

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

JUDICIARY COMMITTEE
REBECCA BAHAR-COOK, CHAIR
BRIAN McGRAIN
MARC THOMAS
CAROL KOENIG
DEB NOLAN
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE JUDICIARY COMMITTEE WILL MEET ON THURSDAY, APRIL 16, 2009 AT 7:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 2, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Controller's Office

- a. Resolution Authorizing [Adjustments](#) to the 2009 Ingham County Budget
- b. Resolution Establishing Areas of Priority Emphasis Guiding [2010 Activities](#) and Budget Process
- c. Update on Jury Administrator (*no materials*)
- d. Update on 55th District Court Tour (*no materials*)

Announcements

Public Comment

Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org

JUDICIARY COMMITTEE

April 2, 2009

Minutes

Members Present: Rebecca Bahar-Cook, Brian McGrain, Marc Thomas, Carol Koenig, Deb Nolan, Randy Schafer and Board Chairperson DeLeon

Members Absent: None

Others Present: John Neilsen, David Easterday, Sara Deprez, Judge Boyd and other

The meeting was called to order by Chairperson Bahar-Cook at 7:30 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the March 12, 2009 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MARCH 12 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

The Minutes were amended to reflect the following:

Page three, item 4, 1st and 3rd paragraphs: change “over-budgeted” to “over-budget.”

Additions to the Agenda: None

Limited Public Comment

Judge Boyd addressed the Committee about CourtView. He informed the Committee that if the County does not go with JIS, it will not be available to the County for another ten years. Comm. Koenig stated that did not make sense. Judge Boyd stated the District Court cannot live with CourtView for another ten years.

Board Chairperson DeLeon said she heard that Kent County has CourtView. Judge Boyd said Kent County’s Circuit Court uses CourtView, not their District Court. Board Chairperson DeLeon also said if updates are not done on CourtView, there will be problems. Judge Boyd said the MIS Department conducts the updates and it does a great job regarding CourtView.

Board Chairperson DeLeon asked what the majority of District Courts in this State uses if not CourtView. Judge Boyd said most of the District Courts use JIS. He also stated he would be happy to bring a JIS representative to this Committee in the near future. Chairperson Bahar-Cook asked that Judge Boyd make this arrangement after this Committee visits the District Court later this month.

1. Controller’s Office – Resolution to Amend the 2008 and 2009 Budgets by Transferring Funds from the Juvenile Justice Millage to the State Wards Account with the Child Care Fund (*A similar version was tabled at the March 12, 2009 meeting.*)

Chairperson Bahar-Cook said she received the legal opinion yesterday. The Committee should also have received the opinion.

MOVED BY COMM. SCHAFER, SUPPORTED BY COM. NOLAN, TO APPROVE THE RESOLUTION TO AMEND THE 2008 AND 2009 BUDGETS BY TRANSFERRING FUNDS FROM THE JUVENILE JUSTICE MILLAGE TO THE STATE WARDS ACCOUNT WITHIN THE CHILD CARE FUND.

Mr. Neilsen explained this Resolution is different from the last meeting. In this Resolution, no budget adjustment is proposed for 2009 at this time since the Circuit Court Family Division has a plan to reduce the number of State wards. The expenses will be evaluated toward the end of the 2009 fiscal year to determine what budget action will need to be taken. This Resolution also adds a provision to create separate accounts for delinquent and neglect State wards. By tracking these expenses separately, it will be possible to verify that Juvenile Justice Millage Fund is not being spent on neglect expenses.

In order to close the County's 2008 books in a timely manner and if funds are to be transferred from the Juvenile Justice Millage to the Child Care Fund, approval must be granted during this round of Committee meetings. Otherwise, the shortfall will be covered by a draw down of fund balance from the General Fund. Mr. Neilsen also stated the Court wants credit for the amount they returned to the General Fund at the end of last year.

Mr. Neilsen said he appreciates Ms. Winslow's work on this matter.

Mr. Easterday said Mr. Neilsen has done a good job in their view. The Court agrees the money for this matter should come from the Juvenile Justice Millage. Those funds should be offset by the money the Court returned to the General Fund last year. Mr. Easterday then distributed Residential Treatment Facilities information to the Committee for their review. He also said the Judges are currently reviewing their placements to determine if any shifts can be made.

Comm. Nolan asked for the amount that was returned to the General Fund from the Circuit Court. Mr. Neilsen said the amount was \$325,123. He also stated the state wards account within the Child Care Fund was over budget by \$654,926.

Comm. McGrain asked about the high cost for the State run facilities. Ms. Deprez explained the State determines the cost by how many youths are in their facilities.

Board Chairperson DeLeon asked what will happen if the County uses the funds that the Court returned to the General Fund. Chairperson Bahar-Cook stated, due to the financial concerns, the funds should come from the Juvenile Justice Millage. This is a legal use of those funds. Board Chairperson DeLeon asked for the implication for using General Fund monies. Mr. Neilsen said the 2009 General Fund does not include this over budget amount.

Comm. Schafer said many departments often return money to the General Fund each year. He then asked Chairperson Bahar-Cook for her position on the Resolution. Chairperson Bahar-Cook said she agrees it is fantastic that the Court saved \$325,123 last year. She then said the over-budget amount should be split between the General Fund and the Juvenile Justice Millage.

Comm. Thomas asked staff to describe a time in the past when a department returned funds to the General Fund in the past and when those funds were returned to said department in the next budget year. Mr. Neilsen said the current situation is unique. Comm. Thomas expressed his concern about setting a precedent if the Committee approves the Court's request.

Mr. Myers explained the County cannot afford to table this matter any longer. The County has to close its 2008 books. Chairperson Bahar-Cook stated the bill has to be paid. The 220 Wards have been paid for from the General Fund. We are now talking about the Act 150 Wards.

Comm. Thomas indicated he would prefer to pay for the Act 150 wards with Juvenile Justice Millage funds.

Comm. McGrain asked about the Juvenile Justice Millage account. Mr. Neilsen said the County built up a large fund balance. The fund balance is spent each year. He also stated he is not aware of any other uses for the fund balance at this time. The current JJM fund balance is \$4.9 million.

Mr. Neilsen further explained his office is proposing to spend only 30% of the fund balance for this matter. It is safe to say that all of the JJM fund will go toward Act 150 wards.

MOVED BY COMM. SCHAFFER, TO APPROVE 77% FROM THE JUVENILE JUSTICE MILLAGE AND 23% FROM THE GENERAL FUND. MOTION DIED due to lack of support.

Comm. Schafer said the Court had some expenses that they could not control or predict. This matter should be closed. The Committee will have larger uses to discuss this year.

Comm. Nolan stated Comm. Thomas's concern regarding precedent is well taken. She then stated she is fine to split the \$775,000 between the JJM and the General Fund.

The Committee continued this discussion. Comm. Koenig said this is a difficult issue for her since this is her first year on the Board of Commissioners.

MOVED BY COMM. SCHAFFER, TO APPROVE 77% FROM JJM AND 23% FROM THE GENERAL FUND. MOTION DIED due to lack of support.

(original) MOTION CARRIED with Chairperson Bahar-Cook No.

Chairperson Bahar-Cook asked the Court Administrator to share our appreciation for reviewing placements to reduce the costs.

2. Circuit Court – Request for Reconsideration of Funding for Legal Services
(*Referred from the March 10, 2009 Board of Commissioners' Meeting.*)

Chairperson Bahar-Cook said this Committee accepts the Request for Reconsideration of Funding the Legal Services. The Ingham County Land Bank may provide funding to Legal Services.

COMM. SCHAFFER DISCLOSED THAT THE LANSING SCHOOL DISTRICT DIRECTOR IS HIS DIRECT BOSS.

Comm. Nolan asked Mr. Neilsen to provide the new Commissioners with information about the Juvenile Justice Millage funds process.

Chairperson Bahar-Cook stated this Committee will be at the District Court on April 23, 2009. Mr. Neilsen said the District Court is putting together an itinerary for the Commissioners.

Announcements: None
Public Comment: None

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Debra Neff

MEMORANDUM

April 9, 2009

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2009 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2009. The total increase to the General Fund is \$619,726.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2008. This year's General Fund reappropriations total \$619,726, and are primarily related to capital projects. Some of the larger projects carried over from the 2008 Budget include \$97,109 to renovate Health Department space at the Human Services Building, \$86,431 for tuckpointing at the Hilliard Building, and \$200,000 for the Health Department's electronic medical records system. All of the remaining funds for the Parks trail projects (totaling over \$2.5 million) are also carried over, as well as several capital projects within the Potter Park/Zoo millage fund.

Due to current economic conditions, the revenue projection for the Hotel/Motel fund is decreased from \$2 million to \$1.9 million. Agencies receiving funds from this revenue (Convention and Visitors Bureau, Fair, Arts Council) receive a portion of actual funds collected, so this change in projection will not have a direct effect on their operations.

Also included is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$421,354. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$583,495.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE
2009 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2009 Budget on October 28, 2008 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>2009 BUDGET 4/01/09</u> | <u>PROPOSED CHANGES</u> | <u>PROPOSED BUDGET</u> |
|-------------|--------------------------|--------------------------------|-----------------------------|----------------------------|
| 101 | General Fund | \$80,649,082 | \$619,726 | \$81,268,808 |
| 208 | Parks | 2,136,111 | 20,000 | 2,156,111 |
| 230 | Hotel/Motel | 2,085,000 | (100,000) | 1,985,000 |
| 245 | Public Improvements | 1,558,337 | 917,355 | 2,475,692 |
| 258 | Potter Park/Zoo | 3,809,033 | 504,561 | 4,313,594 |
| 264 | Juvenile Justice Millage | 7,528,485 | 19,686 | 7,548,171 |
| 450 | Parks Capital | 149,000 | 2,655,678 | 2,804,678 |
| 664 | Mach. & Equip. Revolving | 629,852 | 535,815 | 1,165,667 |

GENERAL FUND REVENUES

| | 2009 Budget – 4/01/09 | Proposed <u>Changes</u> | 2009 Proposed <u>Budget</u> |
|-------------------------------------|--------------------------|----------------------------|--------------------------------|
| Tax Revenues | | | |
| County Property Tax | 47,947,802 | | 47,947,802 |
| Property Tax Adjustments | (100,000) | | (100,000) |
| Delinquent Real Property Tax | 50,000 | | 50,000 |
| Unpaid Personal Property Tax | 25,000 | | 25,000 |
| Industrial Facility Tax | 475,000 | | 475,000 |
| Trailer Fee Tax | 15,000 | | 15,000 |
| Intergovernmental Transfers | | | |
| Transfer from Rev. Sh. Res. Fund | 5,927,744 | | 5,927,744 |
| Convention/Tourism Tax - Liquor | 1,699,280 | | 1,699,280 |
| Health and Safety Fund | 89,564 | | 89,564 |
| Use of Fund Balance | 843,600 | 619,726 | 1,463,326 |
| Department Generated Revenue | | | |
| Animal Control | 659,542 | | 659,542 |
| Circuit Court - Family Division | 802,721 | | 802,721 |
| Circuit Court - Friend of the Court | 519,362 | | 519,362 |
| Circuit Crt - General Trial | 2,264,627 | | 2,264,627 |
| Cooperative Extension | 60,400 | | 60,400 |
| County Clerk | 590,800 | | 590,800 |
| District Court | 2,500,000 | | 2,500,000 |
| Drain Commissioner/Drain Tax | 160,000 | | 160,000 |
| Economic Development | 64,942 | | 64,942 |
| Elections | 36,650 | | 36,650 |
| Emergency Operations | 47,221 | | 47,221 |
| Equalization /Tax Mapping | 30,800 | | 30,800 |

| | | | |
|------------------------------------|-------------------|----------------|-------------------|
| Facilities | 149,369 | | 149,369 |
| Human Resources | 34,073 | | 34,073 |
| Probate Court | 302,178 | | 302,178 |
| Prosecuting Attorney | 721,639 | | 721,639 |
| Register of Deeds | 1,618,557 | | 1,618,557 |
| Remonumentation Grant | 93,903 | | 93,903 |
| Sheriff | 5,592,882 | | 5,592,882 |
| Treasurer | 7,008,109 | | 7,008,109 |
| Tri-County Regional Planning | 61,740 | | 61,740 |
| Veteran Affairs | 356,577 | | 356,577 |
| Total General Fund Revenues | 80,649,082 | 619,726 | 81,268,808 |

GENERAL FUND EXPENDITURES

| | 2009 Budget - 4/01/09 | Proposed <u>Changes</u> | 2009 Proposed <u>Budget</u> |
|-------------------------------------|--------------------------|----------------------------|--------------------------------|
| Board of Commissioners | 575,262 | | 575,262 |
| Circuit Court - General Trial | 7,745,875 | | 7,745,875 |
| District Court | 2,424,121 | | 2,424,121 |
| Circuit Court - Friend of the Court | 1,357,167 | | 1,357,167 |
| Jury Board | 1,757 | | 1,757 |
| Probate Court | 1,473,557 | | 1,473,557 |
| Circuit Court - Family Division | 6,491,004 | | 6,491,004 |
| Jury Selection | 66,914 | | 66,914 |
| Elections | 268,108 | | 268,108 |
| Financial Services | 707,402 | 1,141 | 708,543 |
| County Attorney | 418,856 | | 418,856 |
| County Clerk | 772,524 | | 772,524 |
| Controller | 867,526 | | 867,526 |
| Equalization/Tax Services | 690,735 | | 690,735 |

| | | | |
|------------------------------|------------|-------|------------|
| Human Resources | 605,432 | 5,000 | 610,432 |
| Prosecuting Attorney | 6,237,072 | | 6,237,072 |
| Purchasing | 262,640 | | 262,640 |
| Facilities | 1,872,437 | | 1,872,437 |
| Register of Deeds | 664,948 | | 664,948 |
| Remonumentation Grant | 93,903 | | 93,903 |
| Treasurer | 704,587 | | 704,587 |
| Drain Commissioner | 936,692 | | 936,692 |
| Economic Development | 152,879 | | 152,879 |
| Community Agencies | 202,265 | | 202,265 |
| Equal Opportunity Committee | 500 | | 500 |
| Women's Commission | 500 | | 500 |
| Environmental Affairs Comm | 0 | 108 | 108 |
| AC Shelter Advisory Board | 0 | 500 | 500 |
| FOC Advisory Committee | 0 | 3,642 | 3,642 |
| Historical Commission | 500 | | 500 |
| Tri-County Regional Planning | 102,900 | | 102,900 |
| Jail Maintenance | 320,228 | | 320,228 |
| Sheriff | 19,438,516 | | 19,438,516 |
| Community Corrections | 134,481 | | 134,481 |
| Animal Control | 1,442,509 | | 1,442,509 |
| Emergency Operations | 174,550 | | 174,550 |
| Board of Public Works | 440 | | 440 |
| Drain Tax at Large | 325,000 | | 325,000 |
| Health Department | 12,116,171 | | 12,116,171 |
| Medical Examiner | 402,928 | | 402,928 |
| Substance Abuse | 853,875 | | 853,875 |
| Community Mental Health | 2,089,722 | | 2,089,722 |

| | | | |
|--|-------------------|----------------|-------------------|
| Department of Human Services | 1,523,488 | | 1,523,488 |
| Tri-County Aging | 80,237 | | 80,237 |
| Veterans Affairs | 450,936 | | 450,936 |
| Cooperative Extension | 758,916 | 10,756 | 769,672 |
| Parks and Recreation | 1,998,705 | | 1,998,705 |
| Contingency Reserves | 427,495 | (6,141) | 421,354 |
| 2-1-1 Project | 25,000 | | 25,000 |
| Capital Improvements | 2,387,822 | 604,720 | 2,992,542 |
| Total General Fund Expenditures | 80,649,082 | 619,726 | 81,268,808 |

General Fund Revenues

Use of Fund Balance Increase use of fund balance \$619,726 for reappropriated projects.

General Fund Expenditures

| | |
|----------------------------|---|
| Financial Services | Set up budget for county's contribution of \$1,141 to MERS for Capital Areal District Library (CADL) employees who were formerly employees of Ingham County. This contribution has been made in the past from the Employee Benefit fund balance. It is more appropriate to be expensed from the general fund. |
| Human Resources | Add \$5,000 to budget for pre-employment physicals. Physicals were formerly paid from the in-kind services agreement with Ingham Medical. |
| AC Advisory Committee | Reappropriate \$500 in unspent funds from 2008. |
| Environ. Affairs Committee | Reappropriate \$108 in unspent funds from 2008. |
| FOC Advisory Committee | Reappropriate \$3,642 in unspent funds from 2008. |
| Cooperative Extension | Reappropriate unspent funds from the Community Development activity to cover portion of VISTA coordinator's wages in 2009. Corporation for National and Community Service grant funds had to be spent down before 2/28/09, so general fund dollars went unspent (\$10,756). |

| | |
|----------------------|--|
| Contingency | Decrease contingency account \$1,141 for county's MERS contribution for CADL employees and \$5,000 for pre-employment physicals. |
| Capital Improvements | Transfer \$604,720 to public improvements fund for various reappropriated capital projects. |

Non-General Fund Adjustments

| | |
|-------------------------------|---|
| Parks (F208) | Reappropriate funds for Hawk Island reforestation project per 2008 capital budget. (\$20,000) |
| Hotel/Motel Fund (F230) | Decrease revenue and expense budgets based on latest projections (\$100,000). |
| Public Improvements (F245) | <p>Reappropriate funds for the following capital improvement projects: jail glass inventory (\$8,000), jail parking lot lights (\$3,610), and parking lot repair (\$52,319) per 2004 capital budget, painting stone at Mason Courthouse (\$81,377) per 2005 capital budget, parking lot repair (\$1,399), Animal Control floor tile (\$4,260), Mason Courthouse heating and cooling (\$42,796), District Court tuckpointing (\$15,646), Jail Dispatch air conditioning (\$7,707), District Court carpet (\$7,610), Jail floor replacement (\$4,401), Jail cooling tower valve (\$4,844), District Court restroom renovation (\$10,000), Youth Center chiller (\$33,600), Jail condenser replacement (\$4,646), Youth Center stainless steel counter (\$5,000), Jail door hinges and switches (\$4,754), and renovation of Health Department space at Human Services Building (\$97,109) per 2007 capital budget, Animal Control kennel replacements (\$18,000), Drain building repair (\$82,392), District Court rooftop units replacement (\$6,537), Hilliard Building tuckpointing (\$86,431), Youth Center chiller replacement (\$20,000), Jail chill water pump (\$21,835), Mason Courthouse tile flooring (\$40,000), Hilliard Building Chiller Renewal (\$40,000), Jail air conditioning replacement (\$15,000), Jail carpet/floor replacement (\$5,768), Jail kitchen glass replacement (\$4,657), Mason Courthouse retaining wall (\$40,000), Youth Center kitchen utility cabinet (\$3,457), Jail boiler repair (\$9,600), District Court building study (\$4,000), VMC/GPB security enhancement (\$47,500), Animal Control shelter security camera (\$2,600) and kennel sound suppression (\$3,100) per 2008 capital budget.</p> <p>Transfer excess funds from the Jail Fire Alarm project (\$38,700) to cover excess funds needed for the Chill Water Pump at the Jail (\$9,000) and emergency water tank repair at the Jail (\$29,700).</p> |

| | |
|------------------------------------|---|
| Potter Park/Zoo (F258) | Reappropriate funds for the following capital projects not completed in 2008: signage (\$5,000), parking ticketing system (\$5,000), building re-key (\$3,209), interactive exhibit (\$28,509), rhino exhibit (\$411,674), irrigation system – zoo (\$20,000), zoo cam for website (\$4,000), penguin pool (\$23,169), and ozone machine for otters (\$4,000). |
| Juvenile Justice Millage (F264) | Carry over remaining funds authorized for Risk Assessment Tool per Resolution 03-326. (\$19,686). |
| Parks Capital (F450) | Reappropriate funds for the following capital projects; Heart of Michigan Trail Lake Lansing South to Park Lake Road (\$829,075) per 2006 capital budget, Heart of Michigan Trail Park Lake to MSU (\$1,252,230), Boardwalk Fishing Dock (\$50,000), Hawk Island Tubing Hill (\$75,000), and Heart of Michigan Trail - Right of Way Acquisition (\$172,853) per 2007 capital budget, Heart of Michigan Trail Jolly Road to Hope Soccer Complex (\$250,000) and Land Acquisition Fund (\$26,520) per 2008 capital budget. |
| Mach./Equip. Revolving (F664) | Increase CIP upgrade funds to purchase: a computer for the new Veterans Benefits Counselor (\$886) and a replacement color laser printer for the Board of Commissioners Office (\$1,400). Reappropriate funds for the following projects: Clerk vital records software upgrade (\$8,400), office furniture (\$8,934), and large format printer (\$25,000) for the Drain Commissioner's Office, electronic medical records system (\$100,000) and e-health implementation (\$47,600) for Health Department, and courtroom technology upgrades (\$121,137) for Circuit Court approved in the 2007 capital budget, Courtroom technology upgrades (\$24,000) and Scanner project (\$45,473) for Circuit Court, video surveillance camera upgrades for the Youth Center (\$8,383), electronic medical records system for Health Department (\$100,000), District Court Video Arraignment project (\$28,777), and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget. Reduce CIP upgrade funds for scheduled replacement of computer in Economic Development (\$1,000). (Secretary/Economic Development position was eliminated in 2009 budget process.) |

MEMORANDUM

April 6, 2009

TO: Board of Commissioners

FROM: Matthew J. Myers, Ph.D., Controller/Administrator

RE: Priorities Guiding 2010 Activities and Budget

Attached for your consideration is a proposed resolution establishing areas of priority emphasis to guide the 2010 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority emphasis and departmental perspectives regarding areas of importance for 2010. Proposed changes from the attached 2009 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language.

The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2010, and will be used to guide the development of the Controller's Recommended Budget.

Thank you for your consideration of these priorities as we begin to develop the budget for what promises to be a challenging year. Please contact me if you have any questions.

MJM/jgc/lrs

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS
GUIDING ~~2009~~ 2010 ACTIVITIES AND BUDGET PROCESS**

RESOLUTION #08-116

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- *Providing suitable roads and drains
- *Supporting recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection and smart growth
- *Preventing and controlling disease
- *~~Assuring~~ **Promoting** accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *~~Enhancing~~ **Supporting** public safety
- *Assuring judicial processing
- *Providing appropriate sanctions for adult offenders
- *Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- * An educated and participating citizenry
- * An ongoing capacity for intergovernmental collaboration
- * A quality workforce
- * Cost-effective delivery of county services
- * Maximum use of technology; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in ~~2009-2010~~; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and

WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and

WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 budget; and

WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long term solution to balancing the Ingham County budget.

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the ~~2009~~ **2010** Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller’s Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for ~~2009~~ **2010**:

1. To the extent necessary and appropriate, **mandated** services currently provided by county government in support of all its long-term objectives should be continued in ~~2009–2010~~, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. **Any reduction or elimination of the county’s service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.**
2. Priority consideration should be given to maintaining current efforts with respect to all of the following long term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

~~Assuring~~ **Promoting** Accessible Health Care

Continue to maintain ~~and wherever possible expand~~ **and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009**, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our county senior citizen and disabled population, including through the Ingham County Medical Care Facility.

Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to

health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents. ~~no later than 2010.~~

Supporting Recreational Opportunities

Enhance Support recreational opportunities throughout Ingham County through ~~continual improvements to~~ **maintenance of** Ingham County parks by implementation of the County Parks Master Plan, ~~including connection of Ingham County Parks by a series of non-motorized pathways and~~ **with** an emphasis on leveraging funding from other sources, **should they become available.**

*Specific enhancement: ~~Include a financing plan which will enable the connection of the County's major county parks (Lake Lansing, Hawk Island, Hope Soccer, and Burchfield) by means of non-motorized pathways which promote~~ **Maintaining** environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.*

Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of **recommendations of** the Jail Overcrowding Subcommittee ~~recommendations, and~~ **Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders,** develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.

*Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the **Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based contractual treatment and service programs to be used in lieu of or in reduction of jail time.***

Providing Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and juvenile millage funds to ~~expand~~ **maintain** the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

*Specific enhancement: Use Juvenile Justice Millage funds to ~~implement~~ **continue implementation of** the action plan created in the Chinn Study, including specifically: the operation of ~~a continuum of care facility~~ **Ingham Academy that will have with** a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.*

Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the county's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. **Develop and implement green building strategies for existing and new County facilities.**

*Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Agricultural Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri-County Growth Study. **Promote green design standards, such as those of the US Green Building Council (or "such as LEED standards"), to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.***

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for ~~2009~~ **2010**.

BE IT FURTHER RESOLVED, that the Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that

all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to ~~explore alternatives~~ **implement an alternative plan to replace these services.**

BE IT FURTHER RESOLVED, that the County will **continue to** work in cooperation with the cities of Lansing and East Lansing to implement the action plan developed by Plante & Moran to achieve the goal of a consolidated 911 dispatch center.

BE IT FURTHER RESOLVED, that efforts to expand the governance and funding structure of the Capital Region Airport Authority shall continue, **with strong leadership from the Lansing Economic Area Partnership (LEAP) to achieve meaningful progress by December 2009.**

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts of the neighborhood network centers.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing the provision of employee health care benefits ~~with Michigan State University and/or neighboring counties.~~

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue, including ongoing efforts to upgrade the county's computer and telephone systems **within reasonable efforts and budget constraints.**

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator will **continue to** score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee.

FINANCE: Yeas: Hertel, Weatherwax-Grant, Schor

Nays: Grebner, Dougan

Absent: Celentino

Approved 4/23/08

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS
GUIDING 2010 ACTIVITIES AND BUDGET PROCESS**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- *Providing suitable roads and drains
- *Supporting recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection and smart growth
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Supporting public safety
- *Assuring judicial processing
- *Providing appropriate sanctions for adult offenders
- *Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- * An educated and participating citizenry
- * An ongoing capacity for intergovernmental collaboration
- * A quality workforce
- * Cost-effective delivery of county services
- * Maximum use of technology; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2010; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and

WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and

WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 Budget; and

WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long-term solution to balancing the Ingham County Budget.

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the 2010 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2010:

1. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2010, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. Any reduction or elimination of the County's service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.
2. Priority consideration should be given to maintaining current efforts with respect to all of the following long-term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

Promoting Accessible Health Care

Continue to maintain and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our County's senior citizens and disabled population, including through the Ingham County Medical Care Facility.

Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.

Supporting Recreational Opportunities

Support recreational opportunities throughout Ingham County through maintenance of Ingham County Parks by implementation of the County Parks Master Plan, with an emphasis on leveraging funding from other sources, should they become available.

Specific enhancement: Maintaining environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.

Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of recommendations of the Jail Overcrowding Subcommittee and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders, develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.

Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based contractual treatment and service programs to be used in lieu of or in reduction of jail time.

Providing Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and Juvenile Justice Millage funds to maintain the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including

specifically: the operation of Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.

Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.

Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Agricultural Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri-County Growth Study. Promote green design standards, such as those of the U.S. Green Building Council (or "such as LEED standards"), to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2010.

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