for the DB/DC Conversion Fund has been restated to reflect prior year operating transfers to the Debt Service fund as expenses.

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Helping Government Serve the People[®]



**Central Services
IT Cost Allocation Plan
Ottawa County, MI**

Departmental
Cost Allocation Plan

Based on Actual Expenditures for the
Fiscal Year Ended September 30, 2020

**Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
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Section A: Cost Allocation Methodology and Process

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Cost Allocation Methodology and Process

A. Cost Allocation Methodology and Process

The Cost Allocation Plan (CAP) provided in *Section C* was prepared by Maximus Consulting Services, Inc. (Maximus) for Ottawa County, Michigan. Utilizing our proprietary, web-based cost allocation system, MAXCAP™, Maximus used cost data and allocation statistics to allocate the costs to departments/divisions/programs for Fiscal Year (FY) 2020.

MAXCAP uses a double step-down allocation procedure to distribute costs among Central Services and to departments that receive benefits. Using MAXCAP, costs are input by cost center identifications consistent with the entity's accounting code structure, which allows for efficient balancing with the entity's financial reporting systems. Additionally, MAXCAP provides for the inputting of allocation statistics appropriate for the distribution of the identified indirect cost pools. Credits for direct-billed payments, cost adjustments, and other valid and applicable costing factors are also facilitated within the software.

In this section, we provide an overview of our cost allocation methodology and process used to develop the CAP.

A.1 Cost Allocation Methodology

Maximus employs a double step-down procedure that allows all Central Service Departments to allocate costs to all other Central Service Departments. Since Central Service Departments' costs are not simultaneously allocated, the process must be performed sequentially, one department after another. The second step-down allows for the equitable allocation of the costs the Central Service Departments receive from one another.

Typically, CAPs are compiled using a single step down or "waterfall" methodology in which the costs of Central Service Departments are allocated in an ordinal sequence with emphasis placed on ordering non-departmental and departmental cost groupings to optimize the flow of costs to recoverable program areas. Although this is an acceptable method resulting in accurate program allocations, it provides only partial information as to the costs of individual Central Service Departments and their significant activities.

To demonstrate the potential inequity of a single step-down, consider the costs of the Facilities Management and Purchasing activities. Facilities Management manages and maintains the office space that Purchasing uses to serve departments. Facilities costs are rightfully allocable to all the departments that have space in government buildings. If Facilities Management costs are allocated after Purchasing, the cost of Purchasing's space will be allocated to the other departments in the building. It could be argued that this method then allocates costs to departments disproportionate to the benefit received from those costs.

Maximus' double step-down approach mitigates potential allocation inequities and has been widely accepted by federal cognizant agencies for more than 30 years.

A.1.1 First Step-Down

The first step-down allows each Central Service Department to allocate to any other department, regardless of the sequence of the departments. The department also can allocate to itself providing the statistical measurements indicate a basis for the allocations.

Process

The process of allocating during this round is achieved sequentially, consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- Costs from entity financial records
- Cost adjustments
- Credits
- Costs received from other Central Service Departments that have completed their first round allocations

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Cost Allocation Methodology and Process

Results

At the completion of the first step-down, each Central Service Department has the allocated costs from itself and from the Central Service Departments sequenced before it.

A.1.2 Second Step-Down

The rule for the second step-down is that each Central Service Department can allocate only to another department sequenced after the allocating department; provided that the statistical measurements indicate a basis for the allocations.

Process

The process of allocating during the second step-down is achieved sequentially and consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations, it allocates:

- Costs received from other Central Service Departments that have completed their second round allocations
- Costs received in the first step-down from itself and from the Central Service Departments sequenced after the allocating department

Results

At the completion of the second step-down, each Central Service Department has completed all allocations and all Central Service Departments have been cleared of all costs. The costs have either been adjusted out of the cycle or sent to Receiving Departments based on the allocation statistics.

A.1.3 Supplemental Comments

When the relationship between and among the Central Service Departments is greatly intertwined, it may be prudent to implement three or more step-downs. Typically, the double step-down is sufficient to accomplish an equitable allocation of all costs.

If more than two step-downs are required the rules for all rounds of allocation — except the final round — are the same as defined above for the first step-down. The final round always follows the rules, as defined above, for the second step-down.

A.2 Cost Allocation Process

The process utilized by Maximus in developing the CAP and tracking costs within it is discussed below.

A.2.1 Initiating the Process

Working in conjunction with the entity, Maximus determines data to be included within the cost allocation process based on:

- Application of federal cost principles or full costing principles, as applicable
- Interviews
- Review of financial documents
- Review of organizational structure
- Analysis of statistical data relative to benefit of services provided

A.2.2 Establishing the Cost Pools to be Allocated

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Cost Allocation Methodology and Process

Maximus analyzes the organizational structure of the entity to determine which departments or cost pools provide services to other departments/divisions/programs. These cost pools become the “Central Service Departments” in the CAP.

Next, each cost pool is evaluated to determine the activities or services provided. The costs are then broken into subparts or activities such that each activity can be allocated on a statistical measure that is relevant to the service provided and the benefit received.

Line items of expenditures are analyzed to determine which activities receive the benefit of the costs. Distributions of these costs are made according to the determined benefit of each activity.

A.2.3 Establishing the Statistical Measurements or Bases for Allocation

Maximus evaluates available statistical measurements to establish the most equitable and meaningful basis for allocating each activity within each Central Service Department. Consideration is given to determining the measurement that most appropriately demonstrates its relationship to the receiving units. For example, an activity that is driven by the number of employees within the benefiting departments can be allocated by number of employees. Similarly, an activity that is driven by the number of transactions for each benefiting department can be allocated by the number of transactions.

A.2.4 Accommodating Exceptions and Adjustments

Applicable cost adjustments for unallowable costs and/or capitalized assets are incorporated into the appropriate schedules. Credits for direct billings, special revenues, etc. are entered into the computation.

A.2.5 Developing the CAP

The Maximus Cost Allocation Plan typically is organized as follows:

- Cover
- Certification, if required
- Table of Contents
- Cost Allocation Methodology and Process
- Organizational Chart
- CAP: Summary and Detail Schedules
- Supplemental Materials

Below, we discuss each of the summary and detail schedules included in a CAP.

Summary Schedules

The summary schedules provide a recap of the results of the cost allocation process. The following explanations define the purposes of each of the typical schedules included in the cost allocation plan.

Schedule A – Allocated Costs by Department: Schedule A demonstrates for each Receiving Department the costs received from each Central Service Department. This schedule answers the question: Which Central Service Department actually allocated the costs to each Receiving Department?

This schedule does not necessarily demonstrate the Central Service Department from which the costs originated. For example, costs sent from Purchasing to Accounting and then to a Receiving Department will be recorded on Schedule A as being from Accounting.

Schedule B – Fixed Costs Proposed: Schedule B recaps the roll forwards calculated for the Receiving Departments.

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Cost Allocation Methodology and Process

The Receiving Departments are shown down the left hand side of the page, while details of the roll forward calculation for particular Receiving Departments are on the rest of the line.

The first column is the *Allocated Costs* for the current fiscal year, which lists the total costs allocated to this Receiving Department. This number will reconcile to the total allocated to the department on Schedule A.

The next column is the *Base Year Estimated Costs* for the fiscal year that have been used for the current period. The *Roll Forward* column is calculated by subtracting the *Base Year Estimated Costs* column (second column) from the *Allocated Costs* column for the current period (first column).

The *Fixed Costs* column is calculated by adding in the *Allocated Costs* column for the current fiscal year and the *Roll Forwards* column. The *Proposed Costs Future Period* column is the resulting sum of the *Fixed Costs* and any adjustments from the *Adjustments* column.

In summary, this report takes the difference between allocated costs for the current year (column 1) and the forecast costs for this year (column 2), adds that difference to the allocated costs for this year (column 1) along with any one-time adjustments to produce a forecast (*Proposed Costs Future Period*) for the next period.

Schedule C – Summary of Allocated Costs: Schedule C is the simplest report to use when balancing to the financials. It demonstrates the costs to be allocated, the adjustments made to these costs, and the results of the allocations. This schedule demonstrates the full sequence of all departments with the Central Service Departments listed first and in the order of their allocating sequence.

The Receiving departments follow the Central Service Departments with the total allocations received from all Central Service Departments.

Schedule D – Detail of Allocated Costs: Schedule D provides a view of the allocation flow of costs for each Central Service Department. This schedule allows the reader to see how the process sequentially “zeroes out” all of the Central Service Department costs and allocates them to Receiving Departments.

Schedule E – Summary of Allocation Basis: Schedule E demonstrates, for each Central Service Department, the services or activities of the Central Service Department and the basis for the allocation of each activity. This schedule is a convenient reference for reviewing the activities identified for each Central Service Department. This is particularly important when preparing a new plan and incorporating organizational and services changes.

Detail Schedules

The detail schedules demonstrate the original costs being allocated by each Central Service Department. In these schedules, the adjustments are applied; the activities are defined; the incoming costs from other Central Service Departments are detailed; the allocation calculations for both step-downs are documented; and the results for each Central Service Department are summarized.

When tracking costs, typically the schedules are reviewed in reverse order tracking from summary information back to detail information. This is discussed further in *Section A.2.6: Tracking Costs within the CAP*.

Schedule __.1 – Nature and Extent of Services: Schedule __.1 is a brief narrative defining the purpose of the Central Service and the benefit it provides to the Receiving Departments. The narrative also describes the allocation basis used for each activity and any other relevant information on expenditures.

Schedule __.2 – Costs to be Allocated: Schedule __.2 provides an overview of the total costs allocated by each Central Service Department including:

- Expenditures from the financial reports — balances to Schedule C
- Adjustments to financial reports — balances to Schedule C
- Incoming costs from other Central Service Departments

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Cost Allocation Methodology and Process

The incoming costs are presented in columns that represent when these costs are allocated by the Central Service Department, not when the costs are received. As explained in *Section A.1: Cost Allocation Methodology*, the costs that are received from Central Service Departments sequenced after the given department are held for allocation in the second step-down.

Schedule __.3 – Costs to be Allocated by Activity: Schedule __.3 provides the following:

- Expenditures from the financials are defined by type of expenditure and by activities (to the extent deemed necessary) to ensure the application of allocation bases that closely correlate to the benefits derived by the Receiving departments. Each activity is represented in its own column. The totals balance with both Schedule C and Schedule __.2 expenditure amounts.
- Adjustments to the financial reports are applied to expenditures and the results spread to the appropriate activities.
- Incoming costs are demonstrated first in total and then spread to the appropriate activities for allocation for each step-down. The totals for each step-down balance to the totals on Schedule __.2. It should be noted that incoming costs may be coded to spread to only the activities that receive benefit from the services.

Schedule __.4 – Detail Activity Allocations: Schedule __.4 represents the allocation results by activity. Each activity defined on Schedule __.3 is demonstrated on a Detail Allocation Schedule. Because the number of activities varies, the number of the last of these schedules varies.

Schedule __.4 includes:

- Statistical measurement used as a basis for allocation
- Identification of statistical measurement
- Source of the statistical measurement
- Percent relationship of each statistical measurement to the whole or total statistical measurement base
- Results of the first step-down — balances to functional total after first additions on Schedule __.3
- Results of the second step-down — balances to functional total of second additions on Schedule __.3

The totals allocated from both step-downs balances to the functional grand total from Schedule __.3. Note the results of the second step-down. This schedule clearly demonstrates how the second step-down allocates only to departments sequenced after the allocating department.

Schedule __.5 – Allocation Summary for each Central Service Department: Schedule __.5 provides a summary of costs allocated by each activity. The activity totals balance to the totals from each Detail Activities Allocation schedule defined above.

The totals allocated to the Receiving Departments will balance to Schedule A for the allocating department.

A.2.6 Tracking Costs within the CAP

When costs are questioned, Maximus utilizes our standard tracking process in order to resolve any issues with Schedule A where the questioned cost is usually identified.

From Schedule A, we identify the allocating Central Service Department. From the CAP Table of Contents the appropriate detail schedules for the allocating department are identified. Tracking begins with the last detail schedule. Once the questioned amount is located, our analysis of the summary amounts by activities indicates which detail allocation schedules to review.

Review of each detail schedule will demonstrate the relative benefit received by the Receiving Department for the portion of the questioned cost attributable to each activity. Continuing backward through the detail schedules, the composition of the total functional costs is reviewed.

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At this point, any remaining questions are typically in regard to the incoming costs. If these costs are questioned, we can use Schedule __.2 to identify which department allocated the questioned incoming costs. Referring again to the CAP Table of Contents, the detail schedules for the sending Central Service Department can be located. Tracking continues by repeating these steps until all issues have been resolved.

Section B: Organizational Chart

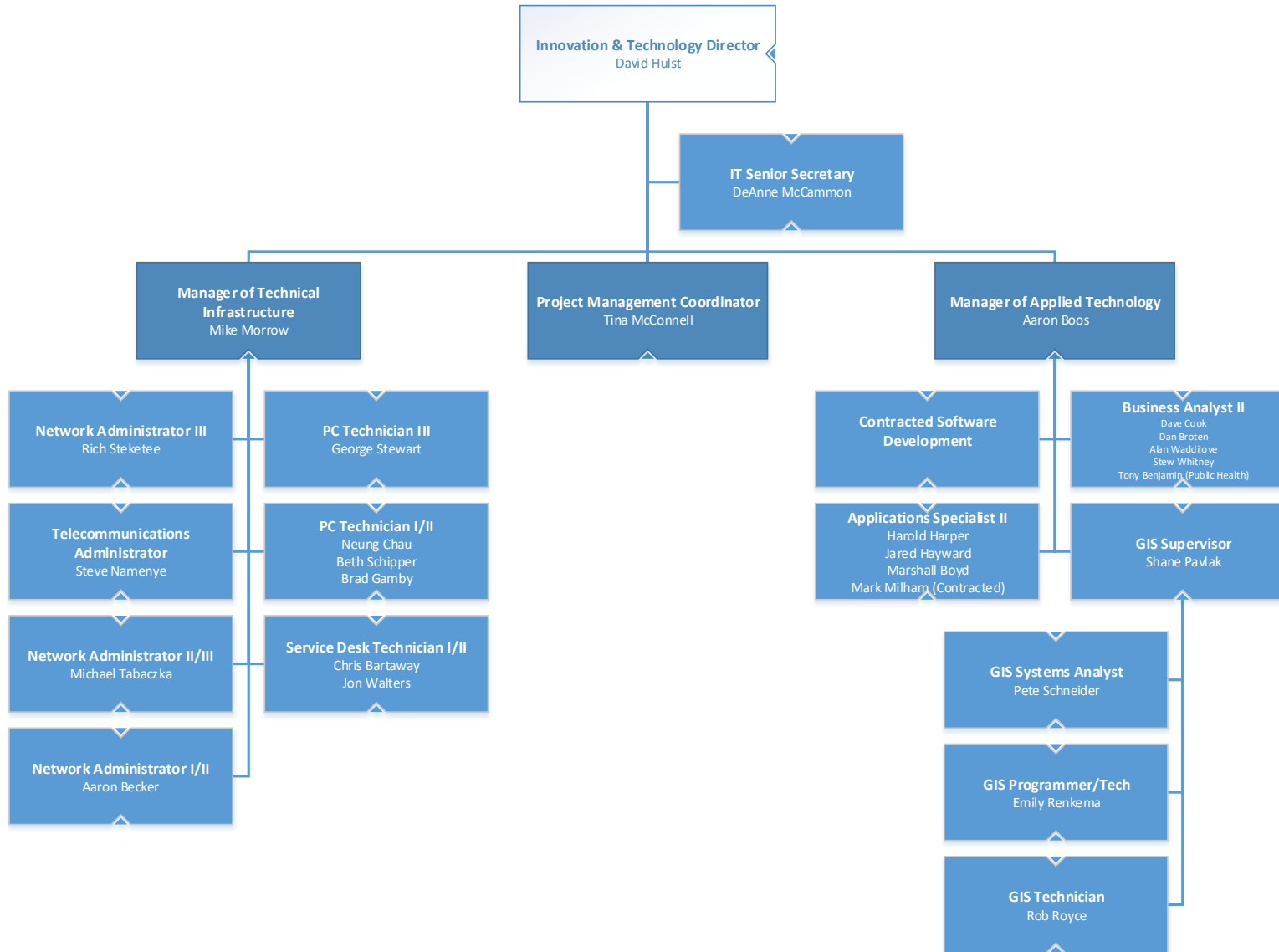


County of Ottawa

Department of Innovation and Technology

FY2018 Annual Report

Appendix C: Organizational Information



Section C: Cost Allocation Plan

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Based on the Year Ended September 30, 2020
Schedule A - Allocated Costs By Department

Central Service Departments	Building Depreciation	1010-1010 Commissioners	1010-1290 Reappropri	1010-1310 Circuit Court	1010-1360 District Court
6360-2280 Info Tech	0	40,199	0	137,519	354,038
Allocated Costs for Fiscal 2020	0	40,199	0	137,519	354,038
Roll Forwards	0	1,731	0	(26,324)	(2,256)
Fixed Costs	0	41,930	0	111,195	351,782

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Central Service Departments	1010-1362 Dist Ct Comm	1010-1370 Cir Ct - Legal	1010-1480 Probate Court	1010-1490 Cir Ct - Juven	1010-1520 Adult Probatn
6360-2280 Info Tech	35,599	12,447	50,052	53,037	11,992
Allocated Costs for Fiscal 2020	35,599	12,447	50,052	53,037	11,992
Roll Forwards	(45,147)	(330)	5,369	(8,389)	7,984
Fixed Costs	(9,548)	12,117	55,421	44,648	19,976

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Central Service Departments	1010-1660 Family Counsel	1010-1670 Jury Board	1010-1720 Administrator	1010-1721 Innovation Initiative	1010-1725 Diversity/Equity/Incl
6360-2280 Info Tech	0	0	23,690	0	7,752
Allocated Costs for Fiscal 2020	0	0	23,690	0	7,752
Roll Forwards	0	0	(1,393)	0	0
Fixed Costs	0	0	22,297	0	7,752

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Central Service Departments	1010-1910 Fiscal Services	1010-1920 Canvassing	1010-2150 Clerk	1010-2280 Tech	1010-2320 Crime Victims
6360-2280 Info Tech	70,329	0	132,288	0	13,653
Allocated Costs for Fiscal 2020	70,329	0	132,288	0	13,653
Roll Forwards	(2,659)	0	(29,190)	0	1,402
Fixed Costs	67,670	0	103,098	0	15,055

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Central Service Departments	1010-2450 Survey /Remon	1010-2470 Plat Board	1010-2530 Treasurer	1010-2570 Equalization	1010-2571 G Haven Assess
6360-2280 Info Tech	331	0	38,912	58,304	3,313
Allocated Costs for Fiscal 2020	331	0	38,912	58,304	3,313
Roll Forwards	10	0	(11,820)	3,975	89
Fixed Costs	341	0	27,092	62,279	3,402

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Central Service Departments	1010-2572 Crockery Assess	1010-2573 Blendon Assess	1010-2590 Geographic Info	1010-2610 Coop Ext	1010-2620 Elections
6360-2280 Info Tech	0	0	16,253	13,806	4,063
Allocated Costs for Fiscal 2020	0	0	16,253	13,806	4,063
Roll Forwards	0	0	(3,193)	6,574	839
Fixed Costs	0	0	13,060	20,380	4,902

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Central Service Departments	1010-2650 FM Admin	1010-2651 Hudsonville	1010-2652 A/CMH	1010-2653 Fulton Street	1010-2654 Grand Haven Cthse
6360-2280 Info Tech	38,245	2,021	2,617	1,491	7,489
Allocated Costs for Fiscal 2020	38,245	2,021	2,617	1,491	7,489
Roll Forwards	8,986	(75)	102	(120)	(570)
Fixed Costs	47,231	1,946	2,719	1,371	6,919

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Central Service Departments	1010-2655 Holland Health	1010-2656 DC Facility	1010-2659 B/CMH	1010-2660 Corp Counsel	1010-2665 Juv Svcs -Jail
6360-2280 Info Tech	2,982	2,485	3,048	7,506	15,840
Allocated Costs for Fiscal 2020	2,982	2,485	3,048	7,506	15,840
Roll Forwards	(16)	(159)	(337)	423	(1,408)
Fixed Costs	2,966	2,326	2,711	7,929	14,432

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Central Service Departments	1010-2667 Fillmore Adm Annex	1010-2668 DHS/FIA - Holland	1010-2670 Prosecuting Atty	1010-2680 Reg of Deeds	1010-2700 Human Resc
6360-2280 Info Tech	7,721	2,353	313,907	35,094	41,969
Allocated Costs for Fiscal 2020	7,721	2,353	313,907	35,094	41,969
Roll Forwards	(499)	(162)	134,762	(3,187)	(3,660)
Fixed Costs	7,222	2,191	448,669	31,907	38,309

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Central Service Departments	1010-2750 Water Resources	1010-2800 Ott Soil/ Water	1010-3020 Sheriff	1010-3100 WEMET	1010-3150 Secondary Road Patrol
6360-2280 Info Tech	40,640	0	394,432	24,227	6,826
Allocated Costs for Fiscal 2020	40,640	0	394,432	24,227	6,826
Roll Forwards	(2,990)	0	(96,162)	(274)	378
Fixed Costs	37,650	0	298,270	23,953	7,204

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Central Service Departments	1010-3200 Sheriff Training	1010-3250 OCCDA	1010-3310 Marine Safety	1010-3510 Jail	1010-4260 Emerg Svcs
6360-2280 Info Tech	0	0	3,787	329,091	29,817
Allocated Costs for Fiscal 2020	0	0	3,787	329,091	29,817
Roll Forwards	0	0	(8,551)	(50,953)	10,223
Fixed Costs	0	0	(4,764)	278,138	40,040

Ottawa County, Michigan
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Schedule A - Allocated Costs By Department

Central Service Departments	1010-4263 HAZ-MAT	1010-4300 Animal Control	1010-4450 Drain Assessmt	1010-4490 Roads - Twps	1010-6039 Other Hlt/Welf
6360-2280 Info Tech	1,700	6,826	0	0	0
Allocated Costs for Fiscal 2020	1,700	6,826	0	0	0
Roll Forwards	410	(1,342)	0	0	0
Fixed Costs	2,110	5,484	0	0	0

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Central Service Departments	1010-6300 Substance Abuse	1010-6480 Medical Exam	1010-6890 Dept Veterans	1010-7210 Planning	1010-7211 Planning /Perform
6360-2280 Info Tech	0	2,049	750	0	38,788
Allocated Costs for Fiscal 2020	0	2,049	750	0	38,788
Roll Forwards	0	(1,588)	149	0	(4,313)
Fixed Costs	0	461	899	0	34,475

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Central Service Departments	1010-8650 Insurance	1500-2760 Cemetary Trust	2010-4490 Roads - Twps	2081-751X Parks	2160-14X0 FOC
6360-2280 Info Tech	0	0	0	89,584	242,689
Allocated Costs for Fiscal 2020	0	0	0	89,584	242,689
Roll Forwards	0	0	0	6,248	(45,399)
Fixed Costs	0	0	0	95,832	197,290

Ottawa County, Michigan
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Central Service Departments	2180-1361 Sobriety Team	2180-1365 DC Mental Htl	2180-1371 ADTC Grant	2180-1372 Prebyterian	2180-1376 ADTC Discress
6360-2280 Info Tech	6,958	0	7,324	0	0
Allocated Costs for Fiscal 2020	6,958	0	7,324	0	0
Roll Forwards	91	0	2,069	0	(1,580)
Fixed Costs	7,049	0	9,393	0	(1,580)

Ottawa County, Michigan
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Central Service Departments	2180-1382 SAMHSA ADTC	2180-1494 Juvenile Justice	2180-3020 Sheriff	2180-4260 Emerg Svcs	2180-5880 Other Transportn
6360-2280 Info Tech	0	0	0	3,313	0
Allocated Costs for Fiscal 2020	0	0	0	3,313	0
Roll Forwards	0	0	0	89	0
Fixed Costs	0	0	0	3,402	0

Ottawa County, Michigan
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Central Service Departments	2180-6930 CAA	2210-ALL Health	2220-649X MH	2221-MH Millage	2225-649X Substance
6360-2280 Info Tech	29,164	460,981	457,063	10,405	9,365
Allocated Costs for Fiscal 2020	29,164	460,981	457,063	10,405	9,365
Roll Forwards	5,475	28,057	6,448	733	2,917
Fixed Costs	34,639	489,038	463,511	11,138	12,282

Ottawa County, Michigan
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Central Service Departments	2271-5260 Solid Waste	2272-5250 Landfill Tipping	2340-7213 Farmland Presv	2444-5990 Infrastructure	2550-2530 Homestead
6360-2280 Info Tech	0	16,072	0	0	0
Allocated Costs for Fiscal 2020	0	16,072	0	0	0
Roll Forwards	0	2,372	0	0	0
Fixed Costs	0	18,444	0	0	0

Ottawa County, Michigan
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Central Service Departments	2560-2680 ROD Automatn	2600-XXXX Public Defender	2602-31XX WEMET	2620-3021 Fed Forfet	2630-3114 Comm Policing
6360-2280 Info Tech	1,161	84,262	0	0	244,957
Allocated Costs for Fiscal 2020	1,161	84,262	0	0	244,957
Roll Forwards	(1,579)	(115,201)	0	0	32,187
Fixed Costs	(418)	(30,939)	0	0	277,144

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Central Service Departments	2631-2150 Pistol	2630-3150-3000 Rd Patrol	2630-3150-3001 Juv OAISD	2901-6700 DHS	2920-Child Care Fund
6360-2280 Info Tech	3,313	0	0	0	246,007
Allocated Costs for Fiscal 2020	3,313	0	0	0	246,007
Roll Forwards	89	(6,448)	(3,224)	0	(31,459)
Fixed Costs	3,402	(6,448)	(3,224)	0	214,548

Ottawa County, Michigan
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Central Service Departments	3010-9060 Debt Svc	3650-5360 Water Bond	4650-5360 Water Constr	5160-2540 Del Taxes	5360-2530 Land Bank
6360-2280 Info Tech	0	0	0	5,732	0
Allocated Costs for Fiscal 2020	0	0	0	5,732	0
Roll Forwards	0	0	0	1,219	0
Fixed Costs	0	0	0	6,951	0

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Schedule A - Allocated Costs By Department

Central Service Departments	6450-2890 Duplicating	6550-2890 Telecomm	6641-9010 Equip Pool	6770-8690 Liability	6770-8710 Worker Comp
6360-2280 Info Tech	100	3,745	663	3,910	895
Allocated Costs for Fiscal 2020	100	3,745	663	3,910	895
Roll Forwards	3	101	17	266	(138)
Fixed Costs	103	3,846	680	4,176	757

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Schedule A - Allocated Costs By Department

Central Service Departments	5771-8560 Empl Ben Adm	6772-8700 Unemploymt	6775-8570 LTD	6780-8650 Insurance Auth	6810-8610 Debt
6360-2280 Info Tech	5,104	795	166	0	0
Allocated Costs for Fiscal 2020	5,104	795	166	0	0
Roll Forwards	(1,246)	(140)	(155)	0	0
Fixed Costs	3,858	655	11	0	0

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Schedule A - Allocated Costs By Department

Central Service Departments	8010-4450 Drain Assess	8510-4450 Drain Assess	8710-5360 Projects	8725-4450 Drain Assess	OTHER
6360-2280 Info Tech	0	0	0	0	0
Allocated Costs for Fiscal 2020	0	0	0	0	0
Roll Forwards	0	0	0	0	0
Fixed Costs	0	0	0	0	0

Ottawa County, Michigan
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Schedule A - Allocated Costs By Department

Central Service Departments	Total Allocated	Direct Billed	Unallocated	Cost Adjustments	Disallowed
6360-2280 Info Tech	4,375,006	0	2,665	546,395	0
Allocated Costs for Fiscal 2020	4,375,006	0	2,665	546,395	0
Roll Forwards	(241,849)				
Fixed Costs	4,133,157				

Ottawa County, Michigan
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Schedule A - Allocated Costs By Department

Central Service Departments	Total Expenditures
6360-2280 Info Tech	
Allocated Costs for Fiscal 2020	4,924,066

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Schedule B - Fixed Costs Proposed

Receiving Departments	Allocated Costs for Fiscal 2020	Base Year Estimated Costs	Roll Forwards	Fixed Costs	Adjustments	Proposed Costs Future Period
Building Depreciation	0	NA	NA	0	0	0
1010-1010 Commissioners	40,199	38,468	1,731	41,930	0	41,930
1010-1290 Reapprpr	0	NA	NA	0	0	0
1010-1310 Circuit Court	137,519	163,843	(26,324)	111,195	0	111,195
1010-1360 District Court	354,038	356,294	(2,256)	351,782	0	351,782
1010-1362 Dist Ct Comm	35,599	80,746	(45,147)	(9,548)	0	(9,548)
1010-1370 Cir Ct -Legal	12,447	12,777	(330)	12,117	0	12,117
1010-1480 Probate Court	50,052	44,683	5,369	55,421	0	55,421
1010-1490 Cir Ct -Juven	53,037	61,426	(8,389)	44,648	0	44,648
1010-1520 Adult Probatn	11,992	4,008	7,984	19,976	0	19,976
1010-1660 Family Counsel	0	NA	NA	0	0	0
1010-1670 Jury Board	0	NA	NA	0	0	0
1010-1720 Administrator	23,690	25,083	(1,393)	22,297	0	22,297
1010-1721 Innovation Initiative	0	NA	NA	0	0	0
1010-1725 Diversity/Equity/Incl	7,752	NA	NA	7,752	0	7,752
1010-1910 Fiscal Services	70,329	72,988	(2,659)	67,670	0	67,670
1010-1920 Canvassing	0	NA	NA	0	0	0
1010-2150 Clerk	132,288	161,478	(29,190)	103,098	0	103,098
1010-2280 Tech	0	NA	NA	0	0	0
1010-2320 Crime Victims	13,653	12,251	1,402	15,055	0	15,055
1010-2450 Survey /Remon	331	321	10	341	0	341
1010-2470 Plat Board	0	NA	NA	0	0	0
1010-2530 Treasurer	38,912	50,732	(11,820)	27,092	0	27,092
1010-2570 Equalization	58,304	54,329	3,975	62,279	0	62,279
1010-2571 G Haven Assess	3,313	3,224	89	3,402	0	3,402
1010-2572 Crockery Assess	0	NA	NA	0	0	0
1010-2573 Blendon Assess	0	NA	NA	0	0	0
1010-2590 Geographic Info	16,253	19,446	(3,193)	13,060	0	13,060
1010-2610 Coop Ext	13,806	7,232	6,574	20,380	0	20,380
1010-2620 Elections	4,063	3,224	839	4,902	0	4,902
1010-2650 FM Admin	38,245	29,259	8,986	47,231	0	47,231
1010-2651 Hudsonville	2,021	2,096	(75)	1,946	0	1,946
1010-2652 A/CMH	2,617	2,515	102	2,719	0	2,719
1010-2653 Fulton Street	1,491	1,611	(120)	1,371	0	1,371
1010-2654 Grand Haven Cthse	7,489	8,059	(570)	6,919	0	6,919
1010-2655 Holland Health	2,982	2,998	(16)	2,966	0	2,966
1010-2656 DC Facility	2,485	2,644	(159)	2,326	0	2,326
1010-2659 B/CMH	3,048	3,385	(337)	2,711	0	2,711
1010-2660 Corp Counsel	7,506	7,083	423	7,929	0	7,929
1010-2665 Juv Svcs -Jail	15,840	17,248	(1,408)	14,432	0	14,432
1010-2667 Fillmore Adm Annex	7,721	8,220	(499)	7,222	0	7,222
1010-2668 DHS/FIA -Holland	2,353	2,515	(162)	2,191	0	2,191
1010-2670 Prosecuting Atty	313,907	179,145	134,762	448,669	0	448,669
1010-2680 Reg of Deeds	35,094	38,281	(3,187)	31,907	0	31,907
1010-2700 Human Resc	41,969	45,629	(3,660)	38,309	0	38,309
1010-2750 Water Resources	40,640	43,630	(2,990)	37,650	0	37,650
1010-2800 Ott Soil/ Water	0	NA	NA	0	0	0
1010-3020 Sheriff	394,432	490,594	(96,162)	298,270	0	298,270
1010-3100 WEMET	24,227	24,501	(274)	23,953	0	23,953
1010-3150 Secondary Road Patrol	6,826	6,448	378	7,204	0	7,204
1010-3200 Sheriff Training	0	NA	NA	0	0	0
1010-3250 OCCDA	0	NA	NA	0	0	0
1010-3310 Marine Safety	3,787	12,338	(8,551)	(4,764)	0	(4,764)

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule B - Fixed Costs Proposed

1010-3510 Jail	329,091	380,044	(50,953)	278,138	0	278,138
1010-4260 Emerg Svcs	29,817	19,594	10,223	40,040	0	40,040
1010-4263 HAZ-MAT	1,700	1,290	410	2,110	0	2,110
1010-4300 Animal Control	6,826	8,168	(1,342)	5,484	0	5,484
1010-4450 Drain Assessmt	0	NA	NA	0	0	0
1010-4490 Roads -Twps	0	NA	NA	0	0	0
1010-6039 Other Hlt/Welf	0	NA	NA	0	0	0
1010-6300 Substance Abuse	0	NA	NA	0	0	0
1010-6480 Medical Exam	2,049	3,637	(1,588)	461	0	461
1010-6890 Dept Veterans	750	601	149	899	0	899
1010-7210 Planning	0	NA	NA	0	0	0
1010-7211 Planning /Perform	38,788	43,101	(4,313)	34,475	0	34,475
1010-8650 Insurance	0	NA	NA	0	0	0
1500-2760 Cemetary Trust	0	NA	NA	0	0	0
2010-4490 Roads -Twps	0	NA	NA	0	0	0
2081-751X Parks	89,584	83,336	6,248	95,832	0	95,832
2160-14X0 FOC	242,689	288,088	(45,399)	197,290	0	197,290
2180-1361 Sobriety Team	6,958	6,867	91	7,049	0	7,049
2180-1365 DC Mental Htl	0	NA	NA	0	0	0
2180-1371 ADTC Grant	7,324	5,255	2,069	9,393	0	9,393
2180-1372 Prebyterian	0	NA	NA	0	0	0
2180-1376 ADTC Discress	0	1,580	(1,580)	(1,580)	0	(1,580)
2180-1382 SAMHSA ADTC	0	NA	NA	0	0	0
2180-1494 Juvenile Justice	0	NA	NA	0	0	0
2180-3020 Sheriff	0	NA	NA	0	0	0
2180-4260 Emerg Svcs	3,313	3,224	89	3,402	0	3,402
2180-5880 Other Transportn	0	NA	NA	0	0	0
2180-6930 CAA	29,164	23,689	5,475	34,639	0	34,639
2210-ALL Health	460,981	432,924	28,057	489,038	0	489,038
2220-649X MH	457,063	450,615	6,448	463,511	0	463,511
2221-MH Millage	10,405	9,672	733	11,138	0	11,138
2225-649X Substance	9,365	6,448	2,917	12,282	0	12,282
2271-5260 Solid Waste	0	NA	NA	0	0	0
2272-5250 Landfill Tipping	16,072	13,700	2,372	18,444	0	18,444
2340-7213 Farmland Presv	0	NA	NA	0	0	0
2444-5990 Infrastructure	0	NA	NA	0	0	0
2550-2530 Homestead	0	NA	NA	0	0	0
2560-2680 ROD Automatr	1,161	2,740	(1,579)	(418)	0	(418)
2600-XXXX Public Defender	84,262	199,463	(115,201)	(30,939)	0	(30,939)
2602-31XX WEMET	0	NA	NA	0	0	0
2620-3021 Fed Forfet	0	NA	NA	0	0	0
2630-3114 Comm Policing	244,957	212,770	32,187	277,144	0	277,144
2631-2150 Pistol	3,313	3,224	89	3,402	0	3,402
2630-3150-3000 Rd Patrol	0	6,448	(6,448)	(6,448)	0	(6,448)
2630-3150-3001 Juv OAI SD	0	3,224	(3,224)	(3,224)	0	(3,224)
2901-6700 DHS	0	NA	NA	0	0	0
2920-Child Care Fund	246,007	277,466	(31,459)	214,548	0	214,548
3010-9060 Debt Svc	0	NA	NA	0	0	0
3650-5360 Water Bond	0	NA	NA	0	0	0
4650-5360 Water Constr	0	NA	NA	0	0	0
5160-2540 Del Taxes	5,732	4,513	1,219	6,951	0	6,951
5360-2530 Land Bank	0	NA	NA	0	0	0
6450-2890 Duplicating	100	97	3	103	0	103
6550-2890 Telecomm	3,745	3,644	101	3,846	0	3,846
6641-9010 Equip Pool	663	646	17	680	0	680

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule B - Fixed Costs Proposed

6770-8690 Liability	3,910	3,644	266	4,176	0	4,176
6770-8710 Worker Comp	895	1,033	(138)	757	0	757
6771-8560 Empl Ben Adm	5,104	6,350	(1,246)	3,858	0	3,858
6772-8700 Unemploymt	795	935	(140)	655	0	655
6775-8570 LTD	166	321	(155)	11	0	11
6780-8650 Insurance Auth	0	NA	NA	0	0	0
6810-8610 Debt	0	NA	NA	0	0	0
8010-4450 Drain Assess	0	NA	NA	0	0	0
8510-4450 Drain Assess	0	NA	NA	0	0	0
8710-5360 Projects	0	NA	NA	0	0	0
8725-4450 Drain Assess	0	NA	NA	0	0	0
OTHER	0	NA	NA	0	0	0
Total Allocated	4,375,006	4,609,103	(241,849)	4,133,157	0	<u>4,133,157</u>
Direct Billed	0					
Unallocated Total	214,558					
Cost Adjustments	2,446,578					
Disallowed Total	<u>76</u>					
Total Expenditures	<u>7,036,218</u>					

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule C - Summary of Allocated Costs

Department Name	Total Expenditures	Disallowed	Cost Adjustments	Unallocated	Direct Billed	Total Allocated
6360-2280 Info Tech	4,924,066		(546,395)	(2,665)	0	
1010-1010 Commissioners						40,199
1010-1310 Circuit Court						137,519
1010-1360 District Court						354,038
1010-1362 Dist Ct Comm						35,599
1010-1370 Cir Ct -Legal						12,447
1010-1480 Probate Court						50,052
1010-1490 Cir Ct -Juven						53,037
1010-1520 Adult Probatn						11,992
1010-1720 Administrator						23,690
1010-1725 Diversity/Equity/Incl						7,752
1010-1910 Fiscal Services						70,329
1010-2150 Clerk						132,288
1010-2320 Crime Victims						13,653
1010-2450 Survey /Remon						331
1010-2530 Treasurer						38,912
1010-2570 Equalization						58,304
1010-2571 G Haven Assess						3,313
1010-2590 Geographic Info						16,253
1010-2610 Coop Ext						13,806
1010-2620 Elections						4,063
1010-2650 FM Admin						38,245
1010-2651 Hudsonville						2,021
1010-2652 A/CMH						2,617
1010-2653 Fulton Street						1,491
1010-2654 Grand Haven Cthse						7,489
1010-2655 Holland Health						2,982
1010-2656 DC Facility						2,485
1010-2659 B/CMH						3,048
1010-2660 Corp Counsel						7,506
1010-2665 Juv Svcs -Jail						15,840
1010-2667 Fillmore Adm Annex						7,721
1010-2668 DHS/FIA -Holland						2,353
1010-2670 Prosecuting Atty						313,907
1010-2680 Reg of Deeds						35,094
1010-2700 Human Resc						41,969
1010-2750 Water Resources						40,640
1010-3020 Sheriff						394,432
1010-3100 WEMET						24,227
1010-3150 Secondary Road Patrol						6,826
1010-3310 Marine Safety						3,787
1010-3510 Jail						329,091
1010-4260 Emerg Svcs						29,817
1010-4263 HAZ-MAT						1,700
1010-4300 Animal Control						6,826
1010-6480 Medical Exam						2,049
1010-6890 Dept Veterans						750
1010-7211 Planning /Perform						38,788
2081-751X Parks						89,584
2160-14X0 FOC						242,689
2180-1361 Sobriety Team						6,958
2180-1371 ADTC Grant						7,324

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule C - Summary of Allocated Costs

Department Name	Total Expenditures	Disallowed	Cost Adjustments	Unallocated	Direct Billed	Total Allocated
2180-4260 Emerg Svcs						3,313
2180-6930 CAA						29,164
2210-ALL Health						460,981
2220-649X MH						457,063
2221-MH Millage						10,405
2225-649X Substance						9,365
2272-5250 Landfill Tipping						16,072
2560-2680 ROD Automatn						1,161
2600-XXXX Public Defender						84,262
2630-3114 Comm Policing						244,957
2631-2150 Pistol						3,313
2920-Child Care Fund						246,007
5160-2540 Del Taxes						5,732
6450-2890 Duplicating						100
6550-2890 Telecomm						3,745
6641-9010 Equip Pool						663
6770-8690 Liability						3,910
6770-8710 Worker Comp						895
6771-8560 Empl Ben Adm						5,104
6772-8700 Unemploymt						795
6775-8570 LTD						166
Totals	4,924,066		(546,395)	(2,665)	0	4,375,006

Deviation: 0

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule E - Summary of Allocation Basis

Department	Allocation Basis	Allocation Source
6360-2280 Info Tech		
1.4.1 Technical Infrastructure	FTE	Position History Report
1.4.2 Applied Technology	FTE	Position History Report
1.4.3 Tech Infra Supp (User Svcs)	IT Devices	IT Department
1.4.4 Imaging	IT Direct Costs	IT Imaging Costs/Chargeback
1.4.5 MICA	FTE - MICA	Position History Report

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 6360-2280 Info Tech

Ottawa County operates an Innovative Technology (IT) Department (6360) as an Internal Service Fund (ISF). This plan examines the actual 2020 operating costs.

The IT Department provides the County with a centralized service entity to provide departments with automated services to increase their productivity and information handling capabilities. Various systems impact different departments in different ways both directly or indirectly. For plan purposes, the costs have been functionalized in a manner that recognizes the different ways in which the services impact individual departments. Once functionalized, the costs are allocated to benefitting departments based on a statistic that best recognizes the relative level of service provided.

The identified functions and the allocation statistic used to allocate the costs are detailed as follows:

- **General and Administration** – Departmental administrative costs have been allocated to this function. These costs include the department manager and clerical staff, postage, printing, office supplies, etc., and an allocation for county-wide indirect costs. The General and Administrative functions support the entire IT Department and the costs are allocated to the remaining functions based on assigned salaries by employee.
- **Technical Infrastructure** - User departments access the services of the IT Department through the system's network. The network consists of the cables, routers, servers, and communications devices. Costs for the Basic Network support are allocated to all users based on the number of full time equivalents (FTE's) in each of the user departments.
- **Applied Technology** – Costs for operating and maintaining common applications on the system such as e-mail, accounting, payroll and other systems used by all departments either directly or indirectly are identified and allocated to all users based on the number of full time equivalents (FTE's) in each of the user departments.
- **Technical Infrastructure Support (User Services)** – Costs associated with the IT "Help Desk", technical support, training and troubleshooting services are identified within this activity and allocated to all user departments based on the number of devices assigned to the benefitting departments.
- **Imaging** - The IT Department provides imaging support services to user departments. The costs of these services have been allocated to the user departments based on the direct imaging costs identified for each of the user departments.
- **MICA** - The IT Department has initiated integration of the Many Integrated County Applications (MICA) system to replace the older Justice System. The costs of the MICA software and services are allocated to the user departments based on their FTEs.
- **Non-Allocated** - All other costs have been identified in this function and are unallocated.

The plan is designed to allocate other central service departments' costs to the various departments including this department. These costs are added to the expenses of the department for further allocation to benefitting departments.

Department revenue for internet e-commerce fees and interest on investments has been shown as departmental credits and have been allocated to all user departments.

Any direct charges made within the County's accounting system are adjusted through direct billing credits.

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .2 - Costs To Be Allocated
For Department 6360-2280 Info Tech

	1st Allocation	2nd Allocation	Sub-Total	Total
Expenditures Per Financial Statement:	4,924,066			4,924,066
Cost Adjustments:				
SALARIES - COVID NON-RMBRSD	3,480			
608006 e-Comm.- Convenience Fee	-87,833			
630001 Contracted Services	-273,255			
642000 Sales	-158,737			
665000 Interest On Investments	-16,504			
696780 OCIA Transfer	-13,546			
Total Departmental Cost Adjustments:	-546,395			-546,395
Inbound Costs:				
6360-2280 Info Tech		75,885	75,885	
Total Allocated Additions:		75,885	75,885	75,885
Total To Be Allocated:	4,377,671	75,885		4,453,556

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 6360-2280 Info Tech

	Total	G&A	Technical Infrastructure	Applied Technology	Tech Infra Supp (User Svcs)
Wages & Benefits					
SALARIES & WAGES	1,639,966	201,716	369,648	464,275	411,303
FRINGE BENEFITS	884,856	108,837	199,447	250,502	221,922
Other Expense & Cost					
727000 Office Supplies	1,516	208	270	519	415
728000 Printing & Binding	952	130	169	327	261
730000 Postage	51	7	9	18	14
739000 Operational Supplies	6,925	0	3,191	1,499	2,235
740000 IT Operational Supplies	390,482	384,788	255	831	4,608
801000 Consultants	4,608	0	0	0	0
808000 Service Contracts	424,988	2,500	80,009	342,479	0
810000 Bank Service Charges	56,077	56,077	0	0	0
830000 Memberships & Dues	308	0	0	308	0
831000 Administrative Expense	197,309	197,309	0	0	0
850000 Telephone	18,299	2,507	3,259	6,267	5,013
860000 Travel - Mileage	5,885	13	1,168	181	4,434
861000 Conferences & Othr Trav	22,729	0	3,820	9,652	592
910000 Insurance	20,911	20,911	0	0	0
932000 Computer Equip. Maint.	152,782	(2,317)	155,099	0	0
935000 Software Maintenance	717,704	1,615	301,823	187,784	3,230
940000 Equipment Rental	377,716	0	375,303	0	0
Rounding Adjustment	2	2	0	0	0
Departmental Total					
Expenditures Per Financial Statement	4,924,066				
Deductions					
*Total Disallowed Costs	0	0	0	0	0
Cost Adjustments					
SALARIES - COVID NON-RMBRSD	3,480	0	0	0	0
608006 e-Comm.- Convenience Fee	(87,833)	(87,833)	0	0	0
630001 Contracted Services	(273,255)	(273,255)	0	0	0
642000 Sales	(158,737)	(158,737)	0	0	0
665000 Interest On Investments	(16,504)	(16,504)	0	0	0
696780 OCIA Transfer	(13,546)	0	0	(13,546)	0
Functional Cost	4,377,671	437,974	1,493,470	1,251,096	654,027
Allocation Step 1					
Reallocate Admin Costs		(437,974)	112,559	141,378	125,261
Unallocated Costs	(2,665)	0	0	0	0
1st Allocation	4,375,006	0	1,606,029	1,392,474	779,288
Allocation Step 2					
Inbound - All Others	75,885	0	0	0	75,885
2nd Allocation	75,885	0	0	0	75,885
Total For 6360-2280 Info Tech					
Schedule .3 Total	4,450,891	0	1,606,029	1,392,474	855,173

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .3 - Costs Allocated By Activity
For Department 6360-2280 Info Tech

	Imaging	MICA	Non-Allocated**
<hr/>			
Wages & Benefits			

SALARIES & WAGES	193,024	0	0
FRINGE BENEFITS	104,148	0	0
Other Expense & Cost			

727000 Office Supplies	104	0	0
728000 Printing & Binding	65	0	0
730000 Postage	3	0	0
739000 Operational Supplies	0	0	0
740000 IT Operational Supplies	0	0	0
801000 Consultants	0	4,608	0
808000 Service Contracts	0	0	0
810000 Bank Service Charges	0	0	0
830000 Memberships & Dues	0	0	0
831000 Administrative Expense	0	0	0
850000 Telephone	1,253	0	0
860000 Travel - Mileage	89	0	0
861000 Conferences & Othr Trav	6,000	0	2,665
910000 Insurance	0	0	0
932000 Computer Equip. Maint.	0	0	0
935000 Software Maintenance	179,134	44,118	0
940000 Equipment Rental	0	2,413	0
Rounding Adjustment	0	0	0
Departmental Total			

Expenditures Per Financial Statement			
Deductions			

*Total Disallowed Costs	0	0	0
Cost Adjustments			

SALARIES - COVID NON-RMBSRD	3,480	0	0
608006 e-Comm.- Convenience Fee	0	0	0
630001 Contracted Services	0	0	0
642000 Sales	0	0	0
665000 Interest On Investments	0	0	0
696780 OCIA Transfer	0	0	0
Functional Cost	487,300	51,139	2,665
Allocation Step 1			

Reallocate Admin Costs	58,776	0	0
Unallocated Costs	0	0	(2,665)
1st Allocation	546,076	51,139	0
Allocation Step 2			

Inbound - All Others	0	0	0
2nd Allocation	0	0	0
Total For 6360-2280 Info Tech			

Schedule .3 Total	546,076	51,139	0

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Technical Infrastructure

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	11.00	1.215631	19,523		19,523		19,523
1010-1310 Circuit Court	16.80	1.856600	29,818		29,818		29,818
1010-1360 District Court	54.83	6.059367	97,315		97,315		97,315
1010-1362 Dist Ct Comm	5.05	0.558085	8,963		8,963		8,963
1010-1370 Cir Ct -Legal	2.00	0.221024	3,550		3,550		3,550
1010-1480 Probate Court	6.00	0.663071	10,649		10,649		10,649
1010-1490 Cir Ct -Juven	5.96	0.658651	10,578		10,578		10,578
1010-1720 Administrator	5.34	0.590133	9,477		9,477		9,477
1010-1725 Diversity/Equity/Incl	2.00	0.221024	3,550		3,550		3,550
1010-1910 Fiscal Services	15.69	1.733932	27,848		27,848		27,848
1010-2150 Clerk	24.00	2.652285	42,596		42,596		42,596
1010-2320 Crime Victims	4.00	0.442048	7,100		7,100		7,100
1010-2450 Survey /Remon	0.10	0.011051	177		177		177
1010-2530 Treasurer	7.22	0.797896	12,814		12,814		12,814
1010-2570 Equalization	13.75	1.519539	24,404		24,404		24,404
1010-2571 G Haven Assess	1.00	0.110512	1,774		1,774		1,774
1010-2590 Geographic Info	4.00	0.442048	7,100		7,100		7,100
1010-2610 Coop Ext	1.00	0.110512	1,774		1,774		1,774
1010-2620 Elections	1.00	0.110512	1,774		1,774		1,774
1010-2650 FM Admin	6.00	0.663071	10,649		10,649		10,649
1010-2651 Hudsonville	0.61	0.067412	1,083		1,083		1,083
1010-2652 A/CMH	0.79	0.087304	1,402		1,402		1,402
1010-2653 Fulton Street	0.45	0.049730	799		799		799
1010-2654 Grand Haven Cthse	2.26	0.249757	4,011		4,011		4,011
1010-2655 Holland Health	0.90	0.099461	1,597		1,597		1,597
1010-2656 DC Facility	0.75	0.082884	1,331		1,331		1,331
1010-2659 B/CMH	0.92	0.101671	1,632		1,632		1,632
1010-2660 Corp Counsel	1.70	0.187870	3,017		3,017		3,017
1010-2665 Juv Svcs -Jail	4.78	0.528247	8,484		8,484		8,484
1010-2667 Fillmore Adm Annex	2.33	0.257493	4,136		4,136		4,136
1010-2668 DHS/FIA -Holland	0.71	0.078463	1,260		1,260		1,260
1010-2670 Prosecuting Atty	27.81	3.073336	49,358		49,358		49,358
1010-2680 Reg of Deeds	7.65	0.845416	13,578		13,578		13,578
1010-2700 Human Resc	7.53	0.832155	13,365		13,365		13,365
1010-2750 Water Resources	8.75	0.966979	15,530		15,530		15,530
1010-3020 Sheriff	81.70	9.028822	145,006		145,006		145,006
1010-3100 WEMET	6.00	0.663071	10,649		10,649		10,649
1010-3150 Secondary Road Patrol	2.00	0.221024	3,550		3,550		3,550
1010-3310 Marine Safety	1.00	0.110512	1,774		1,774		1,774
1010-3510 Jail	79.00	8.730439	140,213		140,213		140,213
1010-4260 Emerg Svcs	2.10	0.232075	3,727		3,727		3,727
1010-4263 HAZ-MAT	0.40	0.044205	710		710		710
1010-4300 Animal Control	2.00	0.221024	3,550		3,550		3,550
1010-6480 Medical Exam	0.60	0.066307	1,065		1,065		1,065
1010-7211 Planning /Perform	8.40	0.928300	14,909		14,909		14,909
2081-751X Parks	21.38	2.362744	37,946		37,946		37,946
2160-14X0 FOC	42.75	4.724383	75,875		75,875		75,875
2180-1361 Sobriety Team	2.10	0.232075	3,727		3,727		3,727
2180-1371 ADTC Grant	2.21	0.244231	3,923		3,923		3,923
2180-4260 Emerg Svcs	1.00	0.110512	1,774		1,774		1,774
2180-6930 CAA	6.20	0.685174	11,004		11,004		11,004
2210-ALL Health	99.20	10.962780	176,066		176,066		176,066

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Technical Infrastructure

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	101.51	11.218061	180,166		180,166		180,166
2221-MH Millage	3.14	0.347007	5,573		5,573		5,573
2225-649X Substance	2.60	0.287331	4,614		4,614		4,614
2272-5250 Landfill Tipping	4.85	0.535983	8,608		8,608		8,608
2560-2680 ROD Automatn	0.35	0.038679	622		622		622
2600-XXXX Public Defender	20.00	2.210238	35,497		35,497		35,497
2630-3114 Comm Policing	71.00	7.846344	126,015		126,015		126,015
2631-2150 Pistol	1.00	0.110512	1,774		1,774		1,774
2920-Child Care Fund	58.44	6.458315	103,722		103,722		103,722
5160-2540 Del Taxes	1.73	0.191186	3,070		3,070		3,070
6360-2280 Info Tech	22.90	2.530722	40,645		40,645		40,645
6450-2890 Duplicating	0.03	0.003315	54		54		54
6550-2890 Telecomm	1.13	0.124878	2,006		2,006		2,006
6641-9010 Equip Pool	0.20	0.022102	355		355		355
6770-8690 Liability	1.18	0.130404	2,095		2,095		2,095
6770-8710 Worker Comp	0.27	0.029838	480		480		480
6771-8560 Empl Ben Adm	1.54	0.170188	2,734		2,734		2,734
6772-8700 Unemploymt	0.24	0.026523	426		426		426
6775-8570 LTD	0.05	0.005526	89		89		89
Schedule .4 Total for Technical Infrastructure	904.88	100.000000	1,606,029		1,606,029	0	1,606,029

Allocation Basis: FTE
Allocation Source: Position History Report

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Applied Technology

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	11.00	1.215631	16,928		16,928		16,928
1010-1310 Circuit Court	16.80	1.856600	25,853		25,853		25,853
1010-1360 District Court	54.83	6.059367	84,375		84,375		84,375
1010-1362 Dist Ct Comm	5.05	0.558085	7,771		7,771		7,771
1010-1370 Cir Ct -Legal	2.00	0.221024	3,077		3,077		3,077
1010-1480 Probate Court	6.00	0.663071	9,233		9,233		9,233
1010-1490 Cir Ct -Juven	5.96	0.658651	9,171		9,171		9,171
1010-1720 Administrator	5.34	0.590133	8,217		8,217		8,217
1010-1725 Diversity/Equity/Incl	2.00	0.221024	3,077		3,077		3,077
1010-1910 Fiscal Services	15.69	1.733932	24,144		24,144		24,144
1010-2150 Clerk	24.00	2.652285	36,933		36,933		36,933
1010-2320 Crime Victims	4.00	0.442048	6,155		6,155		6,155
1010-2450 Survey /Remon	0.10	0.011051	154		154		154
1010-2530 Treasurer	7.22	0.797896	11,110		11,110		11,110
1010-2570 Equalization	13.75	1.519539	21,159		21,159		21,159
1010-2571 G Haven Assess	1.00	0.110512	1,539		1,539		1,539
1010-2590 Geographic Info	4.00	0.442048	6,155		6,155		6,155
1010-2610 Coop Ext	1.00	0.110512	1,539		1,539		1,539
1010-2620 Elections	1.00	0.110512	1,539		1,539		1,539
1010-2650 FM Admin	6.00	0.663071	9,233		9,233		9,233
1010-2651 Hudsonville	0.61	0.067412	938		938		938
1010-2652 A/CMH	0.79	0.087304	1,215		1,215		1,215
1010-2653 Fulton Street	0.45	0.049730	692		692		692
1010-2654 Grand Haven Cthse	2.26	0.249757	3,478		3,478		3,478
1010-2655 Holland Health	0.90	0.099461	1,385		1,385		1,385
1010-2656 DC Facility	0.75	0.082884	1,154		1,154		1,154
1010-2659 B/CMH	0.92	0.101671	1,416		1,416		1,416
1010-2660 Corp Counsel	1.70	0.187870	2,616		2,616		2,616
1010-2665 Juv Svcs -Jail	4.78	0.528247	7,356		7,356		7,356
1010-2667 Fillmore Adm Annex	2.33	0.257493	3,585		3,585		3,585
1010-2668 DHS/FIA -Holland	0.71	0.078463	1,093		1,093		1,093
1010-2670 Prosecuting Atty	27.81	3.073336	42,795		42,795		42,795
1010-2680 Reg of Deeds	7.65	0.845416	11,772		11,772		11,772
1010-2700 Human Resc	7.53	0.832155	11,587		11,587		11,587
1010-2750 Water Resources	8.75	0.966979	13,465		13,465		13,465
1010-3020 Sheriff	81.70	9.028822	125,724		125,724		125,724
1010-3100 WEMET	6.00	0.663071	9,233		9,233		9,233
1010-3150 Secondary Road Patrol	2.00	0.221024	3,077		3,077		3,077
1010-3310 Marine Safety	1.00	0.110512	1,539		1,539		1,539
1010-3510 Jail	79.00	8.730439	121,569		121,569		121,569
1010-4260 Emerg Svcs	2.10	0.232075	3,231		3,231		3,231
1010-4263 HAZ-MAT	0.40	0.044205	615		615		615
1010-4300 Animal Control	2.00	0.221024	3,077		3,077		3,077
1010-6480 Medical Exam	0.60	0.066307	924		924		924
1010-7211 Planning /Perform	8.40	0.928300	12,926		12,926		12,926
2081-751X Parks	21.38	2.362744	32,900		32,900		32,900
2160-14X0 FOC	42.75	4.724383	65,786		65,786		65,786
2180-1361 Sobriety Team	2.10	0.232075	3,231		3,231		3,231
2180-1371 ADTC Grant	2.21	0.244231	3,401		3,401		3,401
2180-4260 Emerg Svcs	1.00	0.110512	1,539		1,539		1,539
2180-6930 CAA	6.20	0.685174	9,541		9,541		9,541
2210-ALL Health	99.20	10.962780	152,654		152,654		152,654

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Applied Technology

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
2220-649X MH	101.51	11.218061	156,216		156,216		156,216
2221-MH Millage	3.14	0.347007	4,832		4,832		4,832
2225-649X Substance	2.60	0.287331	4,001		4,001		4,001
2272-5250 Landfill Tipping	4.85	0.535983	7,464		7,464		7,464
2560-2680 ROD Automatn	0.35	0.038679	539		539		539
2600-XXXX Public Defender	20.00	2.210238	30,777		30,777		30,777
2630-3114 Comm Policing	71.00	7.846344	109,258		109,258		109,258
2631-2150 Pistol	1.00	0.110512	1,539		1,539		1,539
2920-Child Care Fund	58.44	6.458315	89,931		89,931		89,931
5160-2540 Del Taxes	1.73	0.191186	2,662		2,662		2,662
6360-2280 Info Tech	22.90	2.530722	35,240		35,240		35,240
6450-2890 Duplicating	0.03	0.003315	46		46		46
6550-2890 Telecomm	1.13	0.124878	1,739		1,739		1,739
6641-9010 Equip Pool	0.20	0.022102	308		308		308
6770-8690 Liability	1.18	0.130404	1,815		1,815		1,815
6770-8710 Worker Comp	0.27	0.029838	415		415		415
6771-8560 Empl Ben Adm	1.54	0.170188	2,370		2,370		2,370
6772-8700 Unemploymt	0.24	0.026523	369		369		369
6775-8570 LTD	0.05	0.005526	77		77		77
Schedule .4 Total for Applied Technology	904.88	100.000000	1,392,474		1,392,474	0	1,392,474

Allocation Basis: FTE
Allocation Source: Position History Report

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Tech Infra Supp (User Svcs)

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1010 Commissioners	10	0.438212	3,415		3,415	333	3,748
1010-1310 Circuit Court	92	4.031551	31,417		31,417	3,059	34,476
1010-1360 District Court	193	8.457493	65,908		65,908	6,418	72,326
1010-1362 Dist Ct Comm	49	2.147239	16,734		16,734	1,629	18,363
1010-1370 Cir Ct -Legal	15	0.657318	5,122		5,122	499	5,621
1010-1480 Probate Court	21	0.920245	7,172		7,172	698	7,870
1010-1490 Cir Ct -Juven	55	2.410167	18,782		18,782	1,829	20,611
1010-1520 Adult Probatn	32	1.402279	10,928		10,928	1,064	11,992
1010-1720 Administrator	16	0.701139	5,464		5,464	532	5,996
1010-1725 Diversity/Equity/Incl	3	0.131464	1,025		1,025	100	1,125
1010-1910 Fiscal Services	43	1.884312	14,684		14,684	1,430	16,114
1010-2150 Clerk	92	4.031551	31,417		31,417	3,059	34,476
1010-2530 Treasurer	31	1.358457	10,587		10,587	1,031	11,618
1010-2570 Equalization	34	1.489921	11,610		11,610	1,131	12,741
1010-2590 Geographic Info	8	0.350570	2,732		2,732	266	2,998
1010-2610 Coop Ext	28	1.226994	9,562		9,562	931	10,493
1010-2620 Elections	2	0.087642	683		683	67	750
1010-2650 FM Admin	49	2.147239	16,734		16,734	1,629	18,363
1010-2660 Corp Counsel	5	0.219106	1,707		1,707	166	1,873
1010-2670 Prosecuting Atty	73	3.198948	24,929		24,929	2,428	27,357
1010-2680 Reg of Deeds	26	1.139351	8,879		8,879	865	9,744
1010-2700 Human Resc	23	1.007888	7,854		7,854	765	8,619
1010-2750 Water Resources	24	1.051709	8,195		8,195	798	8,993
1010-3020 Sheriff	210	9.202454	71,714		71,714	6,983	78,697
1010-3100 WEMET	10	0.438212	3,415		3,415	333	3,748
1010-3310 Marine Safety	1	0.043821	342		342	33	375
1010-3510 Jail	101	4.425942	34,491		34,491	3,359	37,850
1010-4260 Emerg Svcs	61	2.673094	20,831		20,831	2,028	22,859
1010-4263 HAZ-MAT	1	0.043821	342		342	33	375
1010-6890 Dept Veterans	2	0.087642	683		683	67	750
1010-7211 Planning /Perform	27	1.183173	9,220		9,220	898	10,118
2081-751X Parks	50	2.191060	17,075		17,075	1,663	18,738
2160-14X0 FOC	104	4.557406	35,516		35,516	3,458	38,974
2180-6930 CAA	23	1.007888	7,854		7,854	765	8,619
2210-ALL Health	325	14.241898	110,984		110,984	10,806	121,790
2220-649X MH	298	13.058720	101,765		101,765	9,910	111,675
2225-649X Substance	2	0.087642	683		683	67	750
2600-XXXX Public Defender	48	2.103418	16,392		16,392	1,596	17,988
2630-3114 Comm Policing	7	0.306748	2,390		2,390	233	2,623
2920-Child Care Fund	88	3.856266	30,051		30,051	2,926	32,977
Schedule .4 Total for Tech Infra Supp (User Svcs)	2,282	100.000000	779,288		779,288	75,885	855,173

Allocation Basis: IT Devices
Allocation Source: IT Department

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - Imaging

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	40,524	8.368923	45,701		45,701		45,701
1010-1360 District Court	83,857	17.317955	94,569		94,569		94,569
1010-1480 Probate Court	19,774	4.083681	22,300		22,300		22,300
1010-1490 Cir Ct - Juven	10,715	2.212837	12,084		12,084		12,084
1010-1910 Fiscal Services	588	0.121432	663		663		663
1010-2150 Clerk	14,095	2.910867	15,896		15,896		15,896
1010-2530 Treasurer	2,352	0.485730	2,652		2,652		2,652
1010-2670 Prosecuting Atty	169,924	35.092314	191,631		191,631		191,631
1010-2700 Human Resc	7,447	1.537937	8,398		8,398		8,398
1010-2750 Water Resources	2,352	0.485730	2,652		2,652		2,652
1010-3020 Sheriff	32,704	6.753955	36,882		36,882		36,882
1010-3510 Jail	19,156	3.956053	21,603		21,603		21,603
2160-14X0 FOC	51,432	10.621618	58,002		58,002		58,002
2210-ALL Health	9,285	1.917517	10,471		10,471		10,471
2220-649X MH	7,986	1.649250	9,006		9,006		9,006
2920-Child Care Fund	12,029	2.484201	13,566		13,566		13,566
Schedule .4 Total for Imaging	484,220	100.000000	546,076		546,076	0	546,076

Allocation Basis: IT Direct Costs
Allocation Source: IT Imaging Costs/Chargeback

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .4 - Detail Activity Allocations
For Department 6360-2280 Info Tech

Activity - MICA

Receiving Department	Allocation Units	Allocation Pct	Gross Allocation	Direct Billed	Allocation Step 1	Allocation Step 2	Total
1010-1310 Circuit Court	16.80	3.266894	1,671		1,671		1,671
1010-1360 District Court	54.83	10.662129	5,453		5,453		5,453
1010-1362 Dist Ct Comm	5.05	0.982013	502		502		502
1010-1370 Cir Ct -Legal	2.00	0.388916	199		199		199
1010-1490 Cir Ct -Juven	5.96	1.158969	593		593		593
1010-1910 Fiscal Services	15.69	3.051045	1,560		1,560		1,560
1010-2150 Clerk	24.00	4.666991	2,387		2,387		2,387
1010-2320 Crime Victims	4.00	0.777832	398		398		398
1010-2530 Treasurer	7.22	1.403986	718		718		718
1010-2670 Prosecuting Atty	27.81	5.407876	2,766		2,766		2,766
1010-3020 Sheriff	81.70	15.887213	8,123		8,123		8,123
1010-3100 WEMET	6.00	1.166748	597		597		597
1010-3150 Secondary Road Patrol	2.00	0.388916	199		199		199
1010-3310 Marine Safety	1.00	0.194458	99		99		99
1010-3510 Jail	79.00	15.362178	7,856		7,856		7,856
1010-4300 Animal Control	2.00	0.388916	199		199		199
1010-6480 Medical Exam	0.60	0.116675	60		60		60
1010-7211 Planning /Perform	8.40	1.633447	835		835		835
2160-14X0 FOC	40.75	7.924161	4,052		4,052		4,052
2630-3114 Comm Policing	71.00	13.806514	7,061		7,061		7,061
2920-Child Care Fund	58.44	11.364123	5,811		5,811		5,811
Schedule .4 Total for MICA	514.25	100.000000	51,139		51,139	0	51,139

Allocation Basis: FTE - MICA
Allocation Source: Position History Report

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 6360-2280 Info Tech

Receiving Department	Total	Technical Infrastructure	Applied Technology	Tech Infra Supp (User Svcs)	Imaging
1010-1010 Commissioners	40,199	19,523	16,928	3,748	0
1010-1310 Circuit Court	137,519	29,818	25,853	34,476	45,701
1010-1360 District Court	354,038	97,315	84,375	72,326	94,569
1010-1362 Dist Ct Comm	35,599	8,963	7,771	18,363	0
1010-1370 Cir Ct -Legal	12,447	3,550	3,077	5,621	0
1010-1480 Probate Court	50,052	10,649	9,233	7,870	22,300
1010-1490 Cir Ct -Juven	53,037	10,578	9,171	20,611	12,084
1010-1520 Adult Probatn	11,992	0	0	11,992	0
1010-1720 Administrator	23,690	9,477	8,217	5,996	0
1010-1725 Diversity/Equity/Incl	7,752	3,550	3,077	1,125	0
1010-1910 Fiscal Services	70,329	27,848	24,144	16,114	663
1010-2150 Clerk	132,288	42,596	36,933	34,476	15,896
1010-2320 Crime Victims	13,653	7,100	6,155	0	0
1010-2450 Survey /Remon	331	177	154	0	0
1010-2530 Treasurer	38,912	12,814	11,110	11,618	2,652
1010-2570 Equalization	58,304	24,404	21,159	12,741	0
1010-2571 G Haven Assess	3,313	1,774	1,539	0	0
1010-2590 Geographic Info	16,253	7,100	6,155	2,998	0
1010-2610 Coop Ext	13,806	1,774	1,539	10,493	0
1010-2620 Elections	4,063	1,774	1,539	750	0
1010-2650 FM Admin	38,245	10,649	9,233	18,363	0
1010-2651 Hudsonville	2,021	1,083	938	0	0
1010-2652 A/CMH	2,617	1,402	1,215	0	0
1010-2653 Fulton Street	1,491	799	692	0	0
1010-2654 Grand Haven Cthse	7,489	4,011	3,478	0	0
1010-2655 Holland Health	2,982	1,597	1,385	0	0
1010-2656 DC Facility	2,485	1,331	1,154	0	0
1010-2659 B/CMH	3,048	1,632	1,416	0	0
1010-2660 Corp Counsel	7,506	3,017	2,616	1,873	0
1010-2665 Juv Svcs -Jail	15,840	8,484	7,356	0	0
1010-2667 Fillmore Adm Annex	7,721	4,136	3,585	0	0
1010-2668 DHS/FIA -Holland	2,353	1,260	1,093	0	0
1010-2670 Prosecuting Atty	313,907	49,358	42,795	27,357	191,631
1010-2680 Reg of Deeds	35,094	13,578	11,772	9,744	0
1010-2700 Human Resc	41,969	13,365	11,587	8,619	8,398
1010-2750 Water Resources	40,640	15,530	13,465	8,993	2,652
1010-3020 Sheriff	394,432	145,006	125,724	78,697	36,882
1010-3100 WEMET	24,227	10,649	9,233	3,748	0
1010-3150 Secondary Road Patrol	6,826	3,550	3,077	0	0
1010-3310 Marine Safety	3,787	1,774	1,539	375	0
1010-3510 Jail	329,091	140,213	121,569	37,850	21,603
1010-4260 Emerg Svcs	29,817	3,727	3,231	22,859	0
1010-4263 HAZ-MAT	1,700	710	615	375	0
1010-4300 Animal Control	6,826	3,550	3,077	0	0
1010-6480 Medical Exam	2,049	1,065	924	0	0
1010-6890 Dept Veterans	750	0	0	750	0
1010-7211 Planning /Perform	38,788	14,909	12,926	10,118	0
2081-751X Parks	89,584	37,946	32,900	18,738	0
2160-14X0 FOC	242,689	75,875	65,786	38,974	58,002
2180-1361 Sobriety Team	6,958	3,727	3,231	0	0
2180-1371 ADTC Grant	7,324	3,923	3,401	0	0
2180-4260 Emerg Svcs	3,313	1,774	1,539	0	0

**Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 6360-2280 Info Tech**

Receiving Department	Total	Technical Infrastructure	Applied Technology	Tech Infra Supp (User Svcs)	Imaging
2180-6930 CAA	29,164	11,004	9,541	8,619	0
2210-ALL Health	460,981	176,066	152,654	121,790	10,471
2220-649X MH	457,063	180,166	156,216	111,675	9,006
2221-MH Millage	10,405	5,573	4,832	0	0
2225-649X Substance	9,365	4,614	4,001	750	0
2272-5250 Landfill Tipping	16,072	8,608	7,464	0	0
2560-2680 ROD Automatn	1,161	622	539	0	0
2600-XXXX Public Defender	84,262	35,497	30,777	17,988	0
2630-3114 Comm Policing	244,957	126,015	109,258	2,623	0
2631-2150 Pistol	3,313	1,774	1,539	0	0
2920-Child Care Fund	246,007	103,722	89,931	32,977	13,566
5160-2540 Del Taxes	5,732	3,070	2,662	0	0
6360-2280 Info Tech	75,885	40,645	35,240	0	0
6450-2890 Duplicating	100	54	46	0	0
6550-2890 Telecomm	3,745	2,006	1,739	0	0
6641-9010 Equip Pool	663	355	308	0	0
6770-8690 Liability	3,910	2,095	1,815	0	0
6770-8710 Worker Comp	895	480	415	0	0
6771-8560 Empl Ben Adm	5,104	2,734	2,370	0	0
6772-8700 Unemploymt	795	426	369	0	0
6775-8570 LTD	166	89	77	0	0
Direct Bill	0	0	0	0	0
Total	4,450,891	1,606,029	1,392,474	855,173	546,076

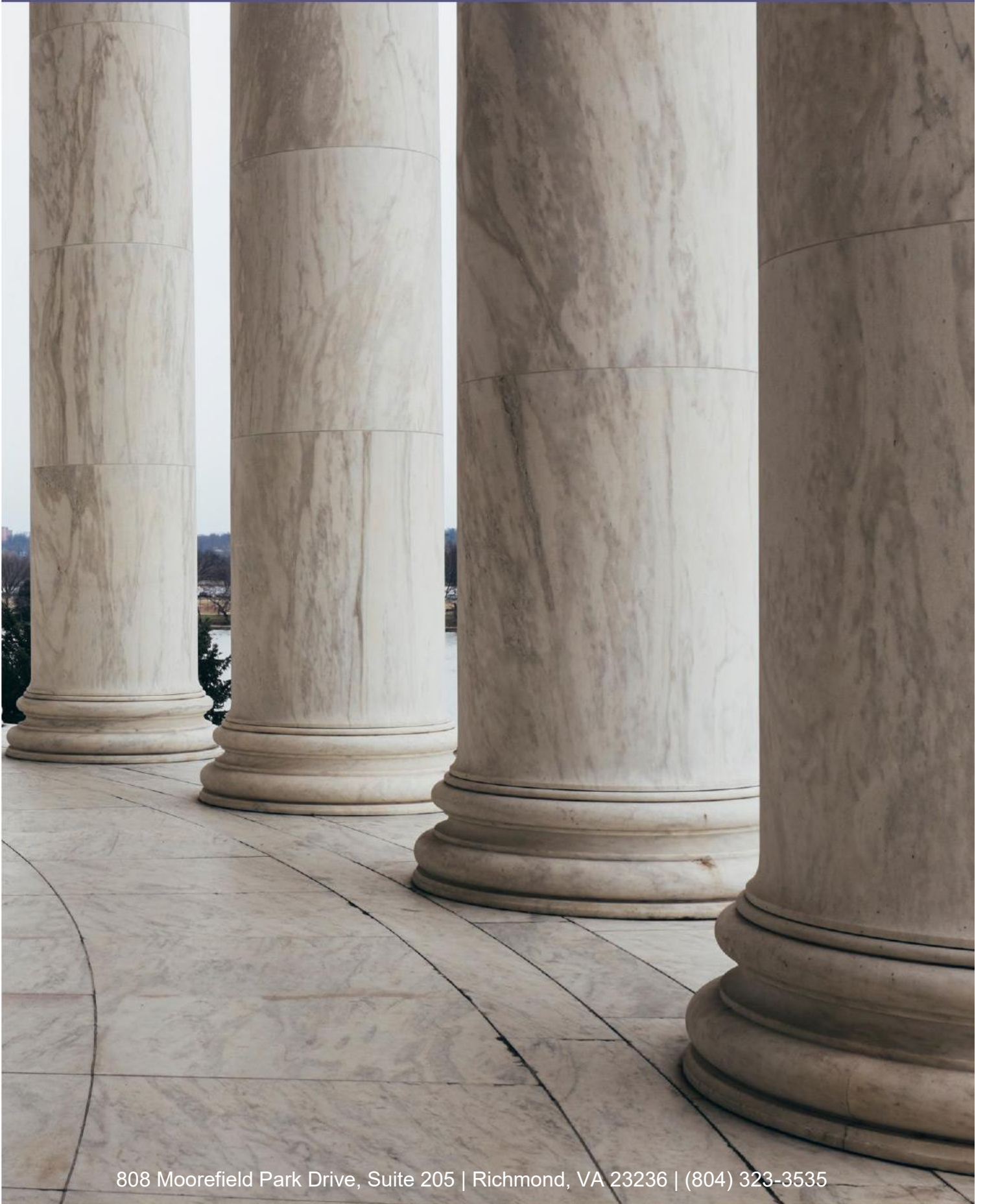
Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 6360-2280 Info Tech

Receiving Department	MICA
1010-1010 Commissioners	0
1010-1310 Circuit Court	1,671
1010-1360 District Court	5,453
1010-1362 Dist Ct Comm	502
1010-1370 Cir Ct -Legal	199
1010-1480 Probate Court	0
1010-1490 Cir Ct -Juven	593
1010-1520 Adult Probatn	0
1010-1720 Administrator	0
1010-1725 Diversity/Equity/Incl	0
1010-1910 Fiscal Services	1,560
1010-2150 Clerk	2,387
1010-2320 Crime Victims	398
1010-2450 Survey /Remon	0
1010-2530 Treasurer	718
1010-2570 Equalization	0
1010-2571 G Haven Assess	0
1010-2590 Geographic Info	0
1010-2610 Coop Ext	0
1010-2620 Elections	0
1010-2650 FM Admin	0
1010-2651 Hudsonville	0
1010-2652 A/CMH	0
1010-2653 Fulton Street	0
1010-2654 Grand Haven Cthse	0
1010-2655 Holland Health	0
1010-2656 DC Facility	0
1010-2659 B/CMH	0
1010-2660 Corp Counsel	0
1010-2665 Juv Svcs -Jail	0
1010-2667 Fillmore Adm Annex	0
1010-2668 DHS/FIA -Holland	0
1010-2670 Prosecuting Atty	2,766
1010-2680 Reg of Deeds	0
1010-2700 Human Resc	0
1010-2750 Water Resources	0
1010-3020 Sheriff	8,123
1010-3100 WEMET	597
1010-3150 Secondary Road Patrol	199
1010-3310 Marine Safety	99
1010-3510 Jail	7,856
1010-4260 Emerg Svcs	0
1010-4263 HAZ-MAT	0
1010-4300 Animal Control	199
1010-6480 Medical Exam	60
1010-6890 Dept Veterans	0
1010-7211 Planning /Perform	835
2081-751X Parks	0
2160-14X0 FOC	4,052
2180-1361 Sobriety Team	0
2180-1371 ADTC Grant	0
2180-4260 Emerg Svcs	0

Ottawa County, Michigan
IT Section - Cost Allocation Plan
Based on the Year Ended September 30, 2020
Schedule .5 - Allocation Summary
For Department 6360-2280 Info Tech

Receiving Department	MICA
2180-6930 CAA	0
2210-ALL Health	0
2220-649X MH	0
2221-MH Millage	0
2225-649X Substance	0
2272-5250 Landfill Tipping	0
2560-2680 ROD Automatn	0
2600-XXXX Public Defender	0
2630-3114 Comm Policing	7,061
2631-2150 Pistol	0
2920-Child Care Fund	5,811
5160-2540 Del Taxes	0
6360-2280 Info Tech	0
6450-2890 Duplicating	0
6550-2890 Telecomm	0
6641-9010 Equip Pool	0
6770-8690 Liability	0
6770-8710 Worker Comp	0
6771-8560 Empl Ben Adm	0
6772-8700 Unemploymt	0
6775-8570 LTD	0
Direct Bill	0
Total	<u>51,139</u>

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Action Request



Committee:	Board of Commissioners
Meeting Date:	10/26/2021
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	Purchase of Tek84 Body Scanner for use at the Adult Detention Center

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the bid for purchase of a Tek84 Intercept body scanner, including delivery, installation, and training at a cost of \$146,500 (\$139,000 scanner, delivery, install, training and \$7,500 first-year annual maintenance).

Summary of Request:

The Tek84 Intercept is a security image x-ray scanner to detect contraband prior to entering the jail facility. The implementation of this equipment would eliminate the pat-down approach of inmates and allow for the least restrictive, socially distant manner upon booking and intake.

Purchasing facilitated the Invitation to Bid 21-06 Body Scanner on behalf of the Sheriff's Office Corrections Division (Jail). Two vendors provided bids in response and Tek84 was identified as the lowest bidder meeting specifications. Tek84 completed a post-bid interview and an intent to award was issued.

Financial Information:

Total Cost: \$146,500.00	General Fund Cost: \$146,500.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee



Ottawa County

Fiscal Services Department – Purchasing
12220 Fillmore Street - Rm 331 - West Olive, Michigan

Phone 616-738-4855
E-mail: purchasing.rfp@miottawa.org

INVITATION TO BID 21-06 BODY SCANNER

TO: ALL VENDORS,

The County of Ottawa, on the behalf of Sheriff's Office, is inviting experienced and qualified Contractors to bid on providing and installing one (1) new body scanner for the Adult Detention Center located at 12130 Fillmore Street, West Olive, Michigan.

Bids are to be submitted no later than **2:00 PM ET on Thursday, August 5, 2021**. Bids received after this time will not be considered. All requests for additional information or questions should be directed to Sandra Brinks, buyer, at purchasing.rfp@miottawa.org. Detailed instructions for the completion of the bids are contained in this Invitation to Bid (ITB).

The County of Ottawa officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN), website <http://www.bidnetdirect.com/mitn> and through the Purchasing page of the County's website <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Copies of bid documents obtained from any other sources are not considered official copies.

The County of Ottawa reserves the right to award the contract to the most responsive and responsible bidder. Both entities further reserve the right to consider matters such as, but not limited to quality offered, delivery terms, budget requirements, location, and service reputation of the bidder, in determining the most advantageous bid. Ottawa County reserves the right to reject any and all bids. For purposes of this ITB, the term "Contractor," "Vendor," "Proposer," "Respondent," or "Bidder" are considered to have the same meaning, all referring to the person(s) or Agency responding to this ITB. Additionally, the term "County," "Client," or "Owner" refers to the County of Ottawa.

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 TO: ALL VENDORS, 1

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 8. GENERAL TERMS & CONDITIONS 8

INFORMATION SUMMARY

Bids received after ITB Deadline Date will not be considered.

ITB Release Date:	Thursday, July 22, 2021
Receipt of Questions:	Wednesday, July 28, 2021
Addendum Issue Date:	Friday, July 30, 2021 by 5:00 PM ET
ITB Deadline Date:	Thursday, August 5, 2021 by 2:00 PM ET
Public Bid Opening Date:	Thursday, August 5, 2021 at 2:00 PM ET
Vendor Interview(s) - Estimated:	Tuesday, August 10 / Wednesday, August 11, 2021
Intent to Award - Estimated:	Friday, August 13, 2021

1. BID SUBMISSION

Bids must be received by **2:00 PM ET on Thursday, August 5, 2021**. Bids received after this time will not be considered. All bids must include completed, signed copies of all required attachments. Vendor assumes all risks associated with electronic submission (including possible technical issues). Attachments must be filled out in full and signed by an authorized Company representative.

Bid Response / Vendor Bid Checklist: Failure to submit the following items may result in the bid being declared non-responsive. Bid documents should be submitted in the following order, must contain completed, signed copies of each of the following:

- ATTACHMENT A – BID FORM
- ATTACHMENT B – PRICING FORM
- ATTACHMENT C – CONTRACTOR CONDITIONS
- MANUFACTURER SPECIFICATIONS
- CERTIFICATE OF INSURANCE

E-mail Bid Submission: Bids will be accepted by e-mail submission only and as follows. Respondents may submit an electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the subject line of: "ITB 21-06 Body Scanner." The County can receive email attachments up to 25 MB. Bid documents larger than 20 MB should be sent in multiple emails with the subject line of: "ITB 21-06 Body Scanner – 1 of 2." It shall be the Vendors' responsibility to ensure that their bid(s) has been appropriately delivered and received.

Rejection or Withdrawal: The Owner reserves the right to reject any bids, waive any defects in bids, and accept any bid deemed to be in their best interest. Bids may be withdrawn at any time prior to the scheduled time of the bid opening. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security.

2. PUBLIC BID OPENING

All bids received on or before **2:00 PM ET on Thursday, August 5, 2021**, will be opened and recorded. No immediate decisions are rendered. The Public Bid Opening will be held in person at the County Administration Building, 12220 Fillmore Street, West Olive, Michigan. Bidders are not required to attend the bid opening and may alternatively request a copy of the public opening tabulation via email to purchasing.rfp@miottawa.org, available no later than 5:00 PM ET, depending on number of bidders.

3. QUESTIONS

Vendors may submit questions and requests for clarification regarding this ITB until July 28th, 2021. Contractors are encouraged to initiate preparation of bids immediately upon receipt of this ITB so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete bid. Responses to all questions and inquiries received by the County will be issued by 5:00 PM ET on July 30th, 2021, in the form of an Addendum and posted on the MITN and on the County's website. All requests for additional information or questions should be directed to Sandra Brinks, Buyer, purchasing.rfp@miottawa.org.

4. SCOPE OF WORK

A. Background:

The purpose of this invitation to bid is to obtain bids for the complete delivery, installation, and training involved in the procurement and use of one new and unused Body Scanner and accompanying software/hardware necessary for the operation of the product for the Adult Detention Center located at 12130 Fillmore Street, West Olive, Michigan.

The primary goal of the Ottawa County Sheriff's Office Corrections Division (Jail) is to ensure the safety of inmates, corrections personnel, and residents of Ottawa County. This is accomplished by detaining inmates in a secure manner, in the least restrictive setting possible, given inmate classification.

The County recently awarded a Jail Management System to Core Technologies' JailTracker, with a tentative go-live date of November 1, 2021.

B. Specifications:

The solution shall have the ability to scan individuals who were arrested in an attempt to find contraband that may have been swallowed, hidden in body cavities or hidden in clothing before they are booked into secure custody.

The body scanner will allow scanning of individuals without a substantial increase in workload. Solution will allow for transfer of information, such as images, to the County's system.

All equipment and software to operate the unit should be included in the vendor's bid. If unit requires a workstation, vendor must articulate if a workstation is provided. If unit requires a workstation but vendor is not providing, solution must be able to work with a County computer.

Body Scanner Requirements:

- Most recent model available
- Approximate square foot – 34" x 72" x 90"

- Minimal Safety Zone footprint area in all directions around the unit
- No moving conveyor belt for subject to stand on
- Quick scanning time
- Low dosage x-ray
- Machine/Scanner is moveable
- No warm-up times
- Head to toe scanning / screening
- Separate monitor
- No Magnification distortion. Auto-enhancing, continuous pan and zoom, multiple image capability is preferred.
- Standard Amperage outlet to allow unit to be moved to different locations without the need for installation of custom electrical outlets.
- Power back-up in case of power outages.
- Safe for Operator and Inmate; Compliance with Standard for Radiation Safety for Personnel Security Screening Systems Using X-Rays. Minimal radiation fallout zone and inherent radiation leakage. Radiation survey performed annually or as mandated by the state.

Bidder response must include all technology required to run scanner.

The County reserves the right to be the sole judge of what is equal and acceptable and may require bidder to provide additional information and/or samples.

C. Bidder Qualifications and Requirements:

Contractors shall submit bids with the understanding that prior to the award of contract, the County may make investigations as deemed prudent to determine contractor's qualification and eligibility.

Bidder shall have been regularly and continuously engaged in the business of providing, installing, repairing and servicing body scanners for at least three (3) years. Contractor shall be able to meet all insurance requirements outlined in the ITB. Bidder shall possess all permits, licenses, and credentials necessary to supply, install, repair, and service body scanners as specified in bid.

Awarded Vendor shall assume full responsibility for the acts of its personnel, all of whom shall be subject to background checks and approval by the County, that come to the facility for delivery, installation, training, maintenance and repairs, etc.

Under this solicitation, awarded vendor shall be required to notify the County Sheriff's Office of any manufacturer recalls regarding items ordered or used.

D. Training:

Vendor must provide technical training and support knowledge from knowledgeable, certified staff. Vendor training on how to use the body scanner for a minimum of 5 County employees, with ongoing training as needed or required by the County staff. If solution requires certification to use, vendor must certify County Sheriff's Office personal as needed.

E. Delivery and Installation:

The body scanner will be delivered and installed at the Ottawa County Adult Detention Center located at 12130 Fillmore Street, West Olive, Michigan 49460. Unless otherwise agreed to, all shipments must be F.O.B. destination. Delivery must be made only to the destination stated in the ITB. If vendor fails to deliver by the agreed upon time, Purchaser reserve the right to purchase elsewhere, and may reject goods and services not delivered or furnished on the date specified.

Vendor must provide complete turnkey installation of the body scanner, including electrical connections. All unusable materials and debris shall be removed from County premises at contractor's cost.

County reserves the right to inspect goods on or after the delivery date and may reject all or any portion of the goods if it determines the goods are defective or nonconforming. If County requires replacement of the goods, Vendor shall promptly replace the defective or nonconforming goods in a timely manner.

F. Maintenance:

Vendor to provide ongoing technical assistance and support, including telephone support. Vendor must provide emergency call out services for technician to quickly attend any faults or issues with the equipment and/or applicable software. Vendor should provide associated fees within their bid. If vendor offers a maintenance plan, vendor should identify what is included in their maintenance plan and all associated costs.

G. Warranties:

Vendor warrants that the price(s) for goods or services sold hereunder are not less favorable than those extended to any other customer (whether government or commercial) for the same or similar goods or services in similar quantities.

All specifications, drawings and other data submitted or referenced in the bid, including performance data, are incorporated by reference into the Purchase Order and vendor expressly warrants that the goods and services shall conform to such data. Vendor warrants that the goods and/or services supplied will be of good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for that intended use. The awarded vendor will warrant that all equipment is free of material defects both in materials and in workmanship for a minimum of 24 months or more.

H. Invoicing:

The Purchase Order number must be referenced on the invoice(s). County shall pay the vendor with Net 30 after delivery and installation of the unit and a receipt of an accurate and undisputed invoice. Invoice(s) will be sent to the County's Project Manager for review prior to payment.

5. BID SELECTION & AWARD PROCESS

An Evaluation Committee(s) will be established by the County to review the bid(s) and to make recommendation for contract award(s). A bidder may not contact any member of an evaluation committee except at the ITB Administrator's direction.

Upon public bid opening, a bid tabulation will be prepared by the County to summarize each Contractor's offer. All offers will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

Bids will be reviewed to determine if submission requirements are met and the lowest responsive, responsible bidder. Failure to meet submission requirements will result in rejection of the offer. Bids that do not comply with submittal instructions established in this document and/or that do not include the required information will be rejected as non-responsive. Contractor assumes responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet the project objectives.

The County will coordinate a post-bid interview with the apparent low, responsive, responsible bidder to validate pricing and project understanding before issuing an intent to award. The County reserves the right to interview any number of qualifying bidders as part of the evaluation and selection process. The County further reserves the right to award a contract without an interview, if determined to be in the best interest of the County.

The lowest priced response may not have a direct bearing on final selection. The County reserves the right to select and subsequently recommend for award, the offer which best meets its required needs, quality levels, and budgetary considerations. An intent to award will be issued to the successful Contractor and all bidders will be notified. In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with the next lowest responsive, responsible bidder.

Form of agreement will be by standard Purchase Order issued by Ottawa County, which incorporates by reference this Invitation to Bid document, any Project Manuals and/or Drawings as prepared by the County or County's Representative and all terms and conditions therein, as well as the Bid Pricing Form as offered by the Contractor. No work is to commence prior to receipt of Purchase Order by awarded Contractor.

6. CONTRACT TERMS, PERIOD, PROCEDURES & USE

The County of Ottawa's intent is to award a contract that shall cover the period from project kick-off to project completion as determined by the successful completion of the stated objective within this bid. This contract will not be enforced until both parties have agreed and signed as accepted. The County reserves the right to award contracts to more than one Contractor, if in the best interest of the County to provide adequate delivery, service and product availability.

This project will be constructed under two unified contracts held by the General Contractor with each owner, which will include all trades, and subcontractors. Contract shall be based on a Stipulated Lump Sum Bid. Segregated bids will not be accepted. The Owner reserves the right to reject any and all bids.

The County reserves the right to delete or modify any task from the scope of services and reserves the right to modify the scope of services during the course of the contract. Any changes in pricing or payment terms proposed by the Vendor resulting from the requested changes are subject to acceptance by the County. Pricing reflects a commitment of the term indicated. Contractors are to not start work until receipt of an Ottawa County Purchase Order, authorizing work to begin.

7. SECURITY CLEARANCE

Background checks (as required by the Facility) are mandatory for all Contractor employees at Contractor's cost. Background check minimum requirement must involve a security check and process that is approved by and deemed satisfactory to the County to ensure, at a minimum, that no staff has felony or domestic violence or other bar-able offence(s) convictions. The Contractor must also agree that all employees, officers or agents of the Contractor who shall provide services on site at the County must successfully pass fingerprinting searches. Security background checks shall be conducted for all employees prior to starting work.

8. GENERAL TERMS & CONDITIONS

CERTIFICATES

Please forward all Certificates of Material Data sheets, to the following office: Ottawa County – Fiscal Services Department, 12220 Fillmore St., Room 331, West Olive, MI 49460

CONFLICT OF INTEREST

By submission of a response, the Bidder agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest."

DEBARMENT AND SUSPENSION

The Contractor certifies to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this bid had one or more public transactions (Federal, State or local) terminated for cause or default.

INDEMNITY

The Vendor shall indemnify and hold harmless Ottawa County, its employees, agents, and volunteers against and from all claims, judgements, losses, damages, payments, costs and expenses of every nature and description, including attorney's fees, arising out of or resulting from the vendor's performance of or failure to perform the work described herein.

INDEPENDENT CONTRACTOR

The awarded vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of Ottawa County. The vendor will have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.

INCURRED EXPENSES / CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the contractor by preparing and submitting a bid or any costs associated with meetings and evaluations of bids prior to execution of an agreement. All bids, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the contractor.

INSURANCE

The vendor shall provide the following coverages:

Worker’s Compensation and Employers Liability:

Workers Compensation	Michigan Statutory
Employers Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee
	\$500,000 Aggregate Injury by Disease

Commercial General Liability:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

There shall be no Products/Completed Operations or Contractual Liability Exclusion. The General Aggregate Limit shall apply per location or project.

These coverages shall protect the vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided

These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers.

The County of Ottawa and Ottawa County Central Dispatch and its officers, officials, employees, volunteers and agents are to be additional insureds as respects to the service provided under this agreement. This additional insured status shall not terminate after completion of the services. A certificate of insurance shall be provided and show the required limits, and the above-mentioned shall be listed as additional insureds. A 30-day notice is required in the event of coverage termination for any reason.

IRAN LINKED BUSINESS

By submission of this form, the Contractor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business,” as that term is defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

LAWS

This contract shall be governed by and construed in accordance with the laws of the State of Michigan and any service or product herein shall so comply.

MATERIAL SAFETY DATA SHEET

Vendor shall provide as required by law.

MINOR IRREGULARITIES AND RETAINED RIGHTS

The County reserves the right to waive minor irregularities in bids and/or bids. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Contractor an advantage or benefit not afforded to other Contractors. The County may waive any requirements that are not material. The County may make an award under the contract in whole or in part and change any scheduled dates. The County reserves the right to use ideas presented in reply to this process notwithstanding selection or rejection of bids and/or bids. The County reserves the right to make changes to and/or withdraw this request at any time

MODIFICATION

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party, or an authorized representative by each party.

OWNERSHIP OF DATA

All information provided by the County and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to this agreement, shall become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data shall be delivered to the County or its designee upon completion of the agreement or at such other times as the County or its designee may request.

BID ACCEPTANCE, REJECTION, CANCELLATION AND WITHDRAWAL

The County reserves the right to negotiate with the Bidder(s) within the scope of the ITB in the best interests of the County. The County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bid and/or to determine a bidder's compliance with the requirements of the solicitation.

The County reserves the right to reject any or all bids, or any part thereof; and to waive any minor defects in the bids if this is to the advantage of the County. The County's waiver of a minor defect shall in no way modify the ITB document or excuse the vendor from full compliance with its specifications if the vendor is awarded the contract. The County reserves the right to let separate contracts on any aspect of the work

The County also reserves the right to accept or reject any and all bids submitted or cancel this ITB in whole or in part if such cancellation is in the best interest of the County. Prior to the date and time set forth as the Bid Receipt Deadline, bids may be modified or withdrawn

by the Bidder's authorized representative. After the bid deadline, bids may not be modified or withdrawn without the written consent of the County.

RESERVATION OF RIGHTS

The County reserves the right to reject any and all bids, to award the agreement to other than the low bid, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bids, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the County's best interest. The County may, at its discretion, cancel any bid or request for bid or other solicitation and/or reject all bids in whole or in part.

SUBCONTRACTORS

Since the contract is made pursuant to the bid submitted by the awarded vendor and in reliance upon the vendor's qualification and responsibility, the vendor shall not sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

PAYMENT TERMS

In the absence of any prior arrangement, payment terms will be Net 30.

SAFETY

All Contractors and subcontractors performing services for the County are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

TERMINATION

The County and/or Ottawa County Dispatch may terminate an award/contract for the failure to perform a term of the specifications to the satisfaction of the County, and/or when the approved progress schedule or any other requirement of this Contract is not met. The County shall provide ten (10) days advance written notice to the Contractor for the failure to perform services or for the violation of any other term of the solicitation specifications. In the event of such termination, the County may complete the contracted work and the Contractor will be liable for any excess cost occasioned by the County thereby and in such case the County may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

An award/contract may be terminated at will by the County upon a minimum of thirty (30) days prior written notice to the other party. In the event of termination as provided in this subsection, the Contractor will be compensated for all services performed and approvable

reimbursable expenses from the inception date to the termination date provided the services performed and the expenses were provided in accordance with the solicitation specifications. Payment shall be made upon the Contractor delivering to the County all information and materials retained by the Contractor in performing the services described in the specifications, whether completed or in progress.

WARRANTY

Vendor warrants that the goods and/or services supplied will be of good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for that intended use. The awarded vendor will warrant that all equipment is free of material defects both in materials and in workmanship for a minimum of 24 months (unless otherwise state in the solicitation document) from delivery date. Awarded vendor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf.



ATTACHMENT A – BID FORM

Instructions: Potential vendors submitting responses must complete this form in its entirety and accurately. Failure to submit all attachments can result in the vendor being considered non-responsive. Responses to the following questions must be submitted and signed by an authorized Company representative. This questionnaire is provided as a fillable form .pdf document. Vendors may also complete all required attachments as a stand-alone response (written or typed) in their own format as long as all requested information is present.

PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: TEK-84, Inc.

Street Address: 13495 Gregg Street

City: Poway State: CA Zip Code: 92064

Telephone: 770-545-9897 Email: dennis.wolfe@tek84.com

Taxpayer Identification Number: 27-0910092

Receipt of Addendum 1: Addendum 2: Addendum 3:

VENDOR QUESTIONNAIRE:

Please answer the following questions. Potential vendors submitting responses must complete this form in its entirety and accurately, answering all questions wholly.

1. COMPANY HISTORY AND BACKGROUND:

Please describe the history of your company, number of active employees, location of corporate office, etc. How long has your company been in business? How long has your company been in this industry? What makes your company stand out from the competition?

TEK-84, Inc. is located in Poway, CA and employs 75 people of all different ethnicities. For the last 30 years it has been designing and developing cutting edge security imaging equipment. Steve Smith, PhD and CEO of TEK-84, Inc. sits on the FDA sub-committee that writes the FDA Federal ANSI Regulations. This a primary reason why Dr. Smith designed the Intercept Scanner. It is the only whole body scanner that strictly adheres to those ANSI Regulations. (I have attached Section 6.1 of the ANSI Regulations for your review).

2. SUBCONTRACTORS:

Will your company be utilizing subcontractors? If yes, what is the management process for subcontractors? Please identify the subcontractor and role they will play in the project.

No, TEK-84 does not use Subcontractors, only employees that have been factory trained.



3. SOFTWARE:

Is any software required to utilize the body scanner? Please describe software the software and capabilities if applicable. Advise if a workstation is required and if the vendor will be providing.

Intercept Scanner includes all hardware and software to operate the unit. There is no charge for software upgrades.

4. SAFETY ZONE FOOTPRINT:

Please indicate the size of all the following:

- (1) body scanner unit,
- (2) minimum required safety zone footprint, and
- (3) recommended safety zone footprint.

Does your unit comply with the ANSI/HPS N43.17-2009?

5. LEAD TIME, DELIVERY AND INSTALLTION:

- What is the lead time for the body scanner?
- Please describe the installation process. How long will it take? Does it require professional installation?

The Intercept Scanner will ship within 48 hours receipt of a non-contingent PO. Shipment is usually 3-4 days from CA.

Delivery is coordinated with the Jail Team. Installation usually takes 1-2 hours. Installation can only completed by a TEK-84 Factory Trained Engineer.

6. TRAINING:

Describe your training. How often will you provide training? How is the training provided – in-person or virtual?

The TEK-84 Registered X-Ray Technolgy Trainers will spend 3 days on site to train as many Operators that you want.

There are 3 levels of training; Standard, Super User (Train teh Trainer) and Administrator. All trainiing is documented and certified.

There is also a Basic Radiation Safety Class on site that is documented and certified.



7. MAINTENANCE & MAINTENANCE PLAN:

- Please describe maintenance of the equipment. What is included in the maintenance plan? How do we contact your company if an issue arises?
- Does it require specialized technicians? Is there ongoing support for maintenance from your company?
- Please describe availability in a situation for emergency repairs. Where is your closest technician located?

There is a 2 year warranty plan that includes all parts, labor and travel expenses of the factory trained field engineer. There is one scheduled Preventative Maintenance Visit and a one Radiation Documentation Test completed each year that is required by the MI Department of Health. Located on the Operator Workstation is a 24/7 toll free phone number to call for support. A TEK-84 Factory Engineer covers all incoming calls. There is no charge for on going phone customer support, but if you desire to continue the 100% warranty coverage, the charge is \$7,500/year. There are factory trained engineers located in Chicago, Minneapolis, Indianapolis and St. Louis. If a part is needed, it is air shipped counter to counter. Nearly 400 Intercept Scanners are running at 99.5% up time, so most issues are phone fixes.

8. WARRANTY:

Please describe the warranty coverage on the equipment.

Two (2) Years Parts & Labor Warranty on 100% of the Intercept Scanner from time of installation.

9. INVOICING:

If awarded, how will your company invoice? Will your company invoice total cost upon project completion (delivery, installation, and setup)?

An invoice via e-mail and hard copy will be sent at time of shipment and the payment terms are net 30 from time of delivery.

9. OTHER INFORMATION:

Include any other information that would be helpful to the County. Advise of any vendor assumptions.

Prior to coordinating the delivery, installation and training of the Intercept Scanner, a pre-install site visit must be completed and documented for the Installation Team.

A physical walk through from the delivery point to the installation point must be completed according to the TEK-84, INC. Standard Operating Procedure (S.O.P.).

All measurements of open doorways, hallways, the installation location and the available power (110V-15 A) must be documented.



Ottawa County

ITB 21-06 Body Scanner

REFERENCES:

Please state references of similar that required similar size and scope of project. Do NOT include the County of Ottawa as a reference.

Reference 1			
Customer Name	Monroe County	Contact Person	Capt. Julie Massengill-J.A.
Contact Number	734-240-7432	Contact Email	julie_massengill@monroemi.org
Project Description	Intercept Scanner installed in Booking Area.		
Reference 2			
Customer Name	Hernando County	Contact Person	Major Shaun Klucznik-J.A.
Contact Number	352-797-3401	Contact Email	sklucznik@hernandosheriff.org
Project Description	Intercept scanner installed in Booking Area.		
Reference 3			
Customer Name	Hillsborough County	Contact Person	Master Sgt. Jon Weitzel
Contact Number	813-247-8445	Contact Email	jweitzel@teamhcsso.com
Project Description	Intercept Scanners installed in the Booking Areas at the Faulkinburg and Orient Jails. Total of two systems connected through a Intranet Server.		

The undersigned hereby authorizes the County to obtain all information that said recipient may have concerning the undersigned's contract performance history and releases all parties from all liability for any damage that may result from furnishing the same to the County. A photocopy of this authorization shall be deemed equivalent to the original.

Kent Smart

July 30, 2021

Authorized Representatives Signature
Kent Smart-Vice President-Domestic Sales

Date

Authorized Representative's Printed Name, Title, and Company (Legal) Name for Business



ATTACHMENT B – PRICING FORM

The undersigned hereby agrees to perform all work in accordance with the specifications, terms, and conditions of the County's ITB 21-06 for the costs described below. All costs must be identified in the vendor's response. The fees proposed shall be considered firm and cannot be altered after receipt of the bid by the County per the terms of this ITB. The pricing shall not change over the term of any contract executed as a result of this ITB. Please Type or Print Clearly in ink.



MANUFACTURER SPECIFICATIONS: Attach manufacturer specifications to bid.

ITB 21-06 Pricing	
<i>Vendor should attach their company's itemized bid sheet along with completing the table below.</i>	
Unit Price Total Cost – Qty 1 Scanner	\$139,000
Labor and Installation Total Cost	INC.
Software (if applicable)	INC.
Shipping/Handling/Delivery Total Cost	INC.
Customer Support (if applicable and if not included)	INC.
Warranty	2 years parts & labor
State of Michigan Registration or Fees	MI DOH Reg. Fee pd. by County
Training Cost	INC.-3 days on site
Other (please list all other costs not stated above)	\$139,000
Grand Total (U.S. dollars)	



Ottawa County

ITB 21-06 Body Scanner

Maintenance Plan (if applicable)	
Annual Maintenance Cost (12-month period)	\$7,500/yr. parts & labor post warranty
Software (if applicable)	
Annual Software Renewal Cost (12-month period)	No Charge-INC.
Ongoing Licensing (if applicable)	
Annual Ongoing Licensing that may be required by the State of Michigan or other (12-month period)	MI DOH Reg, Fee pd. by County TBD

Additional Comments:

The undersigned affirms that he/she is duly authorized to execute this bid for services and having carefully read and considered the request in the manner described and subject to the terms and conditions set forth in the attached bid. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

Kent Smart

July 30, 2021

Authorized Representatives Signature
Kent Smart-Vice President-Domestic Sales

Date

Authorized Representative's Printed Name, Title, and Company (Legal) Name for Business



ATTACHMENT C – CONTRACTOR CONDITIONS

Contractor has read the solicitation documents in their entirety and agrees to the conditions set forth below and in the solicitation documents.

Incurred Expenses / Confidentiality:

The County is not responsible for any cost or expense incurred by Contractor preparing and submitting qualifications prior to execution of an agreement.

Conflict of Interest:

By submission of a response, the vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, etc.) and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest." Contractor shall identify interests, and the individuals involved, on separate paper with the response and understand that the County, at its discretion may reject their submission.

Iran Linked Business:

By submission of this form, the Contractor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

Debarment & Suspension

The Contractor certifies to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this bid had one or more public transactions (Federal, State or local) terminated for cause or default.

July 30, 2021

Authorized Representatives Signature

Date

Kent Smart-Vice President-Domestic Sales

Authorized Representative's Printed Name, Title, and Company (Legal) Name for Business



Ottawa County

Received
[Signature]

Fiscal Services Department – Purchasing
12220 Fillmore St., Rm 331 - West Olive, MI 49460

Phone 616-738-4855
E-mail: purchasing.rfp@miottawa.org

**ITB 21-06 BODY SCANNER
Addendum 1**

July 30, 2021

To All Vendors:

The purpose of this Addendum is to modify and/or clarify any details of the above project. Vendors are asked to acknowledge the receipt of Addendum 1 in the submission.

ITEM 1: PUBLIC BID OPENING LOCATION

All bids received on or before 2:00 PM ET on Thursday, August 5, 2021, will be publicly opened and recorded. No immediate decisions are rendered. The Public Bid Opening will be held in-person at:

County Administration Building,
Conference Room F
12220 Fillmore Street,
West Olive, Michigan, 49460

Bidders are not required to attend the bid opening and may alternatively request a copy of the public opening tabulation via email to purchasing.rfp@miottawa.org.

ITEM 2: QUESTIONS AND ANSWERS

1. The ITB Specifications indicate that the County desires to purchase a specific scanner. Was it the County's intention to Sole Source the bid, or will the County consider opening up the bid to other vendors?

Answer: It is not the County's intention to Sole Source the bid. These are the specifications identified by the County based on research completed by County staff in order to ensure safety of inmates and personnel, as well as the facility space requirements. All vendors are welcome to submit bids that meet or exceed these specifications. If a vendor submits a bid that does not meet or exceed these specifications, the vendor should clearly state the differences in specifications of the product submitted.

2. Clarification requested on ITB Body Scanner Specifications:

- Approximate square foot – 34" x 72" x 90"
- No moving conveyor belt for subject to stand on
- Quick scanning time
- Machine/Scanner is moveable
- No warm-up times

A) Are the stated dimensions the available operating dimensions?

Answer: This area is the desired approximate square foot for the physical unit. Space for the unit is limited in the facility.

B) Can additional information be provided on the benefit of a static platform with a moving detector and moving x-ray generator?

Answer: The County staff believes that a static platform is more beneficial for the environment.

C) Quick scanning time - what is the desired scanning time and why? The shorter the scan time the less data is captured and the poorer the image quality.

Answer: Product scan time to be provided in Vendor ITB response / product spec sheets.

D) Machine/scanner is moveable. I hope the Agency is aware that any time the machine/scanner is moved it cannot be used until a new Radiation Survey has been performed and approved by the State?

Answer: The County is aware of the regulations from the Michigan Department of Licensing and Regulatory Affairs concerning radiation.

E) No warmup times - what is the perceived benefit?

Answer: The County staff believes that a no warmup times or very limited warmup times are what is needed for the environment, and more efficient for County personnel. Product warmup times to be provided in Vendor ITB response / product spec sheets.

system manufacturer. Other requirements in this section pertain to operating procedures and are directed to the user organization. Additional, specific requirements for achieving the dose limits are included in Section 7.0, "System and Manufacturing Requirements," and Section 8.0, "Operating Requirements."

6.1 Dose to Scanned Individuals

The radiation dose delivered to a scanned individual shall be as low as reasonably achievable (ALARA) while meeting the required detection performance. When using transmission systems, to minimize the effective dose received, persons undergoing screening should be positioned facing away from the source of radiation.

The system manufacturer shall ensure that operating parameters are optimized for the best performance at the lowest dose.

6.1.1 Dose Limitation for General-use Systems

6.1.1.1 Class A (Full-body Scanner) For Class A (full-body) scanners the reference effective dose as determined according to

Section 6.1.3, "Determination of the Reference Effective Dose," shall not exceed 0.25 μSv (25 μrem) per screening.

For Class A general-use systems, the reference effective dose received by individuals from one facility shall not exceed 250 μSv (25 mrem) over a 12-month period. Compliance with this requirement shall be demonstrated as follows: if the nature of the screening operation is such that one or more adult individuals may be screened routinely more than twice each day of the year by the same facility (e.g., as in routine screening of employees), the facility shall keep records to show that either: 1) the number of screenings received by any individual does not exceed 1,000 per 12-month period or 2) the reference effective dose multiplied by the number of screenings does not exceed 250 μSv (25 mrem) over a 12-month period for any individual. Note: the reference effective dose is based on a computational adult model and is not always indicative of the actual effective dose, especially for small children. Therefore, practices that involve daily screening of the same population of children are not recommended without additional analysis.

Table 1 can be used to aid in meeting the annual dose requirement.

Table 1. The number of allowed screenings for one individual.

Reference effective dose per screening (μSv)	Reference effective dose per screening (μrem)	Standard is met if number of screenings per year does not exceed	Standard is met if number of screenings every month does not exceed	Standard is met if number of screenings every week does not exceed	Standard is met if the number of screenings every day does not exceed
0.05	5	5,000	416	96	13
0.10	10	2,500	208	48	6
0.15	15	1,667	138	32	4
0.20	20	1,250	104	24	3
0.25	25	1,000	83	19	2
0.5*	50	500	41	9	
1.0*	100	250	20	4	
2.0*	200	125	10	2	
3.0*	300	80	6	1	
4.0*	400	62	5	1	
5.0*	500	50	4		
10.0*	1,000	25	2		

*Applies to limited-use systems only.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Tek84 Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 13495 Gregg Street	Requester's name and address (optional)
6 City, state, and ZIP code Poway, CA 92064	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
2 7 - 0 9 1 0 0 9 2	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Kay Wilson</i>	Date ▶ <i>2/22/2021</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

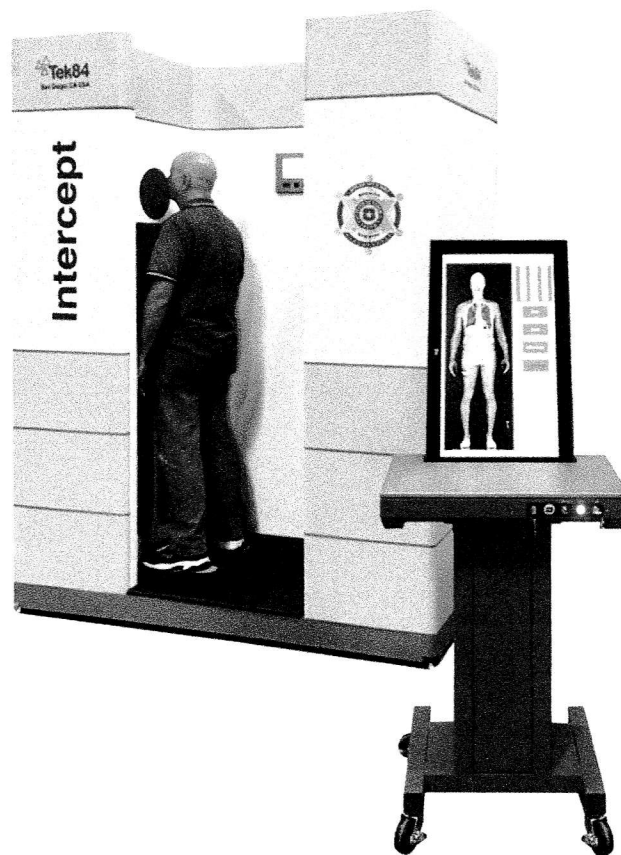
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

“Features of the Intercept Scanner are unique and patented.”

Patent #10481295

- The Subject being scanned does not move on the Intercept!
- The Footprint of the Intercept does not exceed 34” x 72”!
- The Intercept’s height does not exceed 90”
- The Intercept’s scanning time is less than 4 seconds!
- The Intercept has Variable Scanning Doses from 0.25 uSv to 2.0 uSv!
- The Intercept has “Dual Virtual-Wall Technology” to ensure radiation safety and image quality!
- The Intercept is Delivered Completely Pre-assembled!
- Installation of the Intercept is less than 2 hours!
- The Intercept does not utilize anchors in the floor!
- The Intercept Operator Workstation is Mobile and easily converted to a Tabletop Version.
- The Intercept is Transportable thru any 36” doorway!
- The Subject does not face the X-ray Beam during the Intercept scanning process, (ANSI/HPS N43.17-2009)!
- The Intercept utilizes “Vertical Scanning”!
- There is No Magnification or Distortion in the final image with the Intercept, thereby enhancing the location of the Contraband!
- With the Intercept, the final image shows Accurate Object Size & Location relative to the human anatomy!
- There are 16,000,000 Gray Scale Levels in the final image with the Intercept, enhancing image visual quality!
- The FDA-ANSI “Restriction Zone” does not exceed the Intercept’s footprint!
- The Subject’s photo is “fused” with the scan and all the Subject’s Demographics included for evidence with the Intercept!
- The Intercept’s x-ray generator does not require any warmup time!
- The Intercept can scan at least 3 subjects/min, 24/7!
- The Intercept has a 27” Hi-Res, Hi-Brite Hi-Resolution Touch Screen Monitor!
- The Intercept only needs a standard 110 V/15-amp non-dedicated outlet!
- The Intercept utilizes Windows 10 Operating system!
- The Intercept Computer Software is written in English!

- The Intercept's Internal Framework is made of welded High Strength Aircraft Aluminum!
- The Intercept is completely developed and assembled in Poway, USA.
- The Intercept's Computer can store 1,000,000 images.
- The Intercept has a 1 Terabyte Mirror Drive Storage System to protect collected data.
- The Intercept only has one (1) CAT-5 cable connecting the Operator's Workstation to the Scanner.
- The Intercept has no limit to the number Operators that can be trained and registered.
- If multiple Intercepts are utilized, they can communicate with each other providing only one folder per subject.
- The Intercept has "Touchless Temperature Sensor Technology."



INTERCEPT™



Full Body Scanner– External and Internal



Detects both metallic and nonmetallic threats, including weapons, drugs, cell phones and other contraband. Screens from below the feet to above the head, revealing items under the clothing and within the body.

- ✓ Widely used in US jails
- ✓ Subject doesn't move
- ✓ Quick 3.8 second scan
- ✓ Ultra-small footprint
- ✓ 2-hour installation
- ✓ Photo ID tied to scan
- ✓ Buy with Covid ARP funds!!

**Tek84**
Advanced Security Screening


MADE IN
THE USA

INTERCEPT™

Internal and External Threat Detection

Easy to use – Widely Accepted

More than 2,000 jails, prisons and other detention facilities rely on x-ray body scanners to search inmates. The subject simply stands on the Intercept stationary platform for a quick 3.8 second scan. Instantly, a detailed x-ray image appears on the high-resolution monitor, showing objects hidden under the clothing and within body cavities.

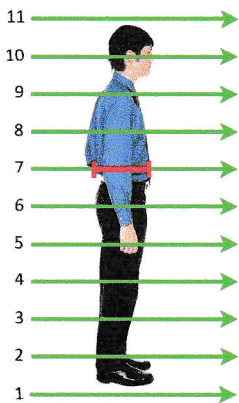
Extremely Safe – Regulated by the FDA

Airport body scanners only detect items hidden under the clothing, not within the body. Intercept is different, transmitting a weak x-ray beam completely through the subject. The scanned images appear similar to medical exams, but use less than 1% of the x-ray level. Federal safety standards allow each person to be screened up to 1,000 times per year on the lowest setting, allowing daily use. Intercept's highest setting produces more detailed images, with up to 125 scans per year.

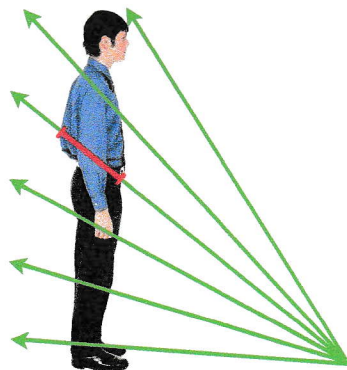
Better Images, Lower Dose, No Distortion

As shown below, Intercept's scanning beam passes through the person directly from back to front. This is the shortest distance possible through the body, about 11 inches in thickness. In contrast, other products scan at an *angle*, requiring the beam to pass through about 16 inches of tissue. This five inches of extra thickness has a devastating effect on image quality and dose, making a 140 lbs person look like 300 lbs!

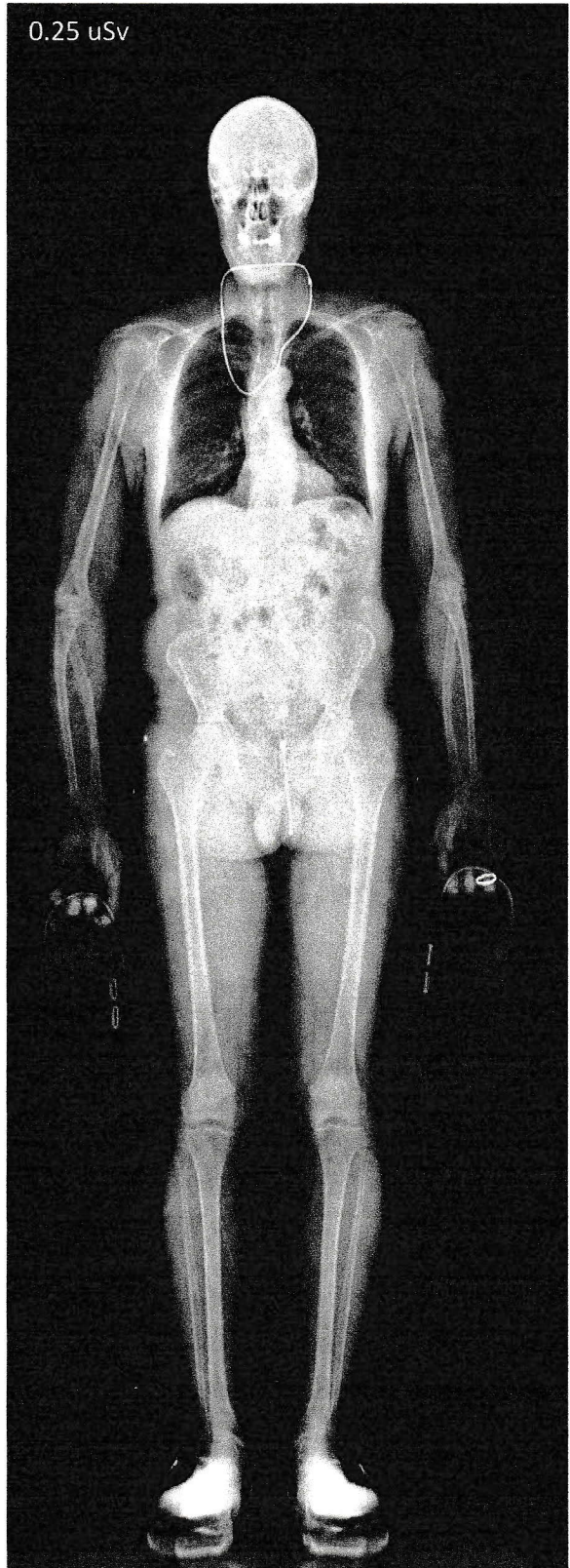
Just as important, this means that Intercept's images have no distortion; the belly button appears directly in front of the small of the back, as it should. With angled x-ray scanning, the belly button appears at the same location as the shoulder blades, making image analysis extremely difficult.



The Intercept beam passes through about 11 inches of body tissue in the torso.



Other scanners use an angled path, making the beam pass through about 16 inches.



A typical image from Intercept on the lowest setting, 0.25 uSv. Items: teeth fillings, neck chain, object in shoe heel, ring and zipper. Intercept can operate at up to 200 uRem for even better image quality.



Sales@Tek84.com
858-676-5382

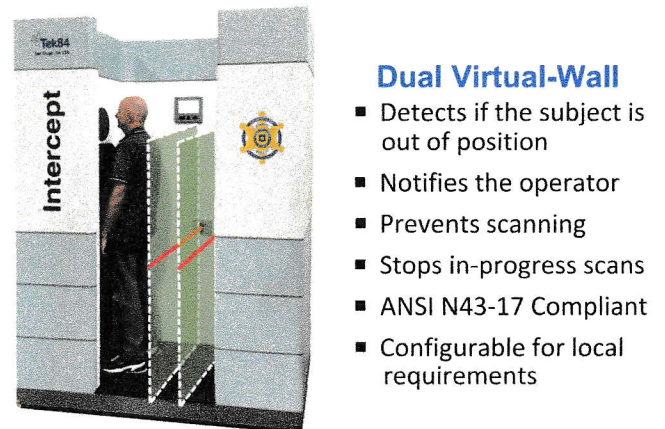
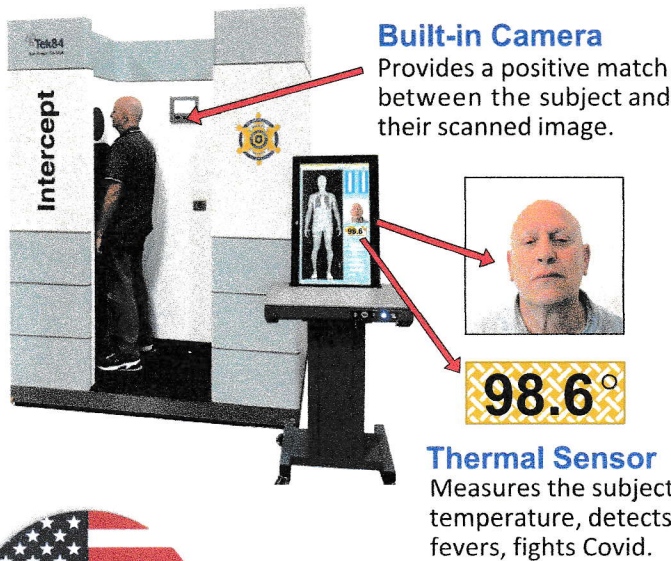
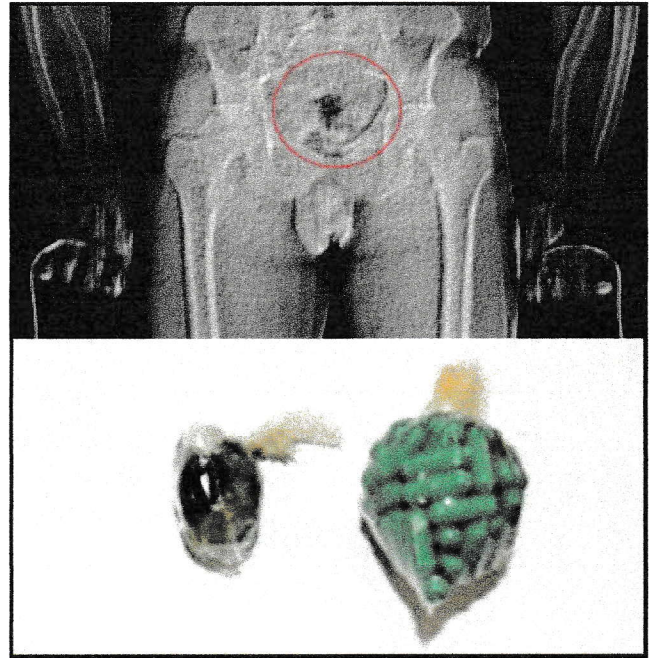
The Critical Difference: Vertical Scanning

Intercept is a true breakthrough. Other scanners require the person to stand for 7-14 seconds on a moving conveyor belt or platform, transporting them *horizontally* through the x-ray beam. Intercept's patented technology is different; the subject remains stationary, while the scanning apparatus moves *vertically* around them. Why is this better?

- **Best image quality, lowest dose.** Because the beam always passes through the minimum body thickness.
- **Subject safety.** Subjects are often handcuffed, intoxicated, and/or combative. The last place you want them standing is on moving equipment.
- **A quick 3.8 second scan.** Other body scanners require 7-14 seconds, the fastest you can move a person on a conveyor.
- **Ultra-small footprint.** At only 34" deep and 72" wide, Intercept can fit just about anywhere. The footprint of other scanners needs to be about 8' x 8' to move the person.
- **Ultra-small safety zone.** Federal standards require a safety zone around body scanners, where operators and bystanders are prohibited during operation. This is typically a 20' diameter circle around other scanners. Intercept's unique construction allows sophisticated internal radiation shielding, making the safety zone nothing more than the footprint of the scanner.
- **Easy Installation and Relocation.** Intercept installs like a refrigerator. It ships fully assembled on wheels, rolls through standard doorways, and plugs into a standard wall socket. A typical installation is 2-hours. Other scanners are too large to install this way; they ship on multiple pallets and build on site.

Case Study: Internal Detection of Drugs

An actual seizure from a US Jail in 2020. A routine scan at booking showed a dark anomaly, consistent with an object concealed in the rectum. When confronted, the subject removed two balloons, one containing cannabis gummies and the other sleeping pills.



Tek84 proudly makes Intercept in the USA. Competing products are imported from China, Brazil, Belarus & Western Europe.

Join Hundreds of Jails & Prisons Using CARES and ARP Funds to Buy Body Scanners

Intercept detects concealed threats while reducing Covid transmission— making it an ideal purchase for your unused CARES and American Rescue Plan funds. One staff member can screen up to 180 subjects per hour while maintaining the required 6-foot Covid-safe distance. An FDA approved thermal camera measures the body temperature of each subject to provide an indication of Covid-19 and other infections.

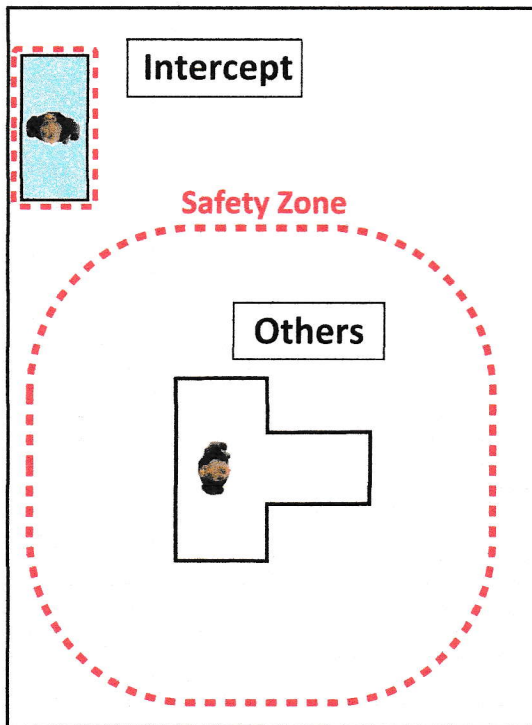
INTERCEPT™

Quick, Convenient, Reliable

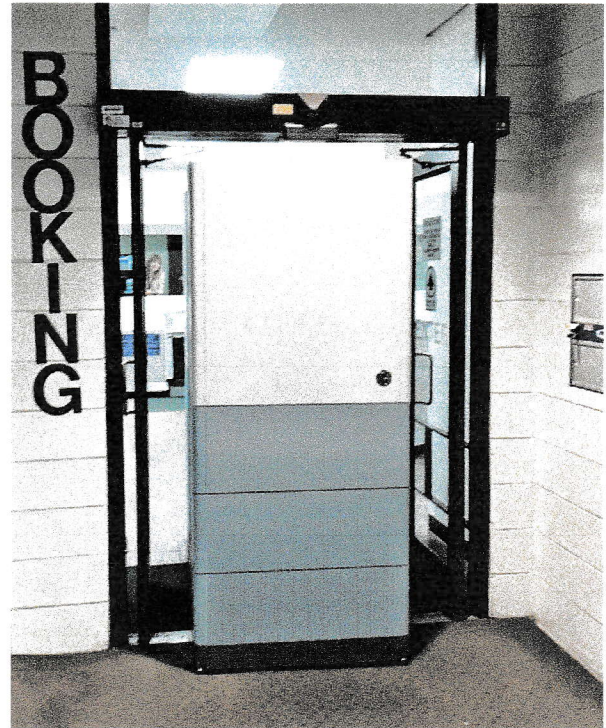
Ultra-Small Footprint and Safety Zone

Intercept is extremely compact, requiring a floor space of only 34" x 72". Other body scanners require three times this area. But more important is the **Safety Zone**, where bystanders & operators must be excluded during operation. The Safety Zone for Intercept is nothing more than the scanner footprint. The Safety Zone for other scanners is enormous, 5 to 8 feet away in all directions.

The small footprint, no additional Safety Zone and easy movement allows Intercept to fit just about anywhere. Many facilities even operate Intercept in a hallway, with nothing more than a standard wall plug being needed.



Each square = one foot



Intercept is shipped fully assembled and can be pushed through standard doorways. A typical installation is less than 2-hours. Other body scanners must be shipped on multiple pallets and built at the site over several days.

Intercept™ Specifications

Physical

Footprint: 34" x 72" (86 x 183 cm)
Height: 90" (211 cm) Assembled
79" (201 cm) top removed for transport
Weight: 720 lbs (328 kg)

Electrical

Power: 100/120/230 VAC, 50/60 Hz, 800 watt
Tolerant of poorly regulated power

Environmental

Operating: 32-120°F (0- 50° C)
Humidity: Less than 95%, noncondensing

Radiation Safety

Dose: General-use: 0.25 uSv (25 uRem) per scan, suitable for daily screening;
Limited-use: up to 2.0 uSv (200 uRem) per scan, suitable for weekly screening;
effective dose to subject measured in accordance with ANSI/HPS N43-17-2009
Leakage: Inspection zone is the scanner footprint;
<2 uGy (0.2 mR) in any 1 hour
Standards: Complies with ANSI/HPS N43.17-2009 (Body Scanner Radiation Safety)
Complies with ANSI/IEEE N42.47-2010 (Body Scanner Image Quality)

Intercept is protected under U.S. patents: 10,481,295, 10,705,244, 10,705,245, and 10,845,500. International and other U.S. patents pending.



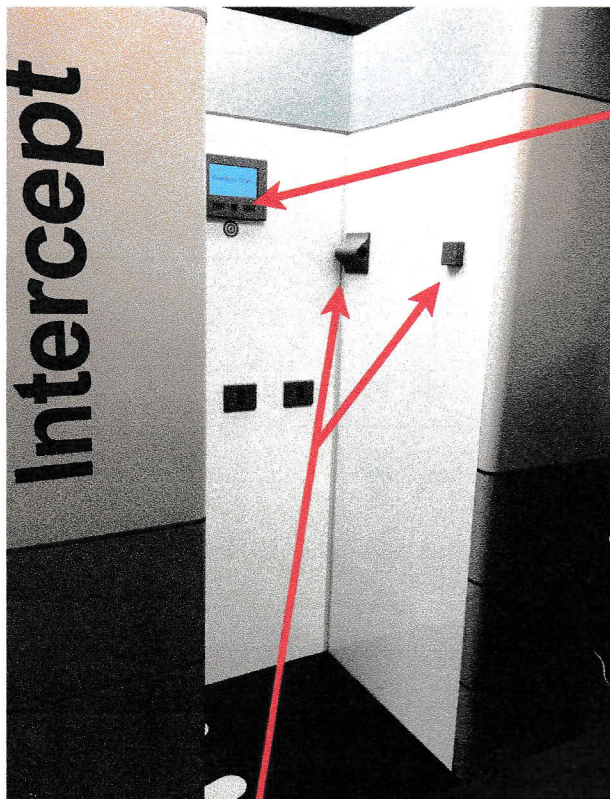
13495 Gregg Street, Poway, CA 92064
858-676-5382 Sales@Tek84.com

Tek84 develops and manufactures high-technology security products for screening and surveillance. For over three decades we have pioneered the use of ultra-low-dose x-ray imaging. Our products rapidly & safely screen for weapons, explosives, drugs, and other contraband. Our engineers created the world's first body scanner (1991); highest resolution surveillance camera (2001); the first drive-through car bomb detection portal (2009); and Intercept, the first inmate scanner with vertical scanning technology (2018).

INTERCEPT™

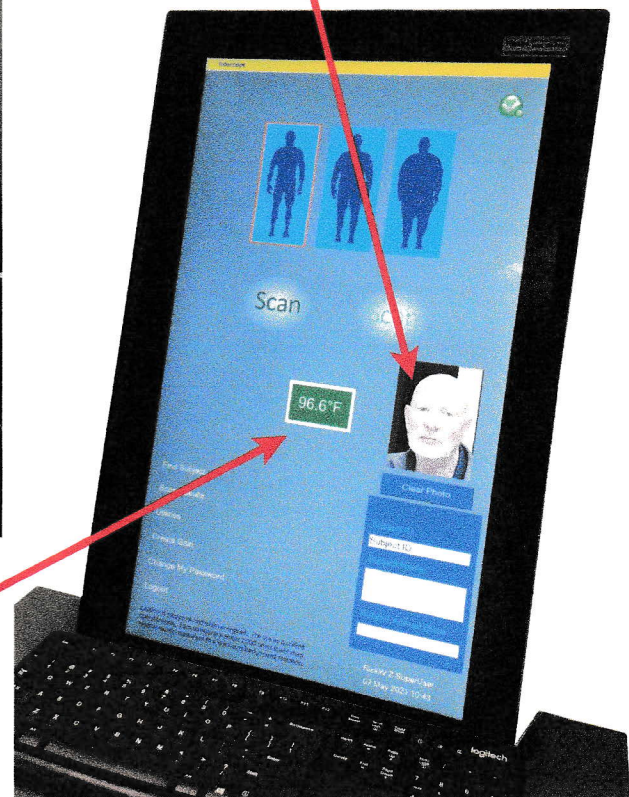
Built-in Camera and Temperature Sensor

Each subject pauses at the scanner entrance for 3 seconds to take a photograph and measure their body temperature.



Built-in Camera

Provides a positive match between the subject and their scanned image.



Built-in Temperature Sensor & Calibrator

Measures the temperature of each subject with an FDA approved thermal camera. Detects fevers; fights Covid and other infections.



Action Request



Committee:	Board of Commissioners
Meeting Date:	10/26/2021
Requesting Department:	Administrator's Office
Submitted By:	John Shay
Agenda Item:	Wyoming Water System: 2021 Water System Improvement Bond Issue and Refunding

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to Authorize the Issuance of Not to Exceed \$5,300,000 of Water Supply Bonds and Not to Exceed \$1,750,000 of Water Supply Refunding Bonds for the Wyoming Water System.

Summary of Request:

The City of Wyoming, which provides water to several local units of government in Ottawa County, is planning a project to construct yard piping, valves, pipe gallery improvements, cathodic protection and new dehumidification equipment in the water treatment plant at a cost of \$10,752,506. Since the local units of government in Ottawa County have 43% beneficial ownership in the water system, they are responsible for 43% of the cost of these improvements. This will result in \$4,780,000 in bonds being issues to finance this project.

In addition, Ottawa County sold \$4.5 million in bonds in 2009 for a previous water project, which can now be refunded in order to take advantage of lower interest rates. This will save over \$213,000 in interest costs.

All nine local units of government that will benefit from this project have approved the issuance of these bonds and the bond refunding. While the County will be issuing the bonds, it will be the responsibility of the local units of government to make the principal and interest payments.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee

NOTICE OF REGULAR MEETING

BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA

Please take notice that the next regular meeting of the Board of Commissioners of the County of Ottawa will be held on Tuesday, October 26, 2021, at 1:30 P.M. in the Ottawa County Fillmore Street Complex, 12210 Fillmore Street, West Olive, Michigan.

The agenda for the meeting will include consideration by the Board of Commissioners of a resolution authorizing the issuance of Ottawa County Water Supply System and Refunding Bonds, Series 2021 in the principal amount of not to exceed \$5,300,000, which series of bonds will contain a limited tax full faith and credit pledge of the County of Ottawa.

This notice is given pursuant to Section 308 of Act 34, Public Acts of Michigan, 2001, as amended.

Justin F. Roebuck
County Clerk/Register, County of Ottawa

RE: RESOLUTION TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED \$5,300,000 PRINCIPAL AMOUNT OF OTTAWA COUNTY WATER SUPPLY SYSTEM BONDS, SERIES 2021 (WYOMING SYSTEM) AND NOT TO EXCEED \$1,750,000 PRINCIPAL AMOUNT OF OTTAWA COUNTY WATER SUPPLY SYSTEM REFUNDING BONDS, SERIES 2021 (WYOMING SYSTEM)

Submitted by Commissioner _____:

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended (“Act 342”), the Board of Supervisors of the County of Ottawa (the “County”) authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, by the terms of Act 342, the County, acting by and through its Board of County Road Commissioners as county agency (the “County Agency”), and the Charter Township of Zeeland, the Township of Blendon, the Charter Township of Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (hereinafter collectively referred to as the “Municipalities”) are authorized to enter into a contract for the acquisition, construction and financing of water supply system improvements to serve the Municipalities, for the payment of part of the cost thereof by the Municipalities in cash from available funds and for the payment of the remaining cost thereof by the Municipalities, with interest, and the County is then authorized to issue its bonds to provide the funds necessary therefor; and

WHEREAS, there has been submitted to this Board of Commissioners a proposed contract between the County, by and through the County Agency, and the Municipalities, which contract provides for the acquisition, construction and financing of improvements to the facilities of the City of Wyoming Water Supply System (hereinafter referred to as the "Project") pursuant to Act 342, which contract is hereinafter set forth in full; and

WHEREAS, there has been submitted for approval and adoption by this Board, plans, specifications and estimates of the cost and period of usefulness of the Project, and

WHEREAS, the contract provides for the issuance of bonds by the County to defray part of the cost of the Project, said bonds to be secured by the contractual obligation of the Municipalities to pay to the County amounts sufficient to pay the principal of and interest on the bonds and to pay such paying agent fees and other expenses as may be incurred on account of the bonds; and

WHEREAS, pursuant to the provisions of Act 342, the Municipalities and the County, acting by and through the “County Agency, have entered into the 2009 Water Supply System Improvements Contract, dated as of March 1, 2009 (the “2009 Contract”); and

WHEREAS, pursuant to the 2009 Contract, the County issued its Ottawa County Water Supply System Bonds, Series 2009, dated June 30, 2009, in the principal amount of \$3,000,000 (hereinafter referred to as the “Prior Bonds”); and

WHEREAS, the Prior Bonds were issued in anticipation of payments to be made to the County by the Municipalities pursuant to the 2009 Contract; and

WHEREAS, the Prior Bonds remain outstanding in the aggregate principal amount of \$1,695,000, mature in various principal amounts in the years 2021 through 2029 and bear interest at rates per annum which vary from 4.50% to 5.00%; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the County to refund all or any part of its outstanding securities; and

WHEREAS, the County has been advised that conditions in the bond market have now improved from the conditions which prevailed at the time the Prior Bonds were sold and that part of the outstanding Prior Bonds could be refunded at a considerable savings to the Municipalities; and

WHEREAS, the governing body of each Municipality has adopted a resolution requesting and authorizing the County to issue its refunding bonds for the purpose of refunding all or part of the Prior Bonds and paying the costs of issuing the refunding bonds and agreeing to continue to make payments to the County in accordance with the 2009 Contract in amounts sufficient to pay its share of the principal of and interest on the refunding bonds and any of the Prior Bonds that are not refunded and all paying agency fees and other expenses and charges (including the County

Agency's administrative expenses) which are payable on account of the refunding bonds and those Prior Bonds that are not refunded; and

WHEREAS, it is in the best interests of the County and the Municipalities that bonds be sold to refund the Prior Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA:

1. PLANS AND SPECIFICATIONS – ESTIMATES OF PERIOD OF USEFULNESS AND COST. The plans and specifications for the Project and the estimates of \$10,752,506.00 as the cost of the Project and the County's share of the cost of the Project as \$4,623,577.58, and 20 years and upwards as the period of usefulness of the Project, as submitted to this Board of Commissioners, are approved and adopted.

2. APPROVAL OF CONTRACT. The 2021 Water Supply System Improvements Contract dated as of July 1, 2021, between the County, by and through its Board of County Road Commissioners, and the Municipalities (the "2021 Contract" and together with the 2009 Contract, the "Contracts") is approved and adopted, and the Chairman and members of the Board of County Road Commissioners are authorized and directed to execute and deliver the same for and on behalf of the County, in as many counterparts as may be deemed advisable, after the 2021 Contract has been executed by the appropriate officials of the Municipalities. The 2021 Contract reads as follows:

[Remainder of page intentionally left blank]

3. AUTHORIZATION OF BONDS – PURPOSE. Subsequent to execution of the 2021 Contract by the parties thereto, bonds of the County aggregating the principal sum of sum of not to exceed Seven Million Fifty Thousand Dollars (\$7,050,000) (the “Bonds”) with no more than Five Million Three Hundred Thousand Dollars (\$5,300,000) of principal amount of the Bonds allocated to the cost of acquiring and constructing the Project (the “New Money Bonds”) and paying the cost of issuing the New Money Bonds and the balance of the proceeds of the Bonds shall be allocated to the cost of refunding the Prior Bonds To Be Refunded (as hereinafter defined) (the “Refunding Bonds”) and paying the cost of issuing the Refunding Bonds, shall be issued in two series and sold pursuant to the provisions of Act 342, Act 34, and other applicable statutory provisions, for the purpose of defraying the cost of the Project, refunding all or part of the outstanding Prior Bonds and paying the costs of issuing the Bonds. The Public Utilities Director shall determine which of the Prior Bonds shall be refunded (the “Prior Bonds To Be Refunded”) and the principal amount of each series of the Bonds at the time of sale.

4. BOND DETAILS.

(a) The New Money Bonds shall be designated “Ottawa County Water Supply System Bonds, Series 2021 (Wyoming System)”; shall be dated as of such date as shall be approved by the Public Utilities Director at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be determined by the Public Utilities Director at the time of sale payable on such dates as shall be determined by the Public Utilities Director at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Public Utilities Director at the time of sale.

(b) The Refunding Bonds shall be designated “Ottawa County Water Supply System Refunding Bonds, Series 2021 (Wyoming System)”; shall be dated as of such date as shall be approved by the Public Utilities Director at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be

determined by the Public Utilities Director at the time of sale payable on such dates as shall be determined by the Public Utilities Director at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Public Utilities Director at the time of sale.

5. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the fifteenth day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by wire transfer or by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

6. PRIOR REDEMPTION. The Bonds shall be subject to redemption prior to maturity, if so determined by the Public Utilities Director at the time of sale, upon such terms and conditions as may be determined by the Public Utilities Director.

7. BOND REGISTRAR AND PAYING AGENT. The Public Utilities Director shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Public Utilities Director from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

8. BOOK-ENTRY SYSTEM. Initially, one fully-registered Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of certificates evidencing the Bonds. In such event, the bond registrar and paying agent shall deliver, transfer and exchange such certificates as requested by DTC and any Participant or “beneficial owner” in appropriate

amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver certificates evidencing the Bonds in accordance with the procedures established by this Bond Resolution. In the event such certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Bonds to any Participant having Bonds certified to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Bonds and all notices with respect to the Bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between the County and DTC. The Public Utilities Director is authorized to sign such other documents with DTC on behalf of the County, in such form as the Public Utilities Director deems necessary or appropriate in order to accomplish the issuance of the Bonds in accordance with law and this Bond Resolution. Notwithstanding any other provision of this Bond Resolution to the contrary, if the Public Utilities Director deems it to be in the best interests of the County, the Bonds or any series thereof shall not initially be issued through the book-entry-only transfer system of DTC.

9. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Bonds shall be executed in the name of the County by the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a

facsimile thereof) shall be impressed or imprinted on the Bonds. After the Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the original purchaser upon receipt of the purchase price. Additional Bonds bearing the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Bonds. The bond registrar and paying agent shall indicate on each Bond the date of its authentication.

10. EXCHANGE AND TRANSFER OF BONDS. Any Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond.

Each Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Bond and shall authenticate and deliver to the transferee a new Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Bond pursuant to this section, payment of interest on the Bonds is in default, the bond registrar and paying agent shall endorse upon the new Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this

Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Bonds or portions of Bonds which have been selected for redemption.

11. FORM OF BONDS. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OTTAWA
OTTAWA COUNTY WATER SUPPLY SYSTEM [REFUNDING] BONDS, SERIES
2021 (WYOMING SYSTEM)

INTEREST RATE MATURITY DATE DATE OF ORIGINAL ISSUE CUSIP

Registered Owner

Principal Amount

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at _____, _____, _____ the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolutions, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by wire transfer or by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from _____, 20__ or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first days of _____ and _____ in each year, commencing on _____, 20___. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of _____ Thousand Dollars (\$ _____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended, and Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County and an order executed by the Public Utilities Director of the County (collectively, the "Resolutions") for the purpose of [defraying part of the cost of acquiring and constructing water supply system improvements to serve the Charter Township of Zeeland, the Township of Blendon, the Charter Township of

Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (collectively, the “Municipalities”). The bonds of this series are issued in anticipation of, and the principal and interest of the bonds of this series are payable from, moneys to be received by the County from the Municipalities in payment of their respective obligations under a contract dated July 1, 2021, among the County and the Municipalities.][refunding the County’s outstanding Ottawa County Water Supply System Bonds (Wyoming System), Series 2009, maturing in the years _____ through _____. The bonds of this series are issued in anticipation of, and the principal of and interest on the bonds are payable from, moneys to be received by the County from the Charter Township of Zeeland, the Township of Blendon, the Charter Township of Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (collectively, the “Municipalities”) in payment of their respective obligations under a contract dated March 1, 2009, among the County and the Municipalities]. The full faith and credit of each of the Municipalities have been pledged for the making of payments to the County in amounts sufficient to pay their respective share of the principal of and interest on the bonds of this series when due. As additional security for the payment of the principal of and interest on the bonds of this series the full faith and credit of the County have been pledged. Taxes imposed by the Municipalities and the County are subject to constitutional tax limitations.

This bond is transferable, as provided in the Resolutions, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolutions, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

MANDATORY PRIOR REDEMPTION

Bonds maturing in the year _____ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
------------------------	---

Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to _____ 1, 20__, are not subject to optional redemption prior to maturity. Bonds maturing on and after _____ 1, 20__, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more dates on and after _____ 1, 20__. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption without premium.

Not less than thirty days but not more than sixty days' notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of said County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ottawa, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF OTTAWA
(SEAL)

By: _____
County Clerk

By: _____
Chairman,
Board of Commissioners

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolutions.

Bond Registrar and Paying
Agent

By: _____
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

End of Bond Form

12. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the respective Contracts. The Refunding Bonds and the New Money Bonds shall be secured primarily by the full faith and credit pledge made by the Municipalities in the 2009 Contract and the 2021 Contract, respectively, pursuant to the authorization contained in Act 342. As additional and secondary security the full faith and credit of the County are pledged for the prompt payment of the principal of and interest on each series of the Bonds as the same shall become due. If the Municipalities shall fail to make a payment to the County which is sufficient to pay its share of the principal of, premium, if any, and interest on each series of the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County. Taxes imposed by the County shall be subject to constitutional limitations.

13. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on either series of the Bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such series of Bonds or portion thereof and the owners of such Bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium, if any, and interest on such series of Bonds or portion thereof from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

14. PRINCIPAL AND INTEREST FUND. There has been established for the Prior Bonds a Principal and Interest Fund and there is hereby established for the New Money Bonds a Principal and Interest Fund. From the proceeds of the sale of each series of the Bonds there shall be set aside in the related Principal and Interest Fund any accrued interest received from the purchaser of such series of the Bonds at the time of delivery of the same. All payments received from the Municipalities pursuant to the 2009 Contract are pledged for the payment of the principal of and interest on the non-refunded Prior Bonds and the Refunding Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the Prior Bonds. All

payments received from the Municipalities pursuant to the 2021 Contract are pledged for the payment of the principal of and interest on the New Money Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the New Money Bonds. The County Agency shall transfer moneys in the Principal and Interest Fund to the bond registrar and paying agent for the Prior Bonds and the bond registrar and paying agent for the Refunding Bonds as necessary for the payment of the principal of and interest on the non-refunded Prior Bonds and the Refunding Bonds.

15. PAYMENT OF ISSUANCE EXPENSES - ESCROW FUND. The proceeds of the Refunding Bonds shall be used to pay the issuance expenses of the Refunding Bonds and to establish an escrow fund for the Prior Bonds To Be Refunded. After the issuance expenses have been paid or provided for the remaining proceeds shall be used, together with available funds of the Municipalities, if any, to establish an escrow fund (the “Escrow Fund”) consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded. The Escrow Fund shall be held by an escrow agent (the “Escrow Agent”) in trust pursuant to an escrow agreement (the “Escrow Agreement”), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the interest on the Prior Bonds To Be Refunded when due and to call the Prior Bonds To Be Refunded for redemption at such time as shall be determined in the Escrow Agreement. The Public Utilities Director is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received thereon will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by the Escrow Agreement.

16. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, and the Public Utilities Director is authorized and directed, if

necessary, to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Bond Resolution.

17. CONSTRUCTION FUND. The proceeds of the New Money Bonds shall be set aside in a construction fund for the Project and used to acquire and construct the Project in accordance with the provisions of the 2021 Contract and to pay the issuance expenses of the New Money Bonds.

18. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. Each series of the Bonds shall be sold separately at a competitive sale as hereinafter provided. The Public Utilities Director is hereby authorized to approve an Official Notice of Sale for each series of the Bonds and publish the same in accordance with law in *The Bond Buyer* at least seven days before the date set for the sale of each series of the Bonds. Sealed bids for the purchase of each series of the Bonds shall be received up to such time as shall hereafter be determined by the Public Utilities Director. Following the receipt of bids for each series of the Bonds, each series of the Bonds shall be awarded to the successful bidder therefor pursuant to a separate order to be executed by the Public Utilities Director at the time of sale of each series of the Bonds, which order shall set forth, with respect to the each series of the Bonds, the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, and purchase price to be paid by the successful bidder, as well as such other terms and provisions as the Public Utilities Director determines to be necessary or appropriate in connection with the sale of such series of the Bonds.

The members of the Board of County Road Commissioners, the Public Utilities Director and other appropriate County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Bond Resolution. In making determinations in the order awarding the Bonds with respect to principal maturities and dates, interest rates, purchase price of the Bonds, the Public Utilities Director shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 5% per annum.
- (b) The purchase price of each series of the Bonds shall not be less than 97% of the principal amount thereof.
- (c) The final maturity date of the Refunding Bonds shall not be later than August 1, 2029.

(d) The final maturity date of the New Money Bonds shall not be later than August 1, 2041.

19. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 16 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

20. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”), necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. The Board of County Road Commissioners, the Public Utilities Director and other appropriate County officials are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

21. QUALIFIED TAX EXEMPT OBLIGATIONS. If determined by the Public Utilities Director at the time of sale, all or part of the Refunding Bonds may be deemed designated as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Code.

22. OFFICIAL STATEMENT. The Board of County Road Commissioners is authorized to cause the preparation of an official statement or other offering document for the Bonds for the purpose of enabling compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the “Rule”), and to do all other things necessary to enable

compliance with the Rule. After the award of the Bonds, the County will provide copies of a “final official statement” (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the successful bidders to enable such successful bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

23. CONTINUING DISCLOSURE. The County Treasurer is hereby authorized, if necessary, to execute and deliver in the name and on behalf of the County (i) one or more certificates of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate(s) from time to time in accordance with the terms of such certificate(s) (the certificate(s) and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

24. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OTTAWA)

I hereby certify that I am the County Clerk of the County of Ottawa, State of Michigan, and that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of said County at a regular meeting held on October 26, 2021, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

County Clerk
County of Ottawa



Since 1911

Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, Michigan 49417
(616) 842-5400
info@ottawacorc.com

MEMORANDUM

To: Ottawa County Board of Commissioners

From: Patrick J. Staskiewicz, P.E., Public Utilities Director

Date: October 4, 2021

Re: Wyoming Water System: 2021 Water System Improvements Bond Issue and Refunding

Ottawa County obtains water supply from the Wyoming Water System (System). When large capital projects are required in the System, Ottawa County, on behalf of the municipalities served by the System, has sold bonds to spread out the cost for a more stable water rate. Wyoming has a large capital project currently underway that requires bond financing. Also, we have an opportunity to save some money by refunding the 2009 bond issue. Both will require action by Ottawa County.

Background Information on the Wyoming-Ottawa County System

The City of Wyoming – Ottawa County Water System was established in 1964 and provides water supply for the Ottawa County Townships of Georgetown, Holland, Jamestown, Zeeland, Park, Olive, Blendon, Port Sheldon and the City of Hudsonville. The City of Wyoming provides water to itself, and the Kent County communities of the Cities of Grandville and Kentwood, and the Townships of Byron and Gaines.

The original system consisted of an intake and pumping station, a 32 million gallon per day water treatment plant, all located in Park Township, and a water transmission main in New Holland Street. Additional plant expansion in 1972 increased the capacity to 64 million gallons per day. A major expansion project in 1988 increased capacity to 90 million gallons per day as well as constructing a parallel water transmission main in Ransom Street part way across the County. This pipeline was completed into the City of Wyoming in 1995. In 2002, the plant capacity was increased to 120 million gallons per day.

Ottawa County currently has 43% beneficial ownership in the Wyoming Water System. We are required to contribute funds for our share of major capital improvements. Wyoming has advised us of a new project for 2021 that will require the sale of County bonds to fund. We also have the opportunity to refund the 2009 bond issue and save approximately \$213,000.

2021 Water System Improvements

We have been working with the City of Wyoming to construct phase 1 of a third transmission main along the Barry Street corridor in 2022. Unfortunately, last summer, we experienced a break in the first transmission main in front of the plant, near the area where the third transmission main work was going to take place. The damaged transmission main was temporarily repaired as

Wyoming determined the best plan for a permanent fix. The repair of this damaged pipe and advancing some of the infrastructure needed for the upcoming third transmission main project have been combined into the yard piping project. In addition, the dehumidification system in the plant is at the end of its useful life and will be replaced. The details of the 2021 Water System Improvements Project (Project) are as follows:

The Project consists of the construction of yard piping, valves, pipe gallery improvements, cathodic protection, and new dehumidification equipment in the water treatment plant, including:

- 1,080 feet of 54-inch transmission main.
- 20 feet of 42-inch transmission main.
- Five 54-inch ball valves.
- One 42-inch ball valve.
- Pipe gallery improvements.
- Cathodic protection system.
- Dehumidification equipment replacement.

The cost of the Project is as follows:

Yard Piping Construction	\$ 7,316,142.00
Yard Piping Engineering & Admin	\$ 575,510.00
Yard Piping Contingencies	\$ 731,614.00
Dehumidification Construction	\$ 1,804,441.00
Dehumidification Contingency	\$ 324,799.00
Total Project Cost	\$10,752,506.00
Ottawa County 43% Allocation	\$ 4,623,577.58
Rounding	\$ 1,422.42
Finance, Legal, Administrative Expense	\$ 155,000.00
Amount of Bonds to be Issued	\$ 4,780,000.00

2009 Bond Issue Refunding

In 2009, Ottawa County sold \$4.5 million in bonds to fund improvements to the raw water system that brings Lake Michigan water into the plant. The true interest cost of that bond issue was 4.767%, and there is \$1.695 million in remaining principal. Our finance advisor, Baird, has estimated the true interest cost of refunding bonds at 1.165%, resulting in net present value savings of over \$213,000, or about \$29,000 a year. This results in a percentage savings of refunded bonds of 13.84%, well above the 5% minimum that we typically require before proceeding with a refunding. We recommend proceeding with this refunding.

Rate Impact

The 2021 Wyoming Water System Improvements will add about \$290,000 per year to the annual debt requirements and the refunding will save about \$29,000 per year. The net impact of both changes will be an increase in the wholesale water rate of about \$0.047 per 1000 gallons, or approximately 3.7%. This rate increase would not take place until July 1, 2022.

Allocations

Since we are not increasing the capacity in the plant or increasing our percentage share in the plant, we are using the same allocations as the 2009 contract. Please see the table below for details.

Ottawa County - City of Wyoming Water Supply System
2021 Water Plant Improvements
Bond Issue Allocations

	1988 Contract Allocations		2009 Contract Allocations		2021 Contract Allocations	
	33% of 90 mgd		43% of 120 mgd			
	Projection (mgd)	Allocation (%)	Projection (mgd)	Allocation (%)	Projection (mgd)	Allocation (%)
Georgetown Township	15.05	50.68%	20.88	40.47%	20.88	40.47%
Hudsonville	2.47	8.33%	2.69	5.21%	2.69	5.21%
Holland Township	7.30	24.58%	17.19	33.31%	17.19	33.31%
Blendon Township	0.35	1.18%	0.35	0.68%	0.35	0.68%
Olive Township	1.79	6.02%	1.92	3.73%	1.92	3.73%
Park Township	0.70	2.35%	2.15	4.16%	2.15	4.16%
Port Sheldon Township	0.70	2.35%	0.70	1.35%	0.70	1.35%
Jamestown Township	0.56	1.89%	1.54	2.98%	1.54	2.98%
Zeeland Township	0.78	2.62%	4.18	8.11%	4.18	8.11%
Total	29.70	100.00%	51.60	100.00%	51.60	100.00%

These fixed allocations are required in the bond contract, as part of the pledge of full faith and credit. However, the revenue required to support the bond issue will be generated in the wholesale water rate. We have sold eight bond issues for the Wyoming Water System since 1965 and have not charged municipalities based on the fixed allocations in the bond contract.

Local Municipality Approval

In order to proceed with both the 2009 bond issue refunding and the bond issue for the 2021 Water System Improvements, all nine municipalities that are, or in the case of Port Sheldon Township, could be served, were required to approve the new bond issue and the bond refunding. Those

approvals have been obtained and the referendum period has expired. We request the Board of County Commissioners approve the resolution to authorize the new bond issue for the 2021 Water Supply System Improvements Contract and to refund the bond issue for the 2009 Water Supply System Improvements Contract.

Attachments

Attached to this memorandum are the following:

- 1) The resolution authorizing the refunding and new bond issue.
- 2) The 2021 Water Supply System Improvements Contract.

RE: RESOLUTION TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED \$5,300,000 PRINCIPAL AMOUNT OF OTTAWA COUNTY WATER SUPPLY SYSTEM BONDS, SERIES 2021 (WYOMING SYSTEM) AND NOT TO EXCEED \$1,750,000 PRINCIPAL AMOUNT OF OTTAWA COUNTY WATER SUPPLY SYSTEM REFUNDING BONDS, SERIES 2021 (WYOMING SYSTEM)

Submitted by Commissioner _____ :

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended (“Act 342”), the Board of Supervisors of the County of Ottawa (the “County”) authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, by the terms of Act 342, the County, acting by and through its Board of County Road Commissioners as county agency (the “County Agency”), and the Charter Township of Zeeland, the Township of Blendon, the Charter Township of Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (hereinafter collectively referred to as the “Municipalities”) are authorized to enter into a contract for the acquisition, construction and financing of water supply system improvements to serve the Municipalities, for the payment of part of the cost thereof by the Municipalities in cash from available funds and for the payment of the remaining cost thereof by the Municipalities, with interest, and the County is then authorized to issue its bonds to provide the funds necessary therefor; and

WHEREAS, there has been submitted to this Board of Commissioners a proposed contract between the County, by and through the County Agency, and the Municipalities, which contract provides for the acquisition, construction and financing of improvements to the facilities of the City of Wyoming Water Supply System (hereinafter referred to as the "Project") pursuant to Act 342, which contract is hereinafter set forth in full; and

WHEREAS, there has been submitted for approval and adoption by this Board, plans, specifications and estimates of the cost and period of usefulness of the Project, and

WHEREAS, the contract provides for the issuance of bonds by the County to defray part of the cost of the Project, said bonds to be secured by the contractual obligation of the Municipalities to pay to the County amounts sufficient to pay the principal of and interest on the bonds and to pay such paying agent fees and other expenses as may be incurred on account of the bonds; and

WHEREAS, pursuant to the provisions of Act 342, the Municipalities and the County, acting by and through the “County Agency, have entered into the 2009 Water Supply System Improvements Contract, dated as of March 1, 2009 (the “2009 Contract”); and

WHEREAS, pursuant to the 2009 Contract, the County issued its Ottawa County Water Supply System Bonds, Series 2009, dated June 30, 2009, in the principal amount of \$3,000,000 (hereinafter referred to as the “Prior Bonds”); and

WHEREAS, the Prior Bonds were issued in anticipation of payments to be made to the County by the Municipalities pursuant to the 2009 Contract; and

WHEREAS, the Prior Bonds remain outstanding in the aggregate principal amount of \$1,695,000, mature in various principal amounts in the years 2021 through 2029 and bear interest at rates per annum which vary from 4.50% to 5.00%; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the County to refund all or any part of its outstanding securities; and

WHEREAS, the County has been advised that conditions in the bond market have now improved from the conditions which prevailed at the time the Prior Bonds were sold and that part of the outstanding Prior Bonds could be refunded at a considerable savings to the Municipalities; and

WHEREAS, the governing body of each Municipality has adopted a resolution requesting and authorizing the County to issue its refunding bonds for the purpose of refunding all or part of the Prior Bonds and paying the costs of issuing the refunding bonds and agreeing to continue to make payments to the County in accordance with the 2009 Contract in amounts sufficient to pay its share of the principal of and interest on the refunding bonds and any of the Prior Bonds that are not refunded and all paying agency fees and other expenses and charges (including the County

Agency's administrative expenses) which are payable on account of the refunding bonds and those Prior Bonds that are not refunded; and

WHEREAS, it is in the best interests of the County and the Municipalities that bonds be sold to refund the Prior Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA:

1. PLANS AND SPECIFICATIONS – ESTIMATES OF PERIOD OF USEFULNESS AND COST. The plans and specifications for the Project and the estimates of \$10,752,506.00 as the cost of the Project and the County's share of the cost of the Project as \$4,623,577.58, and 20 years and upwards as the period of usefulness of the Project, as submitted to this Board of Commissioners, are approved and adopted.

2. APPROVAL OF CONTRACT. The 2021 Water Supply System Improvements Contract dated as of July 1, 2021, between the County, by and through its Board of County Road Commissioners, and the Municipalities (the "2021 Contract" and together with the 2009 Contract, the "Contracts") is approved and adopted, and the Chairman and members of the Board of County Road Commissioners are authorized and directed to execute and deliver the same for and on behalf of the County, in as many counterparts as may be deemed advisable, after the 2021 Contract has been executed by the appropriate officials of the Municipalities. The 2021 Contract reads as follows:

[Remainder of page intentionally left blank]

3. AUTHORIZATION OF BONDS – PURPOSE. Subsequent to execution of the 2021 Contract by the parties thereto, bonds of the County aggregating the principal sum of sum of not to exceed Seven Million Fifty Thousand Dollars (\$7,050,000) (the “Bonds”) with no more than Five Million Three Hundred Thousand Dollars (\$5,300,000) of principal amount of the Bonds allocated to the cost of acquiring and constructing the Project (the “New Money Bonds”) and paying the cost of issuing the New Money Bonds and the balance of the proceeds of the Bonds shall be allocated to the cost of refunding the Prior Bonds To Be Refunded (as hereinafter defined) (the “Refunding Bonds”) and paying the cost of issuing the Refunding Bonds, shall be issued in two series and sold pursuant to the provisions of Act 342, Act 34, and other applicable statutory provisions, for the purpose of defraying the cost of the Project, refunding all or part of the outstanding Prior Bonds and paying the costs of issuing the Bonds. The Public Utilities Director shall determine which of the Prior Bonds shall be refunded (the “Prior Bonds To Be Refunded”) and the principal amount of each series of the Bonds at the time of sale.

4. BOND DETAILS.

(a) The New Money Bonds shall be designated “Ottawa County Water Supply System Bonds, Series 2021 (Wyoming System)”; shall be dated as of such date as shall be approved by the Public Utilities Director at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be determined by the Public Utilities Director at the time of sale payable on such dates as shall be determined by the Public Utilities Director at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Public Utilities Director at the time of sale.

(b) The Refunding Bonds shall be designated “Ottawa County Water Supply System Refunding Bonds, Series 2021 (Wyoming System)”; shall be dated as of such date as shall be approved by the Public Utilities Director at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be

determined by the Public Utilities Director at the time of sale payable on such dates as shall be determined by the Public Utilities Director at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Public Utilities Director at the time of sale.

5. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the fifteenth day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by wire transfer or by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

6. PRIOR REDEMPTION. The Bonds shall be subject to redemption prior to maturity, if so determined by the Public Utilities Director at the time of sale, upon such terms and conditions as may be determined by the Public Utilities Director.

7. BOND REGISTRAR AND PAYING AGENT. The Public Utilities Director shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Public Utilities Director from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

8. BOOK-ENTRY SYSTEM. Initially, one fully-registered Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of certificates evidencing the Bonds. In such event, the bond registrar and paying agent shall deliver, transfer and exchange such certificates as requested by DTC and any Participant or “beneficial owner” in appropriate

amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver certificates evidencing the Bonds in accordance with the procedures established by this Bond Resolution. In the event such certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Bonds to any Participant having Bonds certified to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Bonds and all notices with respect to the Bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between the County and DTC. The Public Utilities Director is authorized to sign such other documents with DTC on behalf of the County, in such form as the Public Utilities Director deems necessary or appropriate in order to accomplish the issuance of the Bonds in accordance with law and this Bond Resolution. Notwithstanding any other provision of this Bond Resolution to the contrary, if the Public Utilities Director deems it to be in the best interests of the County, the Bonds or any series thereof shall not initially be issued through the book-entry-only transfer system of DTC.

9. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Bonds shall be executed in the name of the County by the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a

facsimile thereof) shall be impressed or imprinted on the Bonds. After the Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the original purchaser upon receipt of the purchase price. Additional Bonds bearing the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Bonds. The bond registrar and paying agent shall indicate on each Bond the date of its authentication.

10. EXCHANGE AND TRANSFER OF BONDS. Any Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond.

Each Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Bond and shall authenticate and deliver to the transferee a new Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Bond pursuant to this section, payment of interest on the Bonds is in default, the bond registrar and paying agent shall endorse upon the new Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this

Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Bonds or portions of Bonds which have been selected for redemption.

11. FORM OF BONDS. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OTTAWA
OTTAWA COUNTY WATER SUPPLY SYSTEM [REFUNDING] BONDS, SERIES
2021 (WYOMING SYSTEM)

INTEREST RATE MATURITY DATE DATE OF ORIGINAL ISSUE CUSIP

Registered Owner

Principal Amount

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at _____, _____, _____ the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolutions, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by wire transfer or by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from _____, 20__ or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first days of _____ and _____ in each year, commencing on _____, 20___. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of _____ Thousand Dollars (\$ _____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended, and Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County and an order executed by the Public Utilities Director of the County (collectively, the "Resolutions") for the purpose of [defraying part of the cost of acquiring and constructing water supply system improvements to serve the Charter Township of Zeeland, the Township of Blendon, the Charter Township of

Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (collectively, the “Municipalities”). The bonds of this series are issued in anticipation of, and the principal and interest of the bonds of this series are payable from, moneys to be received by the County from the Municipalities in payment of their respective obligations under a contract dated July 1, 2021, among the County and the Municipalities.][refunding the County’s outstanding Ottawa County Water Supply System Bonds (Wyoming System), Series 2009, maturing in the years _____ through _____. The bonds of this series are issued in anticipation of, and the principal of and interest on the bonds are payable from, moneys to be received by the County from the Charter Township of Zeeland, the Township of Blendon, the Charter Township of Georgetown, the Charter Township of Holland, the Charter Township of Jamestown, the Township of Olive, the Township of Park, the Township of Port Sheldon, and the City of Hudsonville (collectively, the “Municipalities”) in payment of their respective obligations under a contract dated March 1, 2009, among the County and the Municipalities]. The full faith and credit of each of the Municipalities have been pledged for the making of payments to the County in amounts sufficient to pay their respective share of the principal of and interest on the bonds of this series when due. As additional security for the payment of the principal of and interest on the bonds of this series the full faith and credit of the County have been pledged. Taxes imposed by the Municipalities and the County are subject to constitutional tax limitations.

This bond is transferable, as provided in the Resolutions, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolutions, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

MANDATORY PRIOR REDEMPTION

Bonds maturing in the year _____ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to _____ 1, 20__, are not subject to optional redemption prior to maturity. Bonds maturing on and after _____ 1, 20__, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more dates on and after _____ 1, 20__. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption without premium.

Not less than thirty days but not more than sixty days' notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of said County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ottawa, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF OTTAWA
(SEAL)

By: _____
County Clerk

By: _____
Chairman,
Board of Commissioners

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolutions.

Bond Registrar and Paying
Agent

By: _____
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

End of Bond Form

12. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the respective Contracts. The Refunding Bonds and the New Money Bonds shall be secured primarily by the full faith and credit pledge made by the Municipalities in the 2009 Contract and the 2021 Contract, respectively, pursuant to the authorization contained in Act 342. As additional and secondary security the full faith and credit of the County are pledged for the prompt payment of the principal of and interest on each series of the Bonds as the same shall become due. If the Municipalities shall fail to make a payment to the County which is sufficient to pay its share of the principal of, premium, if any, and interest on each series of the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County. Taxes imposed by the County shall be subject to constitutional limitations.

13. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on either series of the Bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such series of Bonds or portion thereof and the owners of such Bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium, if any, and interest on such series of Bonds or portion thereof from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

14. PRINCIPAL AND INTEREST FUND. There has been established for the Prior Bonds a Principal and Interest Fund and there is hereby established for the New Money Bonds a Principal and Interest Fund. From the proceeds of the sale of each series of the Bonds there shall be set aside in the related Principal and Interest Fund any accrued interest received from the purchaser of such series of the Bonds at the time of delivery of the same. All payments received from the Municipalities pursuant to the 2009 Contract are pledged for the payment of the principal of and interest on the non-refunded Prior Bonds and the Refunding Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the Prior Bonds. All

payments received from the Municipalities pursuant to the 2021 Contract are pledged for the payment of the principal of and interest on the New Money Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the New Money Bonds. The County Agency shall transfer moneys in the Principal and Interest Fund to the bond registrar and paying agent for the Prior Bonds and the bond registrar and paying agent for the Refunding Bonds as necessary for the payment of the principal of and interest on the non-refunded Prior Bonds and the Refunding Bonds.

15. PAYMENT OF ISSUANCE EXPENSES - ESCROW FUND. The proceeds of the Refunding Bonds shall be used to pay the issuance expenses of the Refunding Bonds and to establish an escrow fund for the Prior Bonds To Be Refunded. After the issuance expenses have been paid or provided for the remaining proceeds shall be used, together with available funds of the Municipalities, if any, to establish an escrow fund (the “Escrow Fund”) consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded. The Escrow Fund shall be held by an escrow agent (the “Escrow Agent”) in trust pursuant to an escrow agreement (the “Escrow Agreement”), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the interest on the Prior Bonds To Be Refunded when due and to call the Prior Bonds To Be Refunded for redemption at such time as shall be determined in the Escrow Agreement. The Public Utilities Director is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received thereon will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by the Escrow Agreement.

16. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, and the Public Utilities Director is authorized and directed, if

necessary, to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Bond Resolution.

17. CONSTRUCTION FUND. The proceeds of the New Money Bonds shall be set aside in a construction fund for the Project and used to acquire and construct the Project in accordance with the provisions of the 2021 Contract and to pay the issuance expenses of the New Money Bonds.

18. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. Each series of the Bonds shall be sold separately at a competitive sale as hereinafter provided. The Public Utilities Director is hereby authorized to approve an Official Notice of Sale for each series of the Bonds and publish the same in accordance with law in *The Bond Buyer* at least seven days before the date set for the sale of each series of the Bonds. Sealed bids for the purchase of each series of the Bonds shall be received up to such time as shall hereafter be determined by the Public Utilities Director. Following the receipt of bids for each series of the Bonds, each series of the Bonds shall be awarded to the successful bidder therefor pursuant to a separate order to be executed by the Public Utilities Director at the time of sale of each series of the Bonds, which order shall set forth, with respect to the each series of the Bonds, the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, and purchase price to be paid by the successful bidder, as well as such other terms and provisions as the Public Utilities Director determines to be necessary or appropriate in connection with the sale of such series of the Bonds.

The members of the Board of County Road Commissioners, the Public Utilities Director and other appropriate County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Bond Resolution. In making determinations in the order awarding the Bonds with respect to principal maturities and dates, interest rates, purchase price of the Bonds, the Public Utilities Director shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 5% per annum.
- (b) The purchase price of each series of the Bonds shall not be less than 97% of the principal amount thereof.
- (c) The final maturity date of the Refunding Bonds shall not be later than August 1, 2029.

(d) The final maturity date of the New Money Bonds shall not be later than August 1, 2041.

19. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 16 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

20. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”), necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. The Board of County Road Commissioners, the Public Utilities Director and other appropriate County officials are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

21. QUALIFIED TAX EXEMPT OBLIGATIONS. If determined by the Public Utilities Director at the time of sale, all or part of the Refunding Bonds may be deemed designated as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Code.

22. OFFICIAL STATEMENT. The Board of County Road Commissioners is authorized to cause the preparation of an official statement or other offering document for the Bonds for the purpose of enabling compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the “Rule”), and to do all other things necessary to enable

compliance with the Rule. After the award of the Bonds, the County will provide copies of a “final official statement” (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the successful bidders to enable such successful bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

23. CONTINUING DISCLOSURE. The County Treasurer is hereby authorized, if necessary, to execute and deliver in the name and on behalf of the County (i) one or more certificates of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate(s) from time to time in accordance with the terms of such certificate(s) (the certificate(s) and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

24. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OTTAWA)

I hereby certify that I am the County Clerk of the County of Ottawa, State of Michigan, and that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of said County at a regular meeting held on October 26, 2021, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

County Clerk
County of Ottawa

COUNTY OF OTTAWA

2021 WATER SUPPLY SYSTEM IMPROVEMENTS CONTRACT

THIS CONTRACT, made as of July 1, 2021, by and among the COUNTY OF OTTAWA, a Michigan county corporation (hereinafter called the “County”) by and through its Board of County Road Commissioners, the TOWNSHIP OF BLENDON, a Michigan general law township located in the County (“Blendon”), the CHARTER TOWNSHIP OF GEORGETOWN, a Michigan charter township located in the County (“Georgetown”), the CHARTER TOWNSHIP OF HOLLAND, a Michigan charter township located in the County (“Holland”), the CHARTER TOWNSHIP OF JAMESTOWN, a Michigan charter township located in the County (“Jamestown”), the TOWNSHIP OF OLIVE, a Michigan general law township located in the County (“Olive”), the TOWNSHIP OF PARK, a Michigan general law township located in the County (“Park”), the TOWNSHIP OF PORT SHELDON, a Michigan general law township located in the County (“Port Sheldon”), the CHARTER TOWNSHIP OF ZEELAND, a Michigan charter township located in the County (“Zeeland”), and the CITY OF HUDSONVILLE, a Michigan home rule city located in the County (“Hudsonville”) (Blendon, Georgetown, Holland, Jamestown, Olive, Park, Port Sheldon, Zeeland, and Hudsonville are hereinafter sometimes individually referred to as a “Municipality” and collectively as the “Municipalities”);

W I T N E S S E T H:

WHEREAS, pursuant to Act 342, Public Acts of Michigan, 1939, as amended (hereinafter sometimes referred to as “Act 342”), the Board of Supervisors of the County made the provisions of Act 342 applicable to the County, authorized and directed that there be established, maintained and operated under the provisions of Act 342 a county-wide system or systems of water and sewer improvements and services and designated the Board of County

Road Commissioners of the County (hereinafter sometimes referred to as the “County Agency”) to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, by the terms of Act 342, the County is authorized through its County Agency to acquire a water supply system within the County and to improve, enlarge, extend, operate and maintain the same, and the County and the Municipalities are authorized to enter into a contract for the acquisition, enlargement or extension of such water supply system and for the payment of the cost thereof by the Municipalities, with interest, over a period of not exceeding forty (40) years, and the County is then authorized, pursuant to appropriate action of its Board of Commissioners, to issue its bonds to provide the funds therefor, secured by the full faith and credit contractual obligations of the Municipalities to pay the cost thereof; and

WHEREAS, the County has acquired for the benefit of the Municipalities 43% of the production capacity in water supply facilities acquired and constructed by the City of Wyoming to take water from Lake Michigan and to transport the water across the County to the City of Wyoming (said water supply facilities hereinafter referred to as the “Wyoming System”); and

WHEREAS, it is proposed that the Wyoming System be improved by the construction of additional water supply facilities (hereinafter referred to as the “2021 Water Supply System Improvements” or the “Project”) and that the County pay 43% of the cost of the Project (the “Ottawa County Cost of the Project”) to satisfy its obligation to the City of Wyoming; and

WHEREAS, it is proposed that the County pay the Ottawa County Cost of the Project from the proceeds of bonds to be issued by the County pursuant to Act 342, the bonds to be secured by the obligations of the Municipalities to pay their respective shares of the principal of and interest on the bonds as hereinafter provided, and if the bond resolution so provides, by the full faith and credit of the County; and

WHEREAS, in order to provide for the acquisition and construction of the Project, the maintenance of the County's interest in the production capacity of the Wyoming System at 43%, to provide for the issuance of such bonds and to provide for other matters relative to the Wyoming System, it is necessary for the County and the Municipalities to enter into this contract; and

NOW, THEREFORE, in consideration of the premises and the covenants of each other, the parties hereto agree as follows:

1. The County and the Municipalities hereby approve and agree to the acquisition and construction of the Project and the payment by the County to the City of Wyoming of 43% of the cost of the Project in order for the County to maintain on behalf of the Municipalities 43% of the production capacity of the Wyoming System. A description of the Project is set forth on Exhibit A-1 attached hereto and a map showing the location of the Project is set forth on Exhibit A-2 attached hereto.

2. The County and the Municipalities approve the estimate of the cost of the Project as shown on Exhibit B attached hereto and by this reference made a part hereof. The Ottawa County Cost of the Project shall include the payments to be made by the County to the City of Wyoming equal to 43% of the cost of acquiring and constructing the Project, and all other costs, including the costs of issuing bonds, incurred by the County in connection with the Project.

3. After execution of this contract by the County and the Municipalities, the County Agency shall take such of the following steps as theretofore have not been taken: (a) submit to the Board of Commissioners of the County such resolutions as may be necessary, duly approved and recommended by the County Agency, providing for the issuance and sale of the County bonds in one or more series (the "Bonds"), in the aggregate principal amount necessary to be

borrowed (presently estimated to be \$5,300,000), the Bonds to mature as authorized by law, over a period of not to exceed forty (40) years and to be secured primarily by the obligations of the Municipalities to pay the Ottawa County Cost of the Project with interest and secured secondarily, if a majority of the members-elect of the Board of Commissioners affirmatively vote therefor, by the pledge of the full faith and credit of the County; (b) take all steps necessary to secure the adoption of such resolutions by the Board of Commissioners and the approval by the Treasurer of the State of Michigan for the issuance and sale of the Bonds; (c) sell and deliver the Bonds and apply the proceeds as herein provided; and (d) do all other things required of the County Agency under the provisions of Act 342. It is understood and agreed that the Bonds, if issued, will be supported by the pledge of the full faith and credit of the County and, subject to the provisions of Section 9 hereof, will be payable primarily from moneys received by the County from the Municipalities in performance of their contractual obligations to pay the Ottawa County Cost of the Project.

4. The Ottawa County Cost of the Project shall be paid by the Municipalities and shall be defrayed by the issuance of the Bonds. The Ottawa County Cost of the Project and the principal of and interest on the Bonds shall be allocated among the Municipalities as follows:

<u>Municipality</u>	<u>Allocation</u>
Township of Blendon	0.68%
Charter Township of Georgetown	40.47%
Charter Township of Holland	33.31%
Charter Township of Jamestown	2.98%
Township of Olive	3.73%
Township of Park	4.16%
Township of Port Sheldon	1.35%
Charter Township of Zeeland	8.11%
City of Hudsonville	<u>5.21%</u>
	100.00%

The Ottawa County Cost of the Project to be paid by the County and the Municipalities shall include all items of cost included in Exhibit B or such items of cost of a similar nature as may be

set forth in any revision of Exhibit B agreed to by the parties and incurred by the County in acquiring its share of the Project. Capital return payments attributable to the Bonds issued pursuant to this contract shall be credited to the Municipalities in accordance with the foregoing allocation.

5. As provided in Section 4 hereof, the Ottawa County Cost of the Project will be represented by one or more series of Bonds to be issued by the County in the aggregate principal amount necessary to be borrowed as determined or estimated at the time or times of issuance. In the event it shall become necessary to increase the estimated Ottawa County Cost of the Project for any reason, or if the actual Ottawa County Cost of the Project shall exceed the estimated cost, then (without execution of any further contract or amendment of this contract) additional Bonds (upon the adoption of an authorizing resolution therefor by the Board of Commissioners) shall be issued to defray such increased or excess cost to the extent that funds therefor are not available from other sources.

6. Each Municipality shall pay to the County its share of the Ottawa County Cost of the Project. The Ottawa County Cost of the Project will be defrayed by the issuance of the Bonds as provided in Sections 3, 4 and 5 hereof. The Municipalities covenant and agree to pay their respective share of the principal of and interest on the Bonds and all paying agency and transfer fees and other expenses and charges (including the County Agency's administrative expenses) that are payable on account of the Bonds (such fees, expenses and charges being herein called "bond service charges"). Such payments shall be made to the County in semi-annual installments that shall be due and payable at least thirty days prior to each interest payment date specified in the Bonds. Such semi-annual installments shall commence on the date that interest (other than capitalized interest) first becomes payable on the Bonds, and the aggregate amount of the installments shall be at least sufficient to pay, when due, all principal and interest on the Bonds and all bond service charges then due and payable. The County

Agency, within thirty days after delivery of the Bonds to the purchaser, shall furnish the treasurer of each Municipality with a schedule of the principal of and interest on the Bonds, and the County Agency also, at least thirty days before each payment is due to be made by the Municipalities, shall advise each treasurer of the amount payable to the County on such date. If any Municipality fails to make any payment to the County when due, the same shall be subject to a penalty of 1% thereof for each month or fraction thereof that such amount remains unpaid after due. Failure of the County Agency to furnish the schedule or give the notice as above required shall not excuse a Municipality from the obligation to make payment when due. Payments shall be made by the Municipalities when due whether or not the Project has then been completed or placed in operation. The foregoing obligations shall apply to all Bonds issued by the County to defray the Ottawa County Cost of the Project.

7. If one or more of the Municipalities shall pay its share of the Ottawa County Cost of the Project, or any portion thereof, prior to the issuance of the Bonds, the obligations of such Municipality shall be adjusted accordingly. Any Municipality may pay in advance of maturity all or any part of an annual installment due the County on the Bonds by surrendering to the County bonds issued hereunder of a like principal amount maturing in the same calendar year.

8. The proceeds of sale of the Bonds shall be used solely and only to pay the Ottawa County Cost of the Project, and after completion of the Project and payment of all costs in connection therewith, any surplus remaining from the sale of the Bonds shall be (1) used to purchase the Bonds on the open market or (2) retained by the County Agency as a reserve for the payment of the Bond principal and interest maturities next falling due, and in such event the contract obligation of each Municipality in respect to the Bonds or such maturities shall be reduced by its percentage (as specified in Section 4) of the principal amount of Bonds so purchased or of said reserve, said reduction, in case of the purchase of Bonds, to be applied as to year in accordance with the year of the maturity of the Bonds so purchased. Any Bonds so

purchased shall be canceled. In the alternative, such surplus may be used, on request of the Municipalities and approval by the County Agency, to extend, enlarge or improve the Wyoming System or to acquire additional production capacity.

9. Each Municipality, pursuant to the authorization of Section 5a of Act 342, hereby pledges its full faith and credit for the prompt and timely payment of its obligations expressed in this contract and, subject to applicable constitutional, statutory and charter tax limitations, each year shall levy a tax in an amount that, taking into consideration estimated delinquencies in tax collections, will be sufficient to pay its obligations under this contract becoming due before the time of the following year's tax collections; provided, however, that the annual tax levy may be reduced by the amount of cash or other funds which the Municipality has on hand (or to its credit in the hands of the County) and available for the payment of such obligations. Such other funds may be raised in any manner permitted by law, and it is recognized that the Municipalities will be credited with their respective shares of the capital return as provided in agreements between the County and the City of Wyoming and the amounts credited shall be applied to reduce the obligations of the Municipalities under this contract. In the event that the capital return payments received in any year shall not be sufficient to pay that year's requirement for the principal of and interest on all bonds of the County (including the Bonds) payable therefrom, the amount received shall first be applied to the payment of the bonds issued prior to 2021.

10. In the event that a Municipality shall fail for any reason to pay to the County Agency at the times herein specified the amounts herein required to be paid, the state treasurer or other official charged with the disbursement of unrestricted state funds returnable to the defaulting Municipality pursuant to the Michigan constitution hereby is authorized to withhold sufficient funds to make up any default or deficiency in funds. In addition to the foregoing, the County shall have all other rights and remedies provided by law to enforce the obligations of each Municipality to make payments in the manner and at the times required by this contract. It

is specifically recognized by the Municipalities that the payments required to be made by them pursuant to the terms of this contract are to be pledged for the payment of the principal of and interest on the Bonds, and each Municipality covenants and agrees that it will make its required payments to the County promptly and at the times herein specified, without regard as to whether the Project herein contemplated is actually completed or placed in operation; provided that nothing herein contained shall limit the obligation of the County to perform in accordance with the covenants contained herein.

11. No change in the jurisdiction over territory in a Municipality shall in any manner impair the obligations of this contract. In the event all or any part of the territory of a Municipality is incorporated as a new municipality or is annexed to or becomes a part of the territory of another municipality, the municipality into which such territory is incorporated or to which such territory is annexed, shall assume the proper proportionate share of the contractual obligations and right to capacity in the Wyoming System for the territory that is taken, based upon a division determined by the County Agency that shall make such determination after taking into consideration all factors necessary to make the division equitable, and in addition, prior to such determination, shall receive a written recommendation as to proper division from a committee composed of one representative designated by the governing body of the Municipality from which the territory is taken, one designated by the governing body of the new municipality or the municipality annexing such territory, and one independent registered engineer appointed by the County Agency. The Municipality and the new or annexing municipality shall appoint their representatives within fifteen (15) days after being notified to do so by the County Agency and within a like time the County Agency shall appoint the engineer third member. If either the Municipality or the new or annexing municipality shall fail to appoint its representative within the time above provided, the County Agency may proceed without such recommendation. If the committee shall not make its recommendation within forty-five (45) days after its appointment or

within any extension thereof by the County Agency, the County Agency may proceed without such recommendation.

12. The County shall not be obligated to acquire or construct any facilities other than the Project. The responsibility for providing any additional water supply facilities as may be needed shall be that of the Municipalities which shall have the right to cause to be constructed and maintained, either directly or through the County, such necessary additional facilities.

13. The parties hereto agree that the costs and expenses of any lawsuits arising directly or indirectly out of this contract or the construction or financing of the Project, to the extent that such costs and expenses are chargeable against the County or the County Agency, shall be deemed to constitute a part of the Ottawa County Cost of the Project and shall be paid by the Municipalities in the same manner as herein provided with respect to other costs included in the Ottawa County Cost of the Project. In the event of such litigation, the County Agency shall consult with the Municipalities and shall retain legal counsel agreeable to the County and the Municipalities to represent the County; provided that if the County and the Municipalities cannot agree as to such representation within a reasonable time, the County Agency shall exercise its discretion as to the retention of such counsel. This Section 13 shall not apply to a lawsuit instituted by any Municipality to enforce its rights under this contract.

14. All powers, duties and functions vested by this contract in the County shall be exercised and performed by the County Agency, for and on behalf of the County, unless otherwise provided by law or in this contract. The County Agency, prior to the submission of County financial information to a rating agency, shall consult with the Controller/Administrator and the County Treasurer with respect to the accuracy of such information.

15. In the event that any one or more of the provisions of this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof, and this contract shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

16. The County and the Municipalities recognize that the holders from time to time of the Bonds issued by the County under the provisions of Act 342, and secured by the full faith and credit pledges of the Municipalities to the payment of their respective shares of the principal of and interest on the Bonds as set forth in this contract, will have contractual rights in this contract, and it is covenanted and agreed by each of them that so long as any of the Bonds shall remain outstanding and unpaid, the provisions of this contract shall not be subject to any alteration or revision that would affect adversely either the security for the Bonds or the prompt payment of the principal of or interest on the Bonds. The right to make changes in this contract, by amendment, supplemental contract or otherwise, nevertheless is reserved insofar as the same do not have such adverse affect. The Municipalities and the County Agency further covenant and agree that they will comply with their respective duties and obligations under the terms of this contract promptly, at the times and in the manner herein set forth and will not suffer to be done any act that would in any way impair the Bonds, the security therefor or the prompt payment of the principal thereof and the interest thereon. It is declared that the terms of this contract, insofar as they pertain to the security of any Bonds, shall be deemed to be for the benefit of the holders of the Bonds.

17. This contract shall become effective after approval by the governing bodies of the Municipalities and the Board of Commissioners of the County, execution by the authorized officials of the parties, and the expiration of 45 days after the date of publication of the notice required by Section 5b of Act 342; Provided, however, that if, within the 45-day period, a proper petition is filed with the Clerk of a Municipality in accordance with the provisions of Section 5b

of Act 342, this contract shall not become effective until approved by the vote of a majority of the electors of such Municipality qualified to vote and voting thereon at a general or special election. This contract shall terminate forty (40) years from its date or on such earlier date when the Municipalities are not in default hereunder and the principal, interest and bond service charges on the Bonds issued as hereinabove described are fully paid and discharged. This contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing herein contained, however, shall require the County to finance the Project if it is unable to sell the Bonds to finance the same. This contract may be executed in any number of counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed and delivered by their respective duly authorized officers, all as of the day and year first above written.

COUNTY OF OTTAWA

By: Its Board of County Road Commissioners as
County Agency

By: _____
Chairman

And: _____
Member

And: _____
Member

TOWNSHIP OF BLENDON

By: _____
Supervisor

And: _____
Township Clerk

CHARTER TOWNSHIP OF GEORGETOWN

By: _____

Supervisor

And: _____

Township Clerk

CHARTER TOWNSHIP OF HOLLAND

By: _____

Supervisor

And: _____

Township Clerk

CHARTER TOWNSHIP OF JAMESTOWN

By: _____

Supervisor

And: _____

Township Clerk

TOWNSHIP OF OLIVE

By: _____
Supervisor

And: _____
Township Clerk

TOWNSHIP OF PARK

By: _____
Supervisor

And: _____
Township Clerk

TOWNSHIP OF PORT SHELDON

By: _____
Supervisor

And: _____
Township Clerk

CHARTER TOWNSHIP OF ZEELAND

By: _____

Supervisor

And: _____

Township Clerk

CITY OF HUDSONVILLE

By: _____

Mayor

And: _____

City Clerk

Exhibit A-1

2021 Water Supply System Improvements

Project Description

The project consists of the construction of yard piping, valves, pipe gallery improvements, cathodic protection and new dehumidification equipment in the water treatment plant, including:

- 1,080 feet of 54-inch transmission main.
- 20 feet of 42-inch transmission main.
- Five 54-inch ball valves.
- One 42-inch ball valve.
- Pipe gallery improvements.
- Cathodic protection system.
- Dehumidification equipment replacement.

Exhibit A-2

2021 Water Supply System Improvements



Exhibit B

2021 Water Supply System Improvements

Project Cost Estimate

Yard Piping Construction	\$ 7,316,142.00
Yard Piping Engineering and Admin	\$ 575,510.00
Yard Piping Contingencies	\$ 731,614.00
Dehumidification Construction	\$ 1,804,441.00
Dehumidification Contingency	<u>\$ 324,799.00</u>
Project Cost	\$10,752,506.00
Ottawa County 43% Allocation	\$ 4,623,577.58
Rounding	\$ 1,422.42
Finance, Legal, Administrative Expense	<u>\$ 155,000.00</u>
Amount of Bonds to be Issued	\$ 4,780,000

Action Request

Electronic Submission – Contract # 1346



Committee: BOARD OF COMMISSIONERS

Meeting Date: 10/26/2021

Vendor/3rd Party: MICHIGAN STATE UNIVERSITY EXTENSION

Requesting Department: OTHER

Submitted By: ERIN MOORE

Agenda Item: FY 2022 AGREEMENT FOR MSU EXTENSION SERVICES

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the FY 2022 Agreement for Extension Services between Ottawa County and MSU Extension at a cost of \$256,925.00.

Summary of Request:

Approval for allocation of funding for Michigan State University Extension services.

Financial Information:

Total Cost: \$256,925.00

General Fund Cost: \$256,925.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County. Goal 4: To Continually Improve the County's Organization and Services.

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 10/19/2021

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Ottawa County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan’s 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. **1.5** FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

1.5 FTE County employed Support Staff

Optional:

4. Funding for additional Extension educators at **1.05 FTE**
5. Funding for additional 4-H program capacity at **0 FTE**
6. Funding for additional Temp/On-Call Office and Program Support
7. Total Annual Assessment in the amount of **\$256,925**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination) \$130,888

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0
C. .5 FTE Educator (AABI; Program Area: Environmental Quality) \$53,946
D. .55 FTE Educator (AABI; Program Area: Small Fruit) \$59,340
E. Additional Temp/On-Call Office and Program Support \$12,751

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2022: \$256,925

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2021, the first day of the County budget year 2022 and shall terminate on the last day of such County budget year 2022. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ottawa County Fiscal Services, 12220 Fillmore Street, Suite 300, West Olive, MI 49464, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.

2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

OTTAWA COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

Action Request

Electronic Submission – Contract # 1318



Committee: BOARD OF COMMISSIONERS

Meeting Date: 10/26/2021

Vendor/3rd Party: WEBTECS, INC.

Requesting Department: INNOVATION & TECHNOLOGY

Submitted By: PAUL KLIMAS

Agenda Item: CONTRACT FOR WEBSITE MANAGEMENT SERVICES

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the WebTecs service contract at a total cost of \$934,032.00 for 3-years.

Summary of Request:

WebTecs continued management of Ottawa County's Website relating to the maintenance and enhancement of Ottawa County's Internet Website and support of other Ottawa County Web-based initiatives. 3 year contract term with annual payments as follows:

Year 1 \$295,704

Year 2 \$311,064

Year 3 \$327,264

Financial Information:

Total Cost: \$934,032.00

General Fund Cost: \$934,032.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 10/19/2021

CONTRACT FOR WEBSITE MANAGEMENT SERVICES

This Contract is made and entered into by and between the County of Ottawa, 12220 Fillmore St., West Olive, Michigan, 49460 ("Ottawa County"), and WebTecs Inc. ("WebTecs"), located at PO Box 206, Zeeland, Michigan, 49464.

Section 1: Recitals

1. Ottawa County desires to enter into a term contract with WebTecs to serve as "Ottawa County Website Manager" to operate, maintain and enhance Ottawa County's Internet Website and support other Ottawa County web-based initiatives.
2. WebTecs represents that it is authorized to enter into this contract and is qualified and has sufficient resources to perform the services required by Ottawa County as set forth in this Contract.
3. In consideration for the mutual covenants contained herein, the parties agree as follows.

Section 2: Purpose of Ottawa County Website

1. The purpose of the Ottawa County Website is as follows:
 - a. To provide a significant public service to the citizens and businesses of Ottawa County by (1) increasing accessibility to public information and other data and services through electronic means, (2) promoting economic development by increasing ease of access to public information and promoting the sharing of that information through electronic transactions, and (3) promoting electronic interaction between citizens and government for the convenience of the citizenry and the efficiency of the government.
 - b. To provide such public service through a combination of marketing and management, user fees, and Ottawa County appropriations.

Section 3: Term

1. This Contract shall be for the period beginning October 1, 2021 and ending September 30, 2024, unless earlier terminated according to the terms of this

Contract. Upon written agreement of the parties, this Contract may be extended for an additional period of time.

Section 4: Software and Services

1. WebTecs shall be responsible during the term of this Contract for the operation, sourcing, development, installation, and continued maintenance of Ottawa County's Website or in support of other Ottawa County web-based initiatives, either as developed by WebTecs specifically for Ottawa County or licensed to Ottawa County by third-party vendors, whose licensing costs shall be borne by Ottawa County.
2. WebTecs has developed and installed proprietary software, specifically the WebTecs Transaction Engine software, which is used to capture, invoice and report transactions created by users of Ottawa County's website. WebTecs grants Ottawa County a perpetual, for-use-only, limited license for the WebTecs Transaction Engine software. Ottawa County may use the WebTecs Transaction Engine software in conjunction with the operation of its website, whether on Ottawa County-owned or third-party owned web hosting infrastructure. The County agrees that the proprietary, WebTecs Transaction Engine software shall not be shared, sold, transferred, assigned, copied or provided to any other entity, private or public, with or without compensation without the prior written approval of WebTecs. The County shall have the right to modify the software as it deems necessary for the operation of its website. No such modification to the software shall alter, change or diminish WebTecs's proprietary rights in the software, and the software, and all such modifications thereof, shall remain the exclusive property of WebTecs. Software that is separately purchased or licensed from a third party shall not be considered a "modification" under this Agreement.
3. All other custom software developed by WebTecs, the funding for which is provided by Ottawa County during the term of this Contract, shall be the joint intellectual property of WebTecs and Ottawa County, and each shall provide to the other a perpetual license for use of said software. Either party may provide said software, in original or modified form, with or without compensation or fee, to other governmental entities. However, said software shall not be provided by the County, or any future transferee, to non-governmental, private, or private non-profit entities, with or without compensation or fee, without the prior written permission of WebTecs.

Section 5: Amendment

1. This Contract may not be modified, nor may compliance with any of its terms be

waived, except by written instrument executed by the authorized representatives of both parties.

Section 6: Relationship of Parties

1. Notwithstanding any other provisions contained herein, it is expressly agreed that WebTecs is an independent contractor in the performance of each and every part of this Contract. As such, WebTecs is solely liable for all acts and omissions by itself, its officers, employees, agents and subcontractors, for all labor and expenses in furtherance of such performance, and for any and all damages which may be occasioned on account of its performance hereunder. It is expressly agreed that WebTecs and its officers, employees, agents and subcontractors shall act in an independent capacity and not as officers, employees, agents or subcontractors of Ottawa County in the performance of services under this Contract.
2. WebTecs shall not pledge any assets of Ottawa County in its care, custody or control, or cause any type of lien to attach to such, except with the written permission of Ottawa County.
3. It is further expressly agreed that this Contract shall not be construed as a partnership or joint venture between WebTecs or any subcontractor and Ottawa County. WebTecs shall have no authority to bind Ottawa County for the performance of any contract or otherwise obligate Ottawa County, except as specifically set forth in this Contract.
4. Nothing in this Contract entitles WebTecs to the possession, occupancy or use of Ottawa County real property for private gain.

Section 7: Hardware and Software Agreements

1. WebTecs shall host and operate Ottawa County's Website, providing development of software as necessary. Content on Ottawa County's Website for Ottawa County agencies, departments, or elected officials must be approved by that entity's chief official or designee. Ottawa County shall provide WebTecs with access to data and databases, as well as other information technology resources as necessary for the successful operation of Ottawa County's Website. Neither party shall allow advertising on the site without prior written approval of the other party.
2. All Ottawa County trademarks, trade names, logos and other Ottawa County Website identifiers, Internet uniform resource locators, Internet addresses, and

e-mail addresses obtained or developed pursuant to this Contract shall be the property of Ottawa County. WebTecs is hereby granted a limited license to the same for the duration of this Contract and any extensions thereof to the extent necessary to provide services under this Contract.

3. All trademarks, trade names, logos, and other brand identifiers developed by WebTecs for applications outside Ottawa County or outside the scope of this Contract shall be the property of WebTecs. Ottawa County is hereby granted a perpetual, non-exclusive license to the same, provided they are used on Ottawa County's Website or internal Ottawa County websites.

Section 8: Connectivity

1. Costs associated with and maintenance of communication links from Ottawa County's to WebTecs facilities for Ottawa County's Website or other Ottawa County web-based initiative purposes, including but not limited to leased circuits from telephone or cable companies, shall be paid as expenses by WebTecs.

Section 9: Regulation of Applications and Ottawa County Website Fees

1. In consultation with WebTecs, Ottawa County shall be responsible for identifying and prioritizing the agencies and applications that will constitute either Ottawa County's Website or other web-based initiatives. Ottawa County shall review and approve in writing all Ottawa County Website or other web-based applications and fees prior to their implementation.
2. Ottawa County shall establish the maximum fees that users shall be charged, and at its discretion, may reduce fees on a periodic basis to promote increased usage of Ottawa County's Website.

Section 10: Scope of Work and Compensation

1. WebTecs performance under this Contract shall be in accordance with the Scope of Work, marked Exhibit "A", attached hereto and incorporated by reference herein. WebTecs shall devote its efforts pursuant to this Contract to the ongoing development, maintenance, operation, marketing, and enhancement of a comprehensive portal website for Ottawa County, and supporting other Ottawa County web-based initiatives.
2. WebTecs shall operate in accordance with a project development plan prepared by WebTecs and approved by Ottawa County. The project development plan

shall reflect the priorities for Ottawa County's Website established by Ottawa County in consultation with WebTecs. WebTecs shall ensure Ottawa County's regular review of the development plan. The plan may be amended by WebTecs upon Ottawa County's approval. However, WebTecs shall be solely responsible for allocating its personnel and other resources to achieve plan objectives including the scheduling of overtime where appropriate and necessary. WebTecs shall provide to Ottawa County such other management reports as Ottawa County may reasonably request.

3. WebTecs shall be compensated for its performance in accordance with "Exhibit B" attached hereto. Monthly installments on the program price shall be invoiced by WebTecs in advance of work performed and shall be paid by Ottawa County within thirty (30) days of receipt, in accordance with Ottawa County's standard policies therefore.

Section 11: Customer Fees and Services

1. **Subscription-Based Services:** Subscription-based services are those for which a flat fee is paid periodically for the right to perform multiple transactions within the period. Ottawa County shall review and approve in writing all subscription-based services and fees prior to their implementation. WebTecs shall be responsible for providing monthly invoice detail to the County and reasonable collection efforts for all subscription fees due and payable from subscribers. Subscribers shall be required to remit monthly payments directly to Ottawa County via payment method(s) approved by Ottawa County. WebTecs shall not be responsible for uncollected amounts.

2. **Transaction Fee Users (Casual Users and Monthly Account Services):** All non-subscription Ottawa County Website services for which a fee is charged shall be provided to both monthly account users and/or casual users, on a transaction (statutory or mandated fee plus portal convenience fee) basis. Casual Users are non-subscription customers without monthly accounts who conduct transactions in real time online with credit cards. Portal convenience fees shall mean those fees charged by the Ottawa County Website that are not statutory or mandated fees. Ottawa County shall review and approve in writing all changes to portal convenience fees prior to their implementation. WebTecs shall invoice statutory and mandated fees to Monthly Account customers. Casual Users shall make payment by credit card at the time of service through Ottawa County's Website. Ottawa County shall establish and maintain a merchant credit card account for the receipt of payment by Casual Users. WebTecs shall provide Ottawa County with monthly billing reports such that the merchant credit card account may be reconciled. WebTecs is not responsible for un-reconciled and/or uncollected merchant credit card accounts.

3. **Account Maintenance Fees and Monthly Account Services:** The opportunity to establish an account with Ottawa County's Website and pay for online services in one monthly invoice shall be offered to regular customers of Ottawa County's Website ("Monthly Accounts") whose payment history is in good standing. Services used on Ottawa County's Website by Monthly Account holders shall be charged on a transaction (statutory or mandated fee plus Portal convenience fee) basis. Monthly Account customers may be charged an annual Account Maintenance Fee. Ottawa County shall review and approve in writing all Account Maintenance Fees prior to their implementation. WebTecs shall invoice Monthly Account customers for transaction fees and when due, the Annual Account Maintenance Fee.

Section 12: Confidentiality

1. Ottawa County agrees not to disclose or produce trade secrets of WebTecs for any purpose, except in response to a subpoena, other court or governmental order, or state law, without giving WebTecs as much written notice as reasonably

possible and an opportunity to object to the disclosure or production.

2. Ottawa County owns the content of the Ottawa County Website. In the event of transition of Ottawa County Website manager operations from WebTecs to another Ottawa County Website manager, all such content necessary for Ottawa County Website operations shall be delivered from WebTecs to the new Ottawa County Website Manager and shall not lose their status as confidential records if the same are otherwise confidential records. In the event of any such transition, WebTecs confidential records and trade secrets shall not be disclosed or produced for any purpose, except by subpoena, other court or governmental order, or state law, and upon notice to WebTecs.
3. Within thirty (30) days after termination or expiration of this Contract, except as provided under Section 12.2 above, all Ottawa County Website records other than confidential records shall be delivered to Ottawa County, and shall become the exclusive property of Ottawa County, if not already owned by Ottawa County. WebTecs shall be entitled to retain copies of all Ottawa County Website records.
4. WebTecs and its agents, employees and subcontractors, shall not disclose any confidential information obtained from Ottawa County as a result of this Contract without the prior written approval of Ottawa County, and except as is necessary to fulfill the purpose of this Contract. Ottawa County shall designate such information as confidential when it is imparted to WebTecs.
5. All WebTecs documents and records pertaining to operation of Ottawa County Website shall be available for inspection, auditing and copying by Ottawa County at any reasonable time.

Section 13: Financial Information and Records

1. All WebTecs documents and records pertaining to the monthly invoicing of customers on behalf of Ottawa County (monthly accounts, bulk access, etc.) and the collection of those amounts shall be available for inspection, auditing, and copying by authorized representatives of Ottawa County at any reasonable time. The accounts receivable system for Ottawa County's Website will consist of general ledger accounts for sales and accounts receivable as well as appropriate subsidiary ledgers and reports showing all customer transactions and balances due. Such books may either be maintained on paper or on computer with appropriate backup. WebTecs shall from the commencement date of this contract, adopt the calendar year ending December 31st for reporting purposes.
2. WebTecs agrees to maintain an appropriate audit trail of amounts invoiced to customers and due to Ottawa County. WebTecs agrees to open its accounts

receivable accounting system to an annual independent audit at the request of Ottawa County in writing and at Ottawa County's expense. WebTecs agrees to comply with any reasonable recommendations made in any independent audit, unless WebTecs and Ottawa County otherwise mutually agree.

3. To the extent an audit report discloses any discrepancies in WebTecs monthly invoicing and/or recording of transactions in customers accounts, following a period of review and verification of the amount by WebTecs, WebTecs shall adjust its records as soon as reasonably possible, but not later than thirty (30) days after notice of the discrepancy. WebTecs shall cooperate to assure that verification is completed in a timely manner.

Section 14: Personnel

1. The hiring, recruitment, management, training and firing of WebTecs employees shall be the responsibility of WebTecs. Ottawa County's involvement in the personnel affairs of WebTecs shall be limited to its right to disclosure of the names and positions of officers and employees of WebTecs.
2. Work under this Contract shall be performed only by competent personnel under the supervision of and in the employment of WebTecs. WebTecs shall comply with Ottawa County's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at Ottawa County's request, shall be supervised by WebTecs. WebTecs shall commit adequate resources to complete the work contemplated by this Contract.
3. All new WebTecs employees hired after the start of this contract on January 1, 2013, with access to Ottawa County databases shall submit to a criminal background check prior to hiring. Ottawa County reserves the right to refuse access to Ottawa County databases to any WebTecs employee, agent or subcontractor who has been convicted of a felony or who has a felony charge pending.
4. Each party agrees not to hire or solicit the other party's employees for the duration of this Contract and for twelve (12) months after termination of this Contract without the express written permission from the other party.
5. WebTecs shall be responsible for all required employer costs attributable to its officers and employees including, but not limited to, workers' compensation premiums and deductibles, unemployment compensation tax withholding contributions, tax withholding contributions, and similar charges.
6. WebTecs shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of

employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this section by WebTecs within the State of Michigan shall constitute a material breach of this Contract, and Ottawa County shall be entitled to terminate this Contract. Pursuant to MCLA 423.321 et seq., which prohibits Ottawa County from entering into contracts with certain employers who engage in unfair labor practices, this Contract may be terminated if WebTecs, or one or more of its subcontractors or suppliers, appears in the register compiled in accordance with MCLA 423.322. WebTecs shall observe and comply with all applicable federal, state and local laws, ordinances, rules, and regulations, which shall be deemed to include, but not be limited to, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

Section 15: Changes in Ottawa County's Website Operations

1. Ottawa County's Website operations and development shall be in accordance with the Scope of Work attached hereto, marked Exhibit A and incorporated by reference herein.
2. WebTecs shall not make any planned material change in Ottawa County's Website operations without the prior written consent of Ottawa County. A "material change" includes, but is not limited to, a change which is substantial and which increases response time to inquiries, adds to the complexity of Ottawa County's Website use, diminishes services provided to users, or results in an impact on operations noticeable by users. "Planned" means a change that is not necessary on a temporary or emergency basis.
3. Ottawa County may establish policies to guide and develop the expansion of Ottawa County's Website, and WebTecs shall comply therewith.

Section 16: Taxes

1. Payment of any taxes, including possessory interest taxes and Michigan sales and use taxes, levied upon this Contract or transactions contemplated herein shall be the obligation of WebTecs.

Section 17: Appropriate Use Messages

1. WebTecs shall display an appropriate use message to all Ottawa County Website subscribers on the screen prior to data access. Each subscriber shall be required to verify compliance with the terms of the message. Once verification has

occurred, the message shall no longer halt user access.

2. WebTecs shall provide departments and agencies the opportunity to include additional wording, if determined necessary by the department, agency, or elected official and approved by Ottawa County.

Section 18: Agency or Department Access

1. Agencies, departments, and elected officials furnishing information for which Ottawa County Website fees are charged shall have “read” access to Ottawa County Website’s computerized log of subscribers using its data. At a minimum, Ottawa County’s Website shall retain the following data: name or username of subscriber, transaction date and time, and type of transactions.
2. Only information that is legally disclosable and/or approved by Ottawa County shall be included on Ottawa County Website. Agencies and Departments shall remain the legal custodian of any data placed on Ottawa County Website. In accessing data on any agency, department, or elected official host platform, Ottawa County’s Website software shall comply with the agency, department, or elected official’s security requirements. If deemed appropriate, WebTecs shall work with the agency, department, or elected official to improve security procedures.

Section 19: Marketing

1. WebTecs shall provide advice and assistance to Ottawa County’s personnel to market Ottawa County’s Website to customers and potential customers. WebTecs shall aid in the development of new Ottawa County Website services and the enhancement of existing Ottawa County Website services to meet customer needs. WebTecs shall also offer training sessions to customers where necessary to promote Ottawa County’s Website usage. Ottawa County, upon prior approval, shall pay all costs associated with marketing efforts and is primarily responsible for this activity.

Section 20: Help Desk

1. WebTecs shall provide assistance on Ottawa County’s Website usage to customers. Help Desk staff shall be available during regular office hours as specified in Exhibit A – Scope of Work through a local telephone number or 800 number to be provided at Ottawa County’s expense.
2. Ottawa County shall designate a contact person in each department or agency

with content on the Ottawa County Website, who shall be available to answer questions from WebTecs regarding Ottawa County's Website content or interpretation of a record.

3. WebTecs and Ottawa County will establish a Service Level Agreement as specified in Exhibit A – Scope of Work, which identifies, but is not limited to, emergency response expectations and web content escalation procedures.

Section 21: Insurance

1. WebTecs shall purchase and maintain, at its sole expense and as long as it is providing services to Ottawa County, the following insurance coverage:
 - a. Automobile – Michigan no-fault coverage, covering owned, hired, and non-owned automobiles.
 - b. Commercial General Liability – Insurance coverage should be sufficient to cover all claims against Ottawa County, its officials and employees arising out of the work performed by WebTecs or any of its subcontractors under this agreement. Should any work be subcontracted, it shall be the responsibility of WebTecs to maintain independent contractor's protective liability insurance.
 - c. Workers' Compensation – Statutory coverage or proof acceptable to Ottawa County of approval as a self-insurer by the State of Michigan. In addition, WebTecs shall provide proof of workers' compensation insurance for all subcontractors in compliance with the statutory requirements of the State of Michigan.

WebTecs shall provide proof of the above insurance coverage within 30 days of the commencement of this contract.

2. Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to Ottawa County. All insurance companies must maintain a rating of B+, VIII or better from A.M. Best Company. Certificates of insurance with a thirty (30) day cancellation clause shall be filed with and approved by Ottawa County at least five (5) days in advance of commencing work under this Contract. Upon request, WebTecs shall provide Ottawa County with a complete certified copy of the policies for the above coverages. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of this Contract by Ottawa County. Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance

with this Contract or any amendments thereto.

Section 22: Termination of Contract

1. Ottawa County and WebTecs shall have the right to terminate this Contract for cause as enumerated in Section 23 below by providing written notice of termination to the other party. Such notice shall specify the date and time, the specific provision of this Contract that gives rise to the termination, and any reasonably appropriate action that may be taken by the other party to avoid termination of the Contract. Each party shall provide a period of up to thirty (30) days for the other party to cure breaches under this Contract. In addition, the non-defaulting party shall have the right (but no obligation) to cure (or cause to be cured) on behalf of the defaulting party any event of default in the event the defaulting party has not cured in accordance with this Contract; the defaulting party shall pay to the non-defaulting party on demand all costs and expenses incurred by the non-defaulting party in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. The non-defaulting party shall have the right to offset from any amounts due to the defaulting party under this Contract all damages, losses, costs or expenses incurred by the non-defaulting party as a result of such event of default.
2. All remedies provided for in this Contract may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations including the right to seek specific performance of all or any part of this contract. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.
3. Either party may terminate this Contract without cause upon ninety (90) days prior written notice if: (i) required to do so under applicable law, or (ii) an amendment to state law, or an adverse judicial decision by a court of competent jurisdiction, has the effect of rendering Ottawa County Website operations no longer feasible.

Section 23: Termination for Cause

1. For purposes of this Contract, the phrase "for cause" shall mean, but shall not be limited to:
 - a. Any material breach or evasion by one party of the terms or conditions of this Contract and its amendments, if any.
 - b. Substantial cessation of Ottawa County's Website services not by reason of force majeure or any reason under Section 22.3.

- c. Fraud, misappropriation, embezzlement, malfeasance, significant misfeasance or illegal conduct by one party or its officers.
- d. Intentional disclosure by one party, or by its officers, employees or agents, of any information known by that party to be confidential information of the other party, except as required by law.
- e. A petition is filed for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, makes an assignment for the benefit of its creditors, or appointment of a custodian, receiver, trustee or other officer with similar powers over any part of the party's property, initiates the dissolution, winding up, or liquidation of its business, or takes action for the purpose of any of the foregoing.

Section 24: Patent, Copyright, Trademark, Trade Secrets

1. WebTecs shall exercise due diligence and best efforts in the acquisition of software for use in the development, implementation, and operation of Ottawa County's Website, with the intent of avoiding any infringement(s) on a patent, copyright, or any right of a third party or taking any action that constitutes misuse or misappropriation of a trade secret or any other right in intellectual property.
2. In the event a final injunction is obtained against Ottawa County's use of Ottawa County's Website by reason of infringement, or in WebTecs' opinion Ottawa County's use of Ottawa County's Website is likely to become the subject of infringement, WebTecs shall assist Ottawa County at Ottawa County's option and expense to: (a) procure for Ottawa County the right to continue to use Ottawa County's Website as contemplated hereunder, (b) replace Ottawa County's Website with a non-infringing, functionally equivalent substitute, or (c) suitably modify Ottawa County's Website to make its use hereunder non-infringing while retaining functional equivalency to the unmodified version of Ottawa County's Website.

Section 25: Liability and Indemnification

1. Each party shall indemnify and defend the other party, its officials, officers, agents, employees and assigns, from and against all loss, damage or injury, and reasonable costs and expenses, including attorney fees and costs of any suit related thereto, arising from bodily injury or death of any person, or property

damage incurred, with respect to third party causes of action or actions brought by employees of either party against the indemnified party arising out of the negligent acts or omissions or willful misconduct of the indemnifying party, its subcontractors, or anyone directly or indirectly employed by it, associated with its performance hereunder.

Section 26: Assignment and Subcontracting

1. WebTecs shall not assign any of its rights or delegate any of its duties pursuant to this Contract without the written consent of the authorized officials of Ottawa County.
2. WebTecs may subcontract portions of work to be performed by it under this Contract with the written consent of Ottawa County. Ottawa County acknowledges that WebTecs may in the future use contract programming consultants for temporary programming assistance. In the event WebTecs subcontracts portions of work to be performed by it under this contract, WebTecs shall remain responsible for all work performed by its subcontractors. Ottawa County reserves the right to prohibit the use of a particular subcontractor.

Section 27: Consent to Personal Jurisdiction

1. WebTecs acknowledges that this Agreement shall be deemed to have been executed in the State of Michigan, and hereby consents to the exercise of general personal jurisdiction over it by the appropriate courts in the State of Michigan. Any action on a controversy that arises under this Agreement shall be brought in the State of Michigan, which WebTecs agrees is a reasonably convenient place for trial of the action. WebTecs agrees that its consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.

Section 28: Entire Agreement

1. This Contract, including any documents incorporated by reference, constitutes the entire agreement of the parties and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof. This Contract may be amended only by a writing signed by the parties.

Section 29: Notice

1. Unless otherwise indicated elsewhere in this Contract, all communications between the parties shall be in writing and sent by U.S. mail, email or facsimile transmission, addressed as follows:

To Ottawa County: Paul Klimas
IT Director
Ottawa County
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4642
FAX (616) 738-4888

To WebTecs: Tony Karsten
President
WebTecs Inc.
PO Box 206
Zeeland, MI 49464
(616) 566-2631

2. Any notice of default must be sent by registered mail. Each party may change its designation for notice following written notice to the other party at the last designated address.

Section 30: Severance

1. All provisions, agreements and covenants contained herein are severable, and if any one of the aforementioned shall be held invalid by any competent court having jurisdiction herein, to the extent that the purpose of this Contract is not defeated, this Contract shall be interpreted as if such invalid provisions, agreements or covenants were not contained therein.

Section 31: Force Majeure

1. Neither Ottawa County nor WebTecs shall be responsible for any failure or delay in performance due in whole or in part to any act of nature or other cause beyond their reasonable control. In the event that either party is unable to perform any of its obligations under this Contract, the party shall immediately give notice to the other party and shall use reasonable efforts to resume performance.

Section 32: Safety

1. WebTecs shall at all times observe and comply with all federal, state and local laws, ordinances, rules and regulations that may in any manner affect the safety of equipment or material used in accordance with this Contract, those employed on the work, and the conduct of the work. WebTecs shall indemnify and hold Ottawa County harmless against any claim or liability arising from the violation of any such provisions.

Section 33: Compliance with Law

1. WebTecs shall keep itself fully informed of Ottawa County's policies and of all local, state and federal laws, rules and regulations that in any manner affect the performance of this Contract, and shall at all times comply with such policies and laws as they may be amended from time to time.

Section 34: Governmental Immunity

1. Ottawa County does not waive its governmental immunity by entering into this Contract, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Contract.

Section 35: Attorney Review

1. The parties represent that they have carefully read this Contract and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this Contract and sign it as their free act and deed.

Section 36: Absence of Waiver

1. The failure of either party to insist on the performance of any of the terms and conditions of this Contract, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Section 37: No Third Party Benefit

1. The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

IN WITNESS whereof the parties have approved this Contract and have authorized appropriate officers to affix their signatures hereon.

County of Ottawa

Date: _____

By: _____
Roger A. Bergman, Chairperson
Board of Commissioners

Date: _____

By: _____
Justin F. Roebuck, County Clerk

WebTecs Inc.

Date: 9/7/2021

By:  _____
Tony Karsten
President

Exhibit "A"
Services

Service	Description
Content Management	Content publishing and design & ongoing management of information architecture, 8 business-hours publishing standard for existing content
Ottawa County Website Help Desk	Monday – Friday, 8:30 am – 4:30 pm except Ottawa County holidays and occasional company meetings
Application Management	Project management, concept & design, development, unit/system/user testing, training, implementation, marketing consultation and on-going software maintenance
Subscriber Management	Monthly subscriber account management including issuance & maintenance of user names & passwords and monthly invoice reporting
Administration	Weekly, quarterly & annual meetings (IT, Board of Commission), monthly performance & revenue reporting as requested
Hosting	Hosting and management of all infrastructure necessary to securely implement and maintain the Ottawa County website and web applications developed by Webtecs. Ottawa County is responsible for allowing access to local county resources necessary for applications to properly run.

EXHIBIT "B" Compensation

Webtecs shall be compensated for both services and hosting on a monthly basis following the receipt of a monthly invoice sent by Webtecs, based on the schedule laid out below.

Services

Time Period	Monthly Price	Yearly Price
Oct. 2021 - Sep. 2022	\$23,715 / month	\$284,580 / year
Oct. 2022 - Sep. 2023	\$24,995 / month	\$299,947 / year
Oct. 2023 - Sep. 2024	\$26,345 / month	\$316,144 / year

Hosting

Time Period	Monthly Price	Yearly Price
Oct. 2021 - Sep. 2022	\$927 / month	\$11,124 / year
Oct. 2022 - Sep. 2023	\$927 / month	\$11,124 / year
Oct. 2023 - Sep. 2024	\$927 / month	\$11,124 / year

Total

Time Period	Monthly Price	Yearly Price
Oct. 2021 - Sep. 2022	\$24,642 / month	\$295,704 / year
Oct. 2022 - Sep. 2023	\$25,922 / month	\$311,064 / year
Oct. 2023 - Sep. 2024	\$27,272 / month	\$327,264 / year

Escalation Fees

As stated in Exhibit A, the services above cover 8:30AM EST - 4:30PM EST, Monday - Friday with the exception of Holidays and occasional Webtecs Company Meetings.

If services are required outside of this window, an hourly escalation rate of \$65 per hour will be included in the monthly invoice.

Action Request



Committee: Board of Commissioners
Meeting Date: 10/26/2021
Requesting Department: Human Resources
Submitted By: Marcie Ver Beek
Agenda Item: Community Mental Health Personnel Request

Suggested Motion:

To approve the request from CMH to add 4 full-time, benefited positions at a total cost of \$593,181 to be paid for with Medicaid and grant dollars.

Summary of Request:

Community Mental Health of Ottawa County has received \$8 million in additional grant funding over the course of the last year. These grants have resulted in new program implementation which has added additional staff as well as increased data and reporting responsibilities. In order to meet these increased program needs, CMH is requesting the addition of three program coordinator positions and one program supervisor position. These roles will help ensure that the program implementation and outcome measurement is managed effectively.

All four of these positions will be funded fully by Medicaid and grant dollars.

To fulfill the CMH program and reporting needs, CMH is requesting the following additional positions:

1. Add 1 Compliance Program Coordinator at a 1.0 FTE
2. Add 1 IT Program Coordinator at a 1.0 FTE
3. Add 1 I/DD Supports Coordinator at a 1.0 FTE
4. Add 1 Program Supervisor for Integrated Care and Community Development at a 1.0 FTE

Financial Information:

Total Cost: \$593,181.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Medicaid and Grants

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

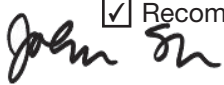
Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee

CMH Proposal for New Administration Positions

September 1, 2021

Rationale:

In 2015-2016 we went through significant layoffs due to Medicaid funding deficits. We went from over 220 staff to 112 staff. While most of these layoffs were mental health aid positions, we also cut positions across the agency including administrative positions and clinical positions. Related to this proposal, prior to 2016 our leadership structure included a QI/Compliance Program Coordinator and an IT Program Manager. Both of these positions were eliminated when I made Rich Francisco the Deputy Director and he assumed management of both areas. Basically, we took three jobs and combined them into one in order to reduce costs. I would like to reinstitute both of these positions at the Program Coordinator level (Grade 13). Financially we are now able to afford these positions and the workload has increased significantly as we have acquired over \$8 million in grant funding in the last year. These grants have a great deal of reporting and data analysis that will be added to the responsibilities of these individuals. Our Increased Medicaid revenue will cover the cost of these positions.

I would like to create a new Program Coordinator position for I/DD Supports Coordination. This position is now responsible for supervision of all supports coordinators and supports coordinator aides. We have added contracts for independent supports coordination which will also need to be monitored and coordinated by the I/DD Program Coordinator. The workload and level of responsibility is comparable to other Program Coordinator positions at CMH. Our Increased Medicaid revenue will cover the cost of this position.

Due to the number of grants we have successfully secured in the last year I need to add another Program Supervisor to my leadership team. This Program Supervisor (Grade 15) for Integrated Care and Community Development position will take over supervision of the largest grant we have received, CCBHC. I am currently supervising the Program Coordinator for this grant and can't devote the amount time necessary to launch this new program. Additionally, this position will manage all grant reporting including HUD grants; customer services, and millage program monitoring. The workload and level of responsibility is comparable to the other Program Supervisor positions at CMH. Grant and millage funding will cover the cost of this position.

In summary I am proposing 4 new positions:

- Compliance Program Coordinator – Grade 13
- CMH IT Coordinator – Grade 13
- I/DD Supports Coordinator Program Coordinator- Grade 13
- Program Supervisor for Integrated Care and Community Development – Grade 15

Please let me know if I can answer any questions related to this request.

Lynne Doyle, CMH Director

2021 Estimated Costs per Deductions			
Employee Costs			
CMH Program Coordinator			
Grade 13, Step 7			
\$41.76			
FTE	Wages	Benefits	TOTAL COST
1.0000	88,598.02	54,341.35	142,939.37
Total for 3 positions	265,794.05	163,024.06	428,818.11
CMH Program Supervisor			
Grade 15, Step 7			
\$47.81			
FTE	Wages	Benefits	TOTAL COST
1.0000	101,433.70	62,930.14	164,363.84
Grand Totals	367,227.74	225,954.20	593,181.94



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 10/8/21

POSITION TITLE: Compliance Program Coordinator ORG CODE: 6495-5022

DATE NEEDED ASAP

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Unclassified

2. Pay Grade: Grade 13 (in the new wage classification)

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid, grants

Provide the revenue line to be amended if this position is approved: 6495 5022

Estimated salary cost (including for the budget year: \$88,497.79) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$53,566.26 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

NA

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

10/8/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

Compliance Program Coordinator

Job Description:

Under the direction of the CMH Deputy Director, the Compliance Program Coordinator serves three essential duties including compliance manager, health and safety coordinator and health information manager. Designs, implements, and supervises continuing compliance of the organization with local, state, and federal standards. Develops, implements, and supervises CMHOC's Health and Safety Management Plan and Accessibility plan to ensure CMH provides quality services to all consumers in a safe, secure, sanitary, and therapeutically appropriate environment. Ensures that all consumer records are maintained in accordance with Ottawa County, MDCH, and CARF standards and in compliance with the provisions of HIPAA and other federal standards.

The essential functions of this position include, but are not limited to, the following:

1. Designs, implements and administers the compliance program and the CMHOC Health and Safety Management Plan to ensure compliance with the standards established by county, state and federal regulatory agencies.
2. Develops, supervises, and participates in the implementation of standard operating policies and procedures and safety standards for the operation of community mental health services. Designs, develops and implements policies and procedures for the documentation and maintenance of patient health information.
3. Documents, oversees investigations, and reports critical incidents and serious compliance violations to necessary law enforcement, CMH leadership, oversight bodies, human resources and/or any other appropriate parties. Develops appropriate responses and prevention protocols.
4. Works collaboratively to ensure that all staff comply with training and continuing education requirements for maintenance of licenses and accreditation.
5. Completes annual site reviews of residential contract providers to ensure compliance with agency standards and contract demands including environmental/health and safety, documentation, and staff credentialing review. Completes of site review report and ongoing plan of correction as needed.
6. Participates in regional workgroups to assist in maintaining standards across the region in line with state requirements.
7. Conducts internal and external audits and reviews to ensure execution of compliance and safety standards. Implements corrective action plans.
8. Coordinates and oversees CARF Accreditation and ongoing improvement projects to maintain compliance with accreditation standards.
9. Collects, analyzes and presents data from a variety of sources. Offers recommendations for improving the health and safety of personnel and consumers.
10. Oversees quarterly MDHHS OIG Program Integrity reporting including verifying fiscal billing, documentation, and staff credentialing. Works with providers to address areas of improvement and to process recoupments for undelivered/unsubstantiated services.
11. Collaborates with Fiscal Services and Contract Manager to ensure proper inspection and maintenance of CMH and contractor vehicles. Procures agency PPE and distributes PPE to provider network.
12. Works in collaboration with clinical managers, Information Technology and vendors/consultants, to design, develop, implement and improve the electronic medical records information system.
13. Participates in the development of the annual CMH operating, personnel, and capital budget proposals.
14. Chairs and/or participates in a number of committees charged with evaluating and/or enforcing quality standards and compliance.
15. Participates in the supervision, hiring, management, and evaluation of program staff.
16. Completes other duties as assigned.

Required Education, Training and Experience:

Bachelor's degree in psychology, social work, or related mental health field with two years of relevant experience. Master's degree is preferred.

Must possess or acquire familiarity with standards as issued by: CMHOC, CARF, the Life Safety Code, Department of Human Services, BBA, HIPAA, PIHP, OIG, MDEQ, MBRS, Office of Children and Adult Licensing, local municipalities, and the Michigan Department of Community Health standards.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

Certifications and Licenses:

A valid Michigan driver's license is required.

Required Knowledge and Skills:

1. Thorough working knowledge of CMHOC policies and procedures, local, state, and federal codes, statutes, rules, and regulations governing safety and compliance. (Michigan Department of Community Health, Michigan Mental Health Code, Medicaid Manual for Service Providers, BBA, HIPAA, Red Flag Rules, ADA, OIG, DEQ, OSHA/MIOSHA for health care practitioners, and CARF).
2. Thorough working knowledge of audit principles and CMHSP accreditation requirements.
3. Thorough working knowledge of the principles and practices of community-based mental health services administration.
4. Thorough working knowledge of managerial and supervisory principles and practices
5. Thorough working knowledge of professional standards of practice and ethics.
6. Thorough working knowledge of the principles and practices of health information documentation and health information management.
7. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
8. Thorough working knowledge of the principles and practices of adult education and instructional techniques for non-traditional students.
9. Thorough working knowledge of the principles and practices of curriculum development in classrooms and on-line.
10. Thorough working knowledge of electronic learning management systems including development of curriculum, e-learning techniques to improve learner involvement and participation, accreditation process of course material, etc.
11. Computer literacy and working knowledge of word-processing, spreadsheet, database, imaging, and project management software as well as online learning systems.
12. Excellent organizational, time management, and project management skills.
13. Demonstrates ability to identify cause-and-effect relationships.
14. Demonstrates ability to work with others in resolving problems.
15. Excellent verbal and written communication skills.
16. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development activities.

Physical Requirements:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audio logical appliances, and devices to increase mobility.

Working Conditions:

Work is performed in an office/clinical environment



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 10/8/21

POSITION TITLE: CMH IT Coordinator ORG CODE: 6495 5022

DATE NEEDED: ASAP

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Unclassified

2. Pay Grade: Grade 13 (in new wage classification)

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid, grants

Provide the revenue line to be amended if this position is approved: 6495 5022

Estimated salary cost (including for the budget year: \$88,497.79) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$53,556.26 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

NA

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

10/8/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

CMH IT Program Coordinator

JOB DESCRIPTION:

Under the general direction of the CMH Deputy Director, the CMH IT Coordinator leads the CMH IT Team by developing methodologies, structures, and formats for use in CMH IT programming, database design and reporting to meet CMH technology and data needs. Works with external organizations and CMH Leadership to identify needs and provide recommendations on specialized technologies and processes for CMH. Analyzes the operating processes of CMH to identify opportunities to improve efficiency with new technologies; and to maintain the functionality and integrity of information processing and data communications operations.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

1. Manages design, development, testing, implementation and modification of the CMH information management system, ensuring that the system is cost effective and meets transaction processing, complex medical billing, data communications and reporting needs.
2. Manages the creation of reports, dashboards and analytical tools applying operational knowledge of Community Mental Health industry.
3. Provides internal problem resolution for CMH IT issues for internal and external customers.
4. Analyze and evaluate new requirements from Michigan Department of Health and Human Services (MDHHS), MDHHS Prepaid Inpatient Health Plan (PIHP) and other entities to develop and implement into EMR system; analyze problems and develop solutions.
5. Provides direct supervision for subordinate staff, participating in and recommending selection, hiring and termination; training, goal setting, scheduling, and providing work assignments; and administering policy, procedure, and discipline.
6. Plans, schedules, and supervises the development, installation, testing, debugging, modification, and implementation of new CMH software applications and other projects.
7. Chair and participate in multiple CMH Committees and workgroups.
8. Work with CMH Leadership to develop and implement processes required to effectively use applications and systems to conduct the business operations of CMH.
9. Works closely with CMH Leadership to prioritize goals and information needs, including participating in the development of long-range strategic plans to meet the current and future information management and data communication needs of CMH.
10. Participates in state and regional workgroups on CMH related technology and reporting requirements.
11. Uses best practices in application software project planning and project management.
12. Collaborates with members of County IT management to design, develop, implement, and administer policies and procedures governing the proper use and security of the County's information management technology.
13. Collaborates with members of County IT management and CMH in developing requests for proposals for the design, development, installation and implementation of new computing platforms, hardware, and software applications to meet current and future information management and data communication requirements.

14. Serves as owner's representative for the installation and implementation of purchased software applications, monitoring vendor progress against project benchmarks and assessing and evaluating quality of project deliverables.
15. Research new and emerging information management technologies and potential application to CMH operations.
16. Oversees the analysis of quality control and quality assurance data and identifies systemic software and data issues and develops and implements appropriate process improvements.
17. Analyzes support requests to identify systemic problems in specific software applications to develop patches and fixes and/or document requests to external developers to correct errors and/or modify and improve functionality.
18. May perform all functions of subordinate classifications.
19. Seeks out and requests approval in attending career growth educational opportunities.
20. Performs other functions as required.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in computer science, computer engineering, IT, business or closely related field and five years of progressively responsible experience in operations analysis and software design and development, including three years of experience in project management and supervision of software developers/programmers; or an equivalent combination of education and experience. Master's degree strongly preferred.

Specific experience with the operating systems and software applications currently in use by the County strongly preferred. Knowledge of Health Information Systems and specifically, Michigan Department of Community Health Information Systems, Electronic Health Records, Electronic Data Interchange, Medicare, Medicaid, and Insurance billing, and other information requirements highly desired.

Licenses and Certifications:

Valid Michigan driver's license.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Excellent project management skills.
2. Thorough working knowledge of a variety of higher level programming languages and programming tools.
3. Thorough working knowledge of software development principles, practices, and tools.
4. Thorough working knowledge of relational database design and functions.
5. Thorough understanding of a variety of computing platforms.
6. Good working knowledge of the business process and requirements development
7. Excellent analytical skills and ability to deconstruct end-user operating processes and procedures.
8. Thorough working knowledge of principles and practices of software documentation.
9. Practical knowledge and experience developing test cases and test plans.
10. Thorough working knowledge of the legal environment with respect to the privacy and security of end-user department client data.
11. Knowledge of the principles and practices of management and supervision.
12. Excellent written, oral, and interpersonal communication skills.
13. Ability to interact positively and objectively with department directors, elected officials, coworkers, end-users, vendors, regulatory and funding agency staff, and

other clients from a wide range of cultural and socio-economic backgrounds and with varying levels of technical knowledge and skills.

Physical Requirements:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

Working Conditions:

Work is performed in a normal office environment.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 10/8/21

POSITION TITLE: I/DD Supports Coordinator Program Coordinator ORG CODE: 64915510

DATE NEEDED ASAP

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Unclassified

2. Pay Grade: Grade 13 (in the new wage classification)

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See Attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: 64915510

Estimated salary cost (including for the budget year: \$88,497.79) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$53,556.26 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

NA

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

10/8/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

Program Coordinator – I/DD Supports Coordination

JOB SUMMARY: This is a professional position responsible for supervising staff that conduct assessments, develop person-centered plans, and provide direct services to adults with developmental disabilities and/or co-occurring mental illnesses. Provides effective management and leadership skills to clinically supervise staff and assist with complex and sensitive problems as needed. Participates in the development and monitoring of service activity to assure quality standards are met by staff. May deliver direct mental health services to consumers as needed. Position currently supervises 3 Supports coordinators, 7 Supports Coordinator Aides, and 2 Mental Health Clerks.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position included, but are not limited to, the following

1. Supervises team members from a variety of disciplines including Nursing, Occupational Therapy, Speech Therapy, Psychology, Social Worker, Support Staff and Supports Coordinators depending on the team assigned. Provides direct supervision for problem solving and decision making regarding service delivery and provision of services.
2. Participates in scheduling and provision of work assignments; performance management; administration of policy and procedure; and administration of discipline.
3. Develops, implements, and monitors a specific service within the Community Mental Health system to ensure service delivery in compliance with Medicaid and other external auditing or funding sources. Prepares for and assures participation in external reviews and audits.
4. Establishes and implements program priorities to deliver services in a cost-effective manner. Monitors and analyzes workloads as necessary to ensure staff's compliance with established productivity standards.
5. Provides direct services to consumers as necessary including but not limited to facilitation of PCP meetings, monitoring goals and services, assessments and other and other duties specified in the person centered plan.
6. Monitors and analyzes monthly costs and program budgets to provide optimal services provision to Ottawa County residents. Assist staff with determining medical necessity for each individual to manage Medicaid funds appropriately.
7. Assures that staff adequately performs their job functions via periodic review of clinical documentation, units of service provided, and general job performance. Completes professional annual evaluation of staff and completes disciplinary action as required.
8. Reviews program capacity and reports deficits or excesses to the Program Supervisor and provides staffing projections as requested.
9. Provide intervention and mediation to assist with problem solving when consumers, families and agencies report concerns or have questions.
10. Assures that services to consumers meet standards of quality and quantity. Quality standards include ensuring consumers are treated in a manner consistent with agency policy, divisional standards, and good clinical practice. Quantity standards require demonstrating units of service provided reflect adherence to goals set for the program.
11. Keeps a current list of needs in the assigned area, review referrals, and coordinate with other consumer service managers or families about services.
12. Holds regular meetings with staff to communicate state mandated program changes and internal procedural changes to staff. Works collaboratively with service providers to implement the required changes.
13. Attends and participates in agency meetings/committees to assist with development of policy direction, goals and outcomes.
14. Monitors and addresses equipment purchase needs and/or repairs, completing releases, purchase requests and/or purchase orders as needed.

15. Provides community presentations to enhance community relations and education regarding CMH services. Participates in community networking teams to enhance collaboration with community and contract agencies.
16. Participates in hiring, management and evaluation of professional and support staff.
17. Ensures and maintains that all clinical documentation regarding consumers is accurate and completed in timely manner. Assures documentation is kept secure and confidential and maintained consistent with Department of Health & Human Services and Ottawa County Community Mental Health policies and procedures.
18. Monitors recipient rights and complies with reporting requirements established by the Mental Health Code and procedures of the Community Mental Health Services Board.
19. Liaison with agencies who provide Independent Supports Coordination. Provides overview of the principles of Person Centered Planning. Will provide training of CMH Electronic Medical Record within the Avatar system and supply all documents required per MDHHS and CARF guidelines.
20. Performs other duties and functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principals and practices of social work, psychology and the treatment of individuals with developmental/intellectual disabilities, mental illness and/or co-occurring mental health illnesses.
2. Good working knowledge of effective leadership techniques, independent problem solving, conflict resolution, team building, and interagency collaboration.
3. Knowledgeable about community resources, community integration and maximizing independence for adults with developmental/intellectual disabilities and/or mental illness.
4. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development opportunities and resources.
5. Demonstrates assessment competencies in areas as appropriate to his/her profession and position.
6. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
7. Good working knowledge of varied interventions, relevant Evidence-Base Practices and principals of community based services.
8. Excellent interpersonal communication skills, including verbal and written. Must have positive attitude and promote positive atmosphere.
9. Demonstrates ability to establish and maintain productive relationships with consumers and their families and local agencies.
10. Computer literacy and working knowledge of word-processing, spreadsheet, database, and project management software.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree in psychology, social work, or related mental health field is required combined with at least three years of experience. Master's degree in psychology, social work, counseling, or related mental health field, is preferred. Relevant clinical internship is desirable and may be substituted for some of the required experience.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

LICENSES AND CERTIFICATIONS:

Must possess State of Michigan licensure or certification (LBSW, LLP, LLMSW).

Must be a Qualified Intellectual Disability Professional (QIDP) or Qualified Mental Health Professional (QMHP) as defined by the Medicaid rules.

Possession of a valid Michigan driver's license is required.

WORKING CONDITIONS:

Works in office conditions and travels throughout the county to attend meetings, make presentations or provides services in homes.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 10/8/21

POSITION TITLE: Program Supervisor Integrated Care and Community Development ORG CODE: 6495-5010

DATE NEEDED ASAP

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Unclassified

2. Pay Grade: Grade 15 (in new wage classification)

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Millage, grants

Provide the revenue line to be amended if this position is approved: 6495-5010

Estimated salary cost (including for the budget year: \$101,318.95 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$58,252.87 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

NA

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

10/8/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

PROGRAM SUPERVISOR - INTEGRATED CARE & COMMUNITY DEVELOPMENT

JOB SUMMARY: Under the supervision of the CMH Executive Director, develops, implements, and manages that provide quality behavioral health and integrated care services to target populations within the county. Responsible for overall development, oversight and implementation of departmental budgets. This position is responsible for oversight of all community development programs and integrated care services.

The essential functions of this position include, but are not limited to, the following:

1. Supervises management and classified staff, including hiring and termination procedures, administering policies and procedures, reviewing and evaluating work performance, identifying training and development opportunities, and administering disciplinary actions.
2. Assures all assigned programs comply with federal, state or local grant requirements including all guidelines, procedures, and protocols established by the Michigan Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), United States Department of Justice, United States Department of Housing and Urban Development, Michigan Health Endowment Fund, and all other funding sources.
3. Assures all assigned programs comply with agency mission and values, as well as guidelines, procedures, and protocols established by the CMHOC Board, Recipient Rights, CARF, HIPAA, CCBHC, and other accrediting or regulatory agencies.
4. Develop, implements, and coordinates programs funded through the mental health millage. Including developing outcome measures, collecting data, analyzing data, and reporting data to the Executive Director, Board, staff, and the community.
5. Serves as the primary contact and liaison for contract providers funded by the millage, assuring any contract issues are resolved in a timely fashion. Assures providers are meeting required standards and contract outcome expectations.
6. Participates in the development of the annual CMH operating, personnel, and capital budget proposals.
7. Monitors and adjusts program budgets on an on-going basis to ensure fiscal efficiency of assigned programs. Within the constraints of the annual plan and budget, makes resource allocation decisions to assure assigned resources match service and community demands.
8. Identifies funding opportunities to support new and continuing integrated care programming, crisis intervention, behavioral health programming, substance use treatment and prevention, and community-based behavioral health initiatives and supervises the development and submission of funding proposals and grant applications.
9. Ensures assigned programs operate within established quality standards. Directs and participates in the development and implementation of quality assurance protocols to ensure continuous improvement in the delivery of mental health services to customers.
10. Directs and participates in the development of agency policies and procedures. Participates in the development of plans and strategies to increase the efficiency, cost-effectiveness and integration of behavioral health services.
11. Serves on state-wide work groups and Ottawa County Collaborative committees, representing the interests and resources of Community Mental Health.
12. Prepares reports, which include narrative and data, for use in informed decision making with respect to the continuation, modification, termination or replacement of programs.
13. Serves as a member of the Executive Leadership team and participates in long range organizational planning to provide innovative and cost-effective mental health services.

14. Prepares all required quality assurance, operating and financial reports for the Board of Commissioners, Mental Health Board, other funding sources and stakeholders.
15. Liaison to regional Customer Service Department with local responsibilities as assigned including managing grievances, local appeals, and fair hearings.
16. Develops, implements, and coordinates outreach strategies and promotional campaigns to increase awareness and utilization of mental health services available through CMHOC and affiliated services providers.
17. Collaborates with the Executive Leadership team to identify underserved populations and develop outreach and communications strategies and programs targeted to them.
18. Represents the CMH Executive Director at inter-agency, community and state meetings related to planning, development, and implementation of discipline-specific services.
19. Coordinates all public relations activities for CMHOC including contact with the media, newsletters, publications, reports, press releases, website, and social media.
20. Coordinates and participates in community events to educate the public about mental health and CMH programs and services.
21. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge and ability to effectively demonstrate managerial and supervisory principles and practices.
2. Thorough working knowledge and ability to effectively demonstrate the principles and practices of administration of community-based behavioral health services.
3. Thorough working knowledge and ability to effectively demonstrate effective leadership techniques, problem solving, conflict resolution, and program development.
4. Thorough working knowledge of CMHOC departmental organization, procedures, and regulations.
5. Excellent ability to effectively negotiate, mediate and resolve consumer and family/guardian conflicts/issues.
6. Thorough working knowledge of local, state, and federal health codes, statutes, rules, and regulations as they relate to the Community Mental Health system, including but not limited to the Medicaid Provider Manual, Michigan Mental Health Code, HIPAA, CARF, and Recipient Rights.
7. Thorough working knowledge of the Michigan mental health care delivery system and Ottawa County and MDHHS operating policies, procedures, and practices.
8. Thorough working knowledge and ability to effectively demonstrate professional standards of practice and ethics.
9. Thorough working knowledge and ability to effectively demonstrate the principles and practices of medical record documentation and medical records management.
10. Thorough working knowledge and ability to demonstrate strategic planning.
11. Thorough working knowledge of the principles and practices of budget preparation and control.
12. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols, and instruments.
13. Thorough working knowledge of proposal development, grant writing principles and grant management best practices.
14. Thorough working knowledge of public relations principles and practices.
15. Excellent verbal and written communication skills.
16. Excellent interpersonal communication skills.
17. Computer literacy and working knowledge of word-processing, spreadsheet, database, and project management software.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree from an accredited institution in public administration, social work, psychology or other related human services with at least two years of relevant post graduate experience.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audio logical appliances, and devices to increase mobility.

WORKING CONDITIONS:

Work may be performed in a variety of environments, including a normal office setting, various CMH programs, and/or in community settings.

Action Request



Committee: Board of Commissioners

Meeting Date: 10/26/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Public Health Personnel Request

Suggested Motion:

To approve the request from the Public Health Department to increase one Health Educator from a temporary, non-benefited position to a part-time, benefited position at a cost of \$27,153 paid for by a Covid-19 Supplemental Block Grant.

Summary of Request:

The Ottawa County Public Health Department has received funding from the Lakeshore Regional Entity, as part of a Covid-19 Supplemental Block Grant, to increase the hours for one part-time, temporary Health Educator position from 19.5 hours to 24.5 hour per week. As substance use disorder prevalence rates rise in Ottawa County, specifically in alcohol, marijuana, and vaping use, it is imperative that prevention resources are available to meet the increased needs in the community. This funding will allow for the time to facilitate additional Prime for Life classes and other evidence-based services for schools and community members interested in receiving these services.

This increase in hours is planned for the period of November 1, 2021 through September 30, 2022. These additional hours for the Health Educator position will decrease when the grant funding is complete.

Financial Information:

Total Cost: \$27,153.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Lakeshore Regional Entity Covid-19 Supplemental Block Grant

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Public Health DATE REQUESTED: 10/11/21

POSITION TITLE: Health Educator ORG CODE: 22106310

DATE NEEDED 11/1/21

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 19.5 To: 24.5 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Group T

2. Pay Grade: 13

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Part of this position (0.49 FTE) is already budgeted for under 22106310. Please see attached document for more information.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. 100%

Provide the revenue line to be amended if this position is approved: 22106094.502000

Estimated salary cost (including for the budget year: \$4,498.10 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$22,655.81 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

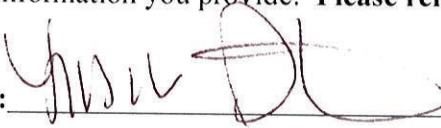
Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

No additional items needed.

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: 

DATE: 10-12-20

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

Justification for Adding Hours to Health Educator Position

The funding to increase this position from part-time non-benefitted to part time benefitted for one year is coming from the Lakeshore Regional Entity through the Covid-19 Supplemental Block Grant. Part of this position (0.49 FTE) is already budgeted for under 22106310.

As substance use disorder prevalence rates rise in Ottawa County, specifically in alcohol, marijuana, and vaping use, it is imperative that prevention resources are available to meet the increased needs in the community. However, working only 19.5 hours per week, our health educator has limited capacity to provide additional programming. This funding will allow for the time to facilitate additional Prime for Life classes and other evidence-based services for schools and community members interested in receiving these services.

The additional funding will provide time for the health educator to implement a referral program with local schools through school resource officers, or school counselors who have interactions with high-risk students displaying behavior involving alcohol and drug use. Students will be referred to the program through their school staff. This program will take place out of school hours on a weekend or evening via zoom call where students from all different schools are referred to take the class together in this evidence-based prevention class. Classes will be spread out once a month and will be increased as needed. All hours will be focused on prevention projects for this grant of 5 hours/week.

With these grant funds, the health educator will also have capacity to use individual change strategies to provide information, build skills, and provide support to employers as they navigate the Michigan law of legalized recreational marijuana while maintaining a safe work environment.



Health Educator - Substance Use Disorder Prevention (Part- Time / Non- Benefited)

Class Code:
2592

Bargaining Unit: Non-benefited

OTTAWA COUNTY
Established Date: Mar 6, 2020
Revision Date: Mar 6, 2020

SALARY RANGE

\$25.95 Hourly

JOB DESCRIPTION:

Under the supervision of the Health Planning and Promotion supervisor, this individual will serve as a health educator, with an emphasis on Substance Use Disorder (SUD) prevention, focusing primarily on emerging drugs, including vape and marijuana. The SUD Health Educator will serve on a community-wide SUD coalition; collect and assess community wide data; work with community partners to design, develop and implement strategies to address vaping and other emerging drugs and serve as lead trainer of Prime for Life classes in Ottawa County.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to:

1. Serves as facilitator for Prime for Life classes in Ottawa County.
2. Serves as trainer of TIPS program for Ottawa County alcohol retailers.
3. Assesses community health needs for resources and programs to inform health behavior choices and provide opportunities to engage in healthy behaviors.
4. In collaboration with community partners, plans, implements and evaluates initiatives and programs to promote healthy lifestyle choices and behaviors targeted to a variety of groups in the community, including: youth, young adults, ethnic and cultural minorities, seniors, etc.
5. Plans, designs and implements evidence-based strategies, programs and services, in collaboration with community partners, to meet the health needs of the community.

6. Develops media and marketing strategies, news articles, broadcast media public service announcements, Web-based media, and other informational and educational materials to provide accurate information and access to resources, as well as to publicize programs and initiatives to improve healthy lifestyle choices.
7. Administers quality assurance and quality control instruments to ensure continuous improvement in the delivery of health promotion programs to the community.
8. Designs, develops, and administers evaluation instruments to assess the effectiveness of health promotion programs in the community.
9. Identifies funding opportunities to support health promotion programs and initiatives and develops proposals to obtain a variety of grants and contracts to obtain funding for community-based programs.
10. Serves as coordinator for grants and contracts received, monitoring funding and preparing financial and other reports for sponsoring agencies.
11. Promotes health promotion to consumers through participation in health fairs, conferences and other community outreach activities.
12. Helps support an equitable, safe, diverse and inclusive workplace.
13. Performs other related duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

1. Bachelor's degree in public health, health promotion, public administration or closely related field.
2. Experience working directly with people from diverse racial, ethnic, sexual and socioeconomic backgrounds preferred.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Knowledge of practices and principles of health promotion and disease prevention.
2. Knowledge of the theory and application of health needs assessment instruments.
3. Good working knowledge of the practices and principles of health education.
4. Thorough working knowledge of the design and implementation of health promotion programs.
5. Good working knowledge of marketing principles and practices.
6. Thorough working knowledge of professional standards of practice and ethics.
7. Knowledge of the principles and practices of budget preparation and control.
8. Knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
9. Knowledge of proposal development and grant writing principles and practices.
10. Excellent interpersonal and human relations skills.
11. Excellent verbal and written communications skills and ability to present to diverse audiences, specifically racially, ethnically, sexually and socioeconomically diverse populations.
12. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.
13. Ability to interact positively and professionally with business and community groups; educators; parents; employer and employee representatives; funding agency representatives; and members of the general public with widely diverse cultural and

socio-economic backgrounds and varying levels of health knowledge and interpersonal communications skills.

Note: Individuals in this classification provide services to clients and community health partners throughout the County and are responsible for providing their own transportation.

Licenses and Certifications:

1. Certified TIPS Trainer preferred, not required pre-employment.
2. Certified Prime for Life facilitator preferred, not required pre-employment.

Physical Requirements:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

Working Conditions:

Work is generally performed in a normal office conditions, but is frequently performed at offsite locations.

2021 Estimated Costs per Deductions			
Employee Costs			
Position			
Grade 9, Step 1 \$24.51			
48 weeks Nov 1 - Sept 30			
FTE	Wages	Benefits	TOTAL COST
0.6125	29,400.24	24,718.87	54,119.11
Health Educator Temp \$25.95			
Non-Benefitted			
FTE	Wages	Benefits	TOTAL COST
0.4900	24,902.13	2,063.07	26,965.20
Increased costs	4,498.10	22,655.81	27,153.91

Action Request



Committee: Board of Commissioners
Meeting Date: 10/26/2021
Requesting Department: Fiscal Services Department
Submitted By: Karen Karasinski
Agenda Item: Declaration of Intent to Enter into a Contract of Lease with the Ottawa County Building Authority

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution of intent to enter into a contract of lease with the Ottawa County Building Authority for the Family Justice Center in an amount not to exceed \$30 million.

Summary of Request:

This is a resolution authorizing publication of a notice to enter into a Contract of Lease with the Building Authority, and delegating to the Interim County Administrator certain tasks related to the issuance of the Bonds, for the County as the bond resolution itself will eventually be adopted by the Building Authority.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 10/19/2021

Finance and Administration Committee

COUNTY OF OTTAWA
STATE OF MICHIGAN

NOTICE OF INTENTION OF THE COUNTY OF OTTAWA TO ENTER INTO
A FULL FAITH AND CREDIT GENERAL OBLIGATION CONTRACT OF
LEASE WITH THE OTTAWA COUNTY BUILDING AUTHORITY AND
NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF THE
COUNTY OF OTTAWA

NOTICE IS HEREBY GIVEN, that the Board of Commissioners of the County of Ottawa, Michigan, intends to authorize the execution of a full faith and credit general obligation contract of lease with the Ottawa County Building Authority. The contract of lease will provide, among other things, for the acquisition, construction and equipping of a new Family Courthouse in the County of Ottawa (the "Project"). The contract of lease will further provide that the Ottawa County Building Authority will finance the cost of the Project by the issuance of building authority bonds pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, in anticipation of the receipt of cash rental payments to be made by the County of Ottawa to the Ottawa County Building Authority pursuant to the contract of lease. The estimated cost of the Project is \$30,000,000 and the maximum amount of bonds to be issued is \$30,000,000.

FULL FAITH AND CREDIT AND LIMITED
TAXING POWER OF THE COUNTY OF OTTAWA PLEDGED

NOTICE IS FURTHER GIVEN, that in the contract of lease the County of Ottawa will obligate itself to make cash rental payments to the Ottawa County Building Authority in amounts sufficient to pay the principal of and interest on the bonds to be issued by the Ottawa County Building Authority and that the full faith and credit of the County of Ottawa will be pledged for the making of said cash rental payments as a limited tax first budget obligation. Pursuant to the pledge of its full faith and credit, the County of Ottawa will be required in each fiscal year to include in its budget and to appropriate such amounts as shall be necessary to make the cash rental payments to the extent other moneys are not available to make the cash rental payments. In no event may the County of Ottawa levy ad valorem taxes for the purpose of paying for the Project in amounts in excess of the rate permitted by the Constitution and laws of the State of Michigan. In addition to its obligation to make cash rental payments, the County of Ottawa will agree, in the contract of lease, to pay all costs and expenses of the Authority incidental to the issuance and payment of the bonds to the extent such expenses are not payable from the proceeds of the bonds and to pay the expenses of operating and maintaining the Project.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN, that this notice is given to and for the benefit of the electors and taxpayers of the County of Ottawa in order to inform them that the Board of Commissioners intends to authorize the execution of the above described contract of lease and also to inform them of their right to petition for a referendum upon the question of entering into the contract of lease. The County of Ottawa intends to enter into the contract of lease without a vote of the electors thereon, but the contract of lease shall not become effective until 60 days after publication of this notice. If, within 45 days of the publication of this notice, a petition for referendum requesting an election on the contract of lease, signed by not less than 10% or 15,000

of the registered electors of the County of Ottawa, whichever is less, has been filed with the County Clerk, the contract of lease shall not become effective unless approved by a majority of the electors of the County of Ottawa voting thereon at a general or special election.

This notice is given by order of the Board of Commissioners of the County of Ottawa pursuant to Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended. Further information may be secured at the office of the undersigned County Clerk.

Justin F. Roebuck, Clerk/Register
County of Ottawa

Published: _____, 2021