

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2003 GENERAL APPROPRIATIONS RESOLUTION

RESOLUTION #02-254

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, County offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2003 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committee's recommendations and together with its own Strategic Planning Initiatives Fund allotment, has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution; and

WHEREAS, the budget contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the 2003 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 25, 2002 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

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BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2002 tax year/2003 budget year for a total county levy of 7.7144 mills, including authorized levies for general fund operations, special purpose, and Airport Authority millage:

2002/03 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.4512
Special Purpose - Emergency Telephone Services	.7577
Special Purpose - County-wide Transportation	.3979
Trust & Agency - Capital Region Airport Authority	.1076

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the county's 2002/2003 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the county's Operating tax rate shall be transmitted to the Mid-South Substance Abuse Commission, with the remaining revenues to be deposited in the county's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the county's 2002/2003 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the county's Operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs which is in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the county's Operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that to the extent that funds required by the Family Division of Circuit Court for child care services during the 2003 budget year exceed \$1,955,757, which is the amount budgeted as county cost by Ingham County in 1979, an affidavit from the Chief Judge of the Circuit Court will be required, which

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must state that the additional funds are necessary for the Circuit Court to meet its state imposed duties at a barely adequate level.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution 90-274, as amended by Resolution 94-93, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution 90-274, as amended by Resolution 94-93.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the Approved Position List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the county receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the county is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

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BE IT FURTHER RESOLVED, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacant position shall not be filled, except by specific Board authorization.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that the Mediation Fund, administered by the Circuit Court, includes \$51,093 in forfeiture funds used to fund 50% of a Mediation Clerk, as it has since 1993, that, if not transferred to the Mediation Fund, will result in the reduction of this full-time position to part-time, which will also occur if a cash shortage accrues in this fund and is not corrected by a deposit of forfeiture funds by December 31, 2002.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: County Health Fund (221), FIA - Child Care Fund (288), FIA - Social Welfare Fund (290), Family Division - Child Care Fund (292), all of which are adopted on an October 1st fiscal year, and the Fair Board Fund (561), which is adopted on a November 1st fiscal year.

BE IT FURTHER RESOLVED that the Park's Budget (Fund 208) is approved contingent upon the Board of Commissioners approving implementation procedures for the previously approved vehicle entrance fee prior to the beginning of the fiscal year, and that if the implementation procedures are not adopted, that the revenue line item and the expense line items for seasonal employees and implementation start-up costs are reduced by \$77,000.

BE IT FURTHER RESOLVED, that funding for the current number of court reporters is contingent upon the Court's continuation of its policy to utilize an electronic means of capturing the record in the courtroom of one or more judges when the next reporter leaves the system consistent with the letter of agreement signed on May 10, 1992 between the Board of Commissioners, the Court, and the ICEA, provided however, that the electronic equipment will be operated by a court employee other than the Judge, as stated by the Circuit Court in its Policy and Procedure Manual (Section 6, Number 06.01.01, approved September 10, 2002).

BE IT FURTHER RESOLVED, that the 2003 budget contains funding for six months for this Court Reporter position, and that if a Court Reporter position does not become vacant within the first six months of 2003, additional funds will be appropriated as necessary through the quarterly budget adjustment process.

BE IT FURTHER RESOLVED, that if .6 mill special Juvenile Justice Millage on the November ballot is approved, the following tax levies are hereby authorized for the 2002 tax year/2003 budget year for a total county levy of 8.2144 mills, including authorized levies for general fund operations, special purpose, and Airport Authority millage:

2002/03 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.3512
Special Purpose - Emergency Telephone Services	.7577
Special Purpose - County-wide Transportation	.3979
Special Purpose - Juvenile Justice	.6000
Trust & Agency - Capital Region Airport Authority	.1076

BE IT FURTHER RESOLVED, that if the .6 mill special Juvenile Justice millage is levied, a special revenue fund is created to account for the projected \$3,541,895 in the proceeds of the millage, \$812,893 of which will be used to pay for the county cost for operation of the Ingham County Youth Center and \$2,729,002 of which will be used for other juvenile housing and programs to be determined by the Board of Commissioners.

BE IT FURTHER RESOLVED, that upon reduction of the general operating millage by 0.100 mill, the general fund tax revenue budget will be reduced by \$590,316, and the general fund appropriation to the Youth Center (\$812,893) will be eliminated, the difference of which will be used to decrease the budgeted use of fund balance by \$222,577.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the purchasing department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the county as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to the following grant programs and other county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget:

Cooperative Reimbursement Program for the Friend of the Court (\$4,249,598)

Annual Grant for FOC Medical Enforcement (\$156,581)

Annual Grant for FOC Michigan Works Program (\$62,048)

Cooperative Reimbursement Program for Prosecuting Attorney (\$815,534)

Annual Grant for Prosecuting Attorney Victim/Witness Program (\$160,000)

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- Annual Grant for Prosecuting Attorney Domestic Violence Prevention Program (\$51,895)
- Annual Grant for Prosecuting Attorney Anti-Drug Abuse Program (\$192,803)
- Annual Renewal of Juvenile Accountability Incentive Block Grant (\$9,787)
- Annual Grant for Prosecuting Attorney D.A.R.T Program (\$178,028)
- Annual Grant for Prosecuting Attorney Gun Violence Program (\$60,857)
- Annual Child Care Agreement with State of Michigan (\$7,287,694)
- Annual Grant for DARE Program (\$18,990)
- Annual Grant for Secondary Road Patrol (\$286,107)
- Annual Grant for Marine Safety Program (\$21,000)
- Annual Grant for Emergency Management (\$32,000)
- Annual Grant for Drug Assets Forfeiture Program (\$250,554)
- Annual Grant for Remonumentation Program (\$80,338)
- Annual Work Study Grants (\$106,772)
- Annual Agreement with Capital Area Rail Council (\$2,350)
- Annual Renewal of 911 Operating Agreements with Lansing (\$3,781,311), East Lansing (\$1,038,127) and NIESA (\$41,156)
- Annual Renewal of Special Transportation Contract with CATA, subject to any changes in scope of work being approved by the Human Services Committee (\$2,455,144)
- Annual Renewal of Agreement with MSU for the Adolescent Diversion Program (\$144,752)
- Annual Renewal of Contracts with Clinton County for Veteran Affairs services (\$15,050)
- Annual Renewal of Contracts with Eaton County for Veteran Affairs services (\$47,078)
- Annual Grant for Juvenile Intervention Program (\$49,208)
- Annual Renewal of Contract with Gateway Community Services for primary care services (\$98,550)
- Annual Renewal of Contract with East Lansing for Household Hazardous Waste pick up (\$4,000)
- Annual Renewal of Contract with NYPPP for operation of South side Neighborhood Center (\$20,000)
- Annual Renewal of Contract with LCC for Child Care Referral Services (\$30,000)
- Annual Renewal of Contract with Ingham Intermediate School District for Early-On Program Services (\$93,723)
- Annual Renewal of Contract with Mid-Michigan District Health Department for Michigan Children's Immunization Registry (MCIR) (\$20,000)
- Annual Renewal of Contract with Fortis Benefits Insurance Company for Employee Life Insurance (\$80,000)
- Annual Renewal of Contract with Canada Life for Employee Disability Insurance (\$40,000)

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the county's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2003 budget of funds not spent in 2002 for a specific project must be received by the Budget Office no later than March 15, 2003, otherwise the request for reappropriation will not be considered.

FINANCE: Yeas: Grebner, Stid, Swope, Krause, Hertel, Minter **Nays:** None

Absent: Schafer **Approved 10/16/02**