

CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON  
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
VICTOR CELENTINO, CHAIR  
PENELOPE TSERNOGLOU  
DIANNE HOLMAN  
REBECCA BAHAR-COOK  
KARA HOPE  
BRYAN CRENSHAW  
RANDY SCHAFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, DECEMBER 5, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN DATE**

### Agenda

Call to Order

Approval of the [November 13, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court - Overview of Court of Claims Transition – Shauna Dunnings, Circuit Court Administrator, Local Impacts (*No Materials*)
2. Circuit Court/CCAB - Resolution to Authorize Renewing the Contract with Alcohol Drug Administrative Monitoring, Inc. ([A.D.A.M.](#)) for Drug Testing and Breathalyzer Services
3. Controller/Administrator's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget
  - b. Update on the Ingham County 9-1-1 Center (*No Materials*)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

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

LAW & COURTS COMMITTEE  
November 13, 2013  
Draft – Minutes

Members Present: Victor Celentino, Penelope Tsernoglou, Dianne Holman, Rebecca Bahar-Cook and Kara Hope

Members Absent: Bryan Crenshaw and Randy Schafer

Others Present: Chief Judge Lawless, Shauna Dunnings, John Neilsen, Rhonda Swayze, Maureen Winslow, Sara Deprez and Lance Langdon.

The meeting was called to order by Chairperson Celentino at 6:05 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October 10, 2013 Law & Courts Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE TO APPROVE THE OCTOBER 10, 2013 LAW & COURTS COMMITTEE MINTUES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

Additions to the Agenda

Chairperson Celentino moved agenda item 2d to be handled after agenda item 1.

Limited Public Comment

None.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. HOPE TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

2. Circuit Court
  - b. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2013
  - c. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2014
3. Circuit Court/Friend of the Court – Resolution to Authorize Entering into a Contract with Graphic Sciences and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files
4. Circuit Court/Family Division

- b. Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham Crossroads Program
  - c. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home
5. Controller's Office
- a. Resolution Approving Various Contracts for the 2014 Budget Year

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. HOPE TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

1. Law & Courts Committee – Interviews for Animal Control Shelter Advisory Committee

The committee interviewed Teresa Lippert for the Animal Control Shelter Advisory Committee. There are three vacancies.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOLMAN, TO APPOINT TERESA LIPPERT TO THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE.

Discussion

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

2. Circuit Court
- d. Overview of Court and Claims Legislation – Shauna Dunnings Circuit Court Administrator, Local Impacts

Chief Judge Lawless and Shauna Dunnings were present to discuss the most current overview of the Court of Claims Legislation process.

Shauna Dunnings stated that it has been a smooth transition in light of this legislation.

Chief Judge Lawless stated that she has decided to take the higher ground during the transition.

Commissioner Bahar-Cook commended them for taking the high ground during the transition.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO HAVE THE INGHAM COUNTY CONTROLLER'S OFFICE COMPOSE A RESOLUTION

THAT WILL AUTHORIZE THE COUNTY TO ENTER AN AGREEMENT WITH THE COURT OF APPEALS FOR TRANSITION COSTS. THE RESOLUTION IS TO BE PRESENTED FOR APPROVAL TO THE FINANCE COMMITTEE AND TO THE INGHAM COUNTY BOARD OF COMMISSIONERS AS A WHOLE AT THEIR NEXT MEETINGS.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

2. Circuit Court

- a. Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court for Concurrent Jurisdiction Plan

MOVED BY COMM. HOPE, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION TO ACKNOWLEDGE REVIEW OF THE FINANCIAL IMPLICATIONS AND APPROVE IMPLEMENTATION OF THE PROPOSED PLAN OF CONCURRENT JURISDICTION FOR THE 30<sup>TH</sup> CIRCUIT COURT, INGHAM COUNTY PROBATE COURT, 54A DISTRICT COURT, 54B DISTRICT COURT AND 55<sup>TH</sup> DISTRICT COURT FOR CONCURRENT JURISDICTION PLAN.

Discussion

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

4. Circuit Court/Family Division

- a. Quarterly Report

Maureen Winslow, Deputy Court Administrator, presented a Quarterly Report to the committee. She reported that she recently purchased ten bullet proof vests for bailiffs due to the recent increase in gun-related crimes.

Commissioner Bahar-Cook requested that the Board of Commissioners are to be notified when the Ingham County Family Center goes into lockdown.

5. Controller's Office

- b. Update on 9-1-1

Lance Langdon, Ingham County 911 Director, presented an update for the 911 Dispatch Center. He reported that the team recently won an award for excellence for the consolidation. He also reported that there are still three openings at the dispatch center, but there are over 80 people scheduled to test for the positions.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:03 p.m.

Respectfully submitted,

Jennifer Shuster

**DECEMBER 5, 2013 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolutions/actions:**

1. *Circuit Court - Overview of Court of Claims Transition – Shauna Dunnings, Circuit Court Administrator, Local Impacts (No Materials)*
2. *Circuit Court/CCAB - Resolution to Authorize Renewing the Contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for Drug Testing and Breathalyzer Services*

This resolution authorizes the renewal of a contract for drug and breathalyzer testing services with Alcohol Administrative Monitoring, Inc. (ADAM) for the period of January 1, 2014 through December 31, 2014. The renewal contract continues to ensure that testing, collection and chain of custody protocol required by Ingham County are followed for all Circuit Court referrals. The Scope of Services remains the same.

ADAM will collect payment directly from Client Pay designated referrals pursuant to the Client Fee Schedule (Attachment B). ADAM will be paid for Court Pay designated clients by the County through the Circuit Court budget pursuant to the Court Fee Schedule (Attachment C).

The resolution authorizes annual automatic renewals through December 31, 2016. (See attached memo and Scope of Services for details).

3. *Controller/Administrator's Office*
  - a. *Resolution Authorizing Adjustments to the 2013 Ingham County Budget*

This resolution authorizes the County Controller, as part of the annual year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2013 Budget. The General Fund budget will be adjusted to the amount of \$75,937,531 for the fourth quarter of 2013. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$208,428. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259. (See memo and attachments for details).

- b. *Update on the Ingham County 9-1-1 Center (No Materials)*

**Agenda Item 2**

TO: Law & Courts and Finance Committee  
FROM: Mary Sabaj  
Community Corrections Manager  
DATE: November 19, 2013  
RE:

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This Resolution authorizes entering into a renewal contract for drug and breathalyzer testing services with Alcohol Administrative Monitoring, Inc. (ADAM) for the period of January 1, 2014 through December 31, 2014 with annual automatic renewal thereafter through December 31, 2016. The renewal contract will not extend beyond December 31, 2016.

The current contract with ADAM expires December 31, 2013. The renewal contract continues to ensure that testing, collection and chain of custody protocol required by Ingham County are followed for all Circuit Court referrals. The Scope of Services for the contract renewal will remain the same.

ADAM will collect payment directly from Client Pay designated referrals pursuant to the Client Fee Schedule (Attachment B.) ADAM will be paid for Court Pay designated clients by the County through the Circuit Court budget pursuant to the Court Fee Schedule (Attachment C.)

**A.D.A.M., Inc.  
SCOPE OF SERVICES**

Services provided for all clients referred from the 30<sup>th</sup> Judicial Circuit Court through Pretrial Services, Ingham County Adult Probation, Swift and Sure Sanctions Probation Program and the Family Division including Friend of the Court and the Juvenile Division must comply with the following requirements with the exception of random laboratory testing unless ordered by the Juvenile Division for a specific client.

**DRUG TESTING**

All urine drops must be directly observed by a trained A.D.A.M., Inc. employee. Monitoring by electronic devices will not be acceptable under any circumstances.

Urine drops must be processed using procedures that maintain the chain of evidence. (Chain of Evidence requirements – **Attachment A**)

Documentation must withstand court scrutiny and sworn court testimony regarding collection and testing procedures, the selection of the laboratory, the laboratory's screening and confirmation operations and associated chemical testing.

The laboratory used for testing must be National Institute of Drug Abuse (N.I.D.A.) certified.

With the exception that all collections must be directly observed, all other collection and laboratory procedures must meet the Federal Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMSHA), Federal Workplace Drug Testing (69FR 19673, 49 CFR, part 40) school and job site testing requirements and drug-free workplace.

Gas Chromatograph/Mass Spectrometry (G.C.M.S.) confirmation tests are required.

Testing hours must accommodate a variety of client work and school schedules and include early morning and early evening hours.

A variety of random and fixed testing frequency schedules, as well as a client notification system must be available.

Probation agents or agencies requesting a test must be notified the day following a client's failure to show for testing.

Probation agents or agencies requesting a test must be notified of test results within 48 hours.

For each client referred, in conjunction with instant tests, laboratory testing must be provided on the following schedule:

Random 1 time per week – 1 of every 3 tests is to be a laboratory test

Random 1 time per month – 1 of 3 tests is to be a laboratory test

Random 2 times per month – 1 of every 3 tests is to be a laboratory test

2 times weekly – 1 of every 4 tests is to be a laboratory test

3 times weekly – 1 of every 4 tests is to be a laboratory test

One time only – lab or instant test to be determined at the referral source's discretion



## **BREATHALYZER TESTING**

The equipment used for breathalyzer testing must be evidential breath measurement device(s) on the conforming products list published by the National Highway Traffic Safety Administration (N.H.T.S.A.)

A regular program must be followed to ensure that accurate operating condition and calibration standards are maintained.

All tests must be administered by A.D.A.M., Inc. employees who are trained in the use of the testing equipment being utilized.

In all cases where an initial test is positive, a second test will be taken after 15 minutes. The operator must monitor the client being tested and maintain constant contact with the client until the second test has been administered. The client being tested may not ingest any substance prior to the administration of the second test.

Testing hours must accommodate a variety of client work and school schedules and include early morning and early evening hours.

A variety of random and fixed testing frequency schedules must be available.

Probation agents or agencies requesting a test must be notified the day following a client's failure to show for testing.

Probation agents or agencies requesting a test must be notified of test results the same day or on the Monday following a weekend test.

## **COURT TESTIMONY SERVICES**

Upon request or subpoena, provide sworn witness testimony to the bench regarding laboratory selection, all clinical operations, clerical and chain of evidence records, laboratory documentation, and specimen collection procedures. Testimony regarding laboratory testing processes and procedures will be facilitated through the testing laboratory.

## **Attachment A**

### **Procedures for Collecting and Processing Urinalysis Specimens**

Procedures will be followed for all laboratory tests. The following procedures will also be followed for onsite instant testing with the exception of COC form requirements. In the event that a confirmation of an instant test is required, the following procedures will be followed.

1. Drug Monitoring Technician (DMT) verifies identification of client using picture ID.
2. DMT initials the sign in sheet showing that client has reported for the drop.
3. Client's signature is obtained on client agreement and release of information form. Record attendance sheet and other information including prescriptions, test results and client initial acknowledging results, dates of service are placed in the client's file.
4. The DMT then writes the client's name, the panel code, date and the name of the DMT who will be monitoring the drop on a client Chain of Custody (COC) Barcode Sheet.
5. The COC Barcode Sheet is then given to the client to sign. The client also initials and dates the corresponding label which will be used as a seal on the urinalysis transport bottle. Client is allowed to check the matching specimen ID number on the label and on the COC Barcode Sheet.
6. DMT takes a single specimen collection kit, the COC Barcode Sheet and the client's file into the collection room with the client.
7. Once in the collection room, client removes any clothing obstructing the monitoring process as directed by the DMT. DMT puts on gloves.
8. The DMT gives the client the collection cup (equipped with a temperature strip) to void into.
9. The client provides at least 15mls. of urine under the direct supervision of the DMT. The DMT then breaks the seal off the small transport bottle and gives it to the client. The client then transfers the urine from the collection cup into the transport bottle under the supervision of the DMT.
10. The DMT snaps the transport bottle tight, and then affixes the long white label (located on the corresponding COC Barcode Sheet) with the client's and the DMT's initials onto the transport bottle in the presence of the client. DMT then removes the specimen ID number label and places it on the client's COC Barcode Sheet.

11. While still in the presence of the client, the DMT places the sealed transport bottle in the small transport bag, along with the corresponding original copy of the COC Barcode Sheet, and seals the specimen and the COC Barcode Sheet in the small transport bag. Both the client and the DMT then leave the collection room.
12. DMT places the sealed small transport bag into the larger transport bag which is placed in a secured area, not accessible to the clients. DMT then takes the second copy of the COC Barcode Sheet, and files it in the alphabetical file, along with the rest of the COC Barcode Sheets collected for the day.
13. When the large transport bag is filled, it is sealed and placed in a secured area that is not accessible to clients.

**Attachment B**

**ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC,**

**A.D.A.M.**

**CLIENT PAY FEE SCHEDULE**

<b>Client Intake Fee</b>	<b>\$30.00</b>
<b>5 Panel Instant Test (PBT Included)</b>	<b>\$10.00</b>

**All other client pay testing services shall be charged in accordance with the Court Fee Schedule (Attachment C)**

**Attachment C**

**Alcohol Drug Administrative Monitoring, Inc.  
A.D.A.M.**

**COURT FEE SCHEDULE**

<b>TESTING</b>	<b>CLIENT FEE</b>	<b>NON- CLIENT FEE</b>
<b>PBT</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>5 PANEL ONSITE</b>	<b>\$12.00</b>	
<b>5 PANEL / PBT</b>	<b>\$12.00</b>	
<b>10 PANEL ONSITE</b>	<b>\$22.00</b>	
<b>10 PANEL / PBT</b>	<b>\$22.00</b>	
<b>1 X ONLY 5 PANEL ONSITE</b>	<b>\$20.00</b>	<b>\$20.00</b>
<b>1 X ONLY 10 PANEL ONSITE</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>LAB CONFIRMATION</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>DXM</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>ETG</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>8 PANEL LAB</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>10 PANEL LAB</b>	<b>\$35.00</b>	<b>\$45.00</b>
<b>ANABOLIC STEROIDS</b>	<b>\$75.00</b>	<b>\$85.00</b>
<b>SYNTHETIC CANNABINOID (K2,SPICE)</b>	<b>\$35.00</b>	<b>\$45.00</b>
<b>SYNTHETIC STIMULANT (BATH SALT)</b>	<b>\$40.00</b>	<b>\$50.00</b>
<b>ORAL LAB</b>	<b>\$37.00</b>	<b>\$47.00</b>
<b>HAIR FOLLICLE</b>	<b>\$125.00</b>	<b>\$125.00</b>
<b>NICOTINE</b>	<b>\$25.00</b>	<b>\$35.00</b>

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RENEWING THE CONTRACT WITH  
ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC. (A.D.A.M.)  
FOR DRUG TESTING AND BREATHALYZER SERVICES**

WHEREAS, a contract was entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. (ADAM) on January 1, 2008 to provide drug and breathalyzer testing services to ensure that County testing and collection requirements are complied with; and

WHEREAS, the current contract with ADAM will expire December 31, 2013; and

WHEREAS, 30<sup>th</sup> Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, A.D.A.M., Inc. maintains two Ingham County testing locations in the City of Lansing and East Lansing and is willing to provide these testing services and to comply with testing protocols as defined by Ingham County for all clients referred by the above referral sources; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client pay testing services be available at a level that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, A.D.A.M., Inc. is willing to provide client pay services at no cost to Ingham County without a minimum guaranteed number of referrals pursuant to the attached fee schedule that is agreeable to the above referral sources; and

WHEREAS, testing services to be billed directly to the Circuit Court will be billed pursuant to the attached fee schedule that is agreeable to the Circuit Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M., Inc.) for drug and breathalyzer testing services as set forth in the attached Scope of Services for the period of January 1, 2014 through December 31, 2014 with automatic renewal each year thereafter up to but not to extend beyond the 31<sup>st</sup> day of December, 2016.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

MEMORANDUM

Agenda Item 3a

November 19, 2013

TO: Liaison and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2013 Budget. The General Fund budget will be adjusted to the amount of \$75,937,531 for the fourth quarter of 2013.

The largest adjustment this quarter is the merger of the Minimum Security Facility Fund (F103) into the general fund. Since the facility became operational, the County has been accounting for it separately to insure that the costs of the additional staff and debt service were being recouped through jail bed rental. Certain categories of bed rentals are recorded in Fund 103, while others are recorded in the Sheriff's general fund budget. Over the years, the categories of bed rentals has shifted, and in some years Fund 103 accrues a large fund balance, and in other years fund balance is drawn down. This has also caused fluctuations in the Sheriff's general fund budget, which can make comparing budgets and actual revenue collection difficult. Tracking the Minimum Security Facility fund separately no longer appears to be necessary, and, for financial reporting purposes, it is already recorded as part of the general fund. This adjustment will also make it easier for the Sheriff's Office to track their overall corrections budget.

Another sizable adjustment is an additional general fund appropriation to the Department of Human Services Child Care fund of \$130,000. This is necessary due to previous years' billing adjustments related to funding source changes going back multiple years. A general fund appropriation of around \$61,000 is also needed for the Tri-County Metro Narcotics Squad. The 2012/2013 forfeiture revenues from the Metro Squad were not sufficient to reimburse the total Ingham County contribution of \$257,083.

Based on current projections, revenues in the Register of Deeds Office can be increased by around \$150,000. Between this revenue increase and the decrease in the Cooperative Extension payment to Michigan State University of \$41,533 for the Annual Work Plan, no contingency funds are needed to cover the cost increases detailed above.

This resolution will also recognize an appropriation of around \$37,000 from the Tri-County Metro Squad's reserve account to cover the 2013 shortfall in the Anti-Drug grant, which funds an assistant prosecuting attorney and a sheriff's deputy.

Other adjustments include recognizing insurance proceeds revenue to purchase replacement vehicles, adding a budget for additional audit expenses, and replacement computer equipment funded from the equipment revolving fund.

Finally, this resolution will formally eliminate a vacant assistant prosecuting attorney position that had been assigned to the Domestic Assault Task Force (DART) grant, which was not renewed for 2013.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$208,428. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

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

## 2013 CONTINGENCY

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
R13-186: 1 <sup>st</sup> Quarter Adjustment	(13,972)
R13-199: County Clerk Imaging	(18,800)
R13-218: Day Reporting Program Transitional Funding	(20,000)
R13-237: 1/3 Funding for Animal Control Volunteer Assistant	(17,298)
R13-403: Annex Building Assessment for Animal Control	(42,243)
R13-412: USGS Enhanced Flood Warning System	(10,000)
<b>Proposed Contingency Amount</b>	<b>\$208,428</b>



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, the Prosecutor’s Domestic Assault Task Force (DART) grant was discontinued in 2013; and

WHEREAS, the DART grant provided funding for an Assistant Prosecuting Attorney position.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET</u> <u>11/15/13</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$74,720,280	\$1,217,251	\$75,937,531
103	Minimum Security Facility	1,020,023	(1,020,023)	0
258	Potter Park/Zoo	3,614,723	5,733	3,620,456
266	Anti-Drug Grant	460,329	0	460,329
288	DHS – Child Care	3,619,322	130,000	3,749,322
664	Mach. & Equip. Revolving	1,085,855	32,070	1,117,925

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2013 Ingham County General Fund budget at \$75,937,531.

BE IT FURTHER RESOLVED, that an Assistant Prosecuting Attorney position (#229015) is eliminated from 2013 Approved Position List and Position Allocation List.

## GENERAL FUND REVENUES

	2013 Budget – 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	4,192,469		4,192,469
<b>Department Generated Revenue</b>			
Animal Control	713,706		713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,466,331		2,466,331
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Homeland Sec./Emergency Ops	201,813		201,813

Equalization /Tax Mapping	10,100		10,100
Facilities	170,805		170,805
Financial Services	54,742		54,742
Health Department	340,327		340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	583,371		583,371
Register of Deeds	1,646,325	150,383	1,796,708
Remonumentation Grant	80,444		80,444
Sheriff	5,191,243	1,066,868	6,258,111
Treasurer	4,445,576		4,445,576
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,881		378,881
<b>Total General Fund Revenues</b>	<b>74,720,280</b>	<b>1,217,251</b>	<b>75,937,531</b>

#### **GENERAL FUND EXPENDITURES**

	2013 Budget - 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,429,915		2,429,915
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,501,513		4,501,513
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334

County Clerk	572,533		572,533
Controller	813,437		813,437
Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430	6,875	893,305
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	18,152,138	1,061,135	19,219,273
Community Corrections	141,529		141,529
Animal Control	1,439,834		1,439,834
Metro Squad	0	60,774	60,774
Homeland Sec/Emergency Ops	326,269		326,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035

Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665	130,000	1,908,665
Tri-County Aging	76,225		76,225
Veterans Affairs	490,786		490,786
Cooperative Extension	503,804	(41,533)	462,271
Parks and Recreation	1,373,962		1,373,962
Contingency Reserves	208,428		208,428
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	3,148,252		3,148,252
<b>Total General Fund Expenditures</b>	<b>74,720,280</b>	<b>1,217,251</b>	<b>75,937,531</b>

### General Fund Revenues

Register of Deeds	Increase revenue \$150,383 to reflect current projections.
Sheriff	Increase insurance proceeds \$41,112 for replacement of two patrol vehicles. Increase sale of fixed assets revenue \$5,733 to reflect transfer of a Sheriff vehicle to the Potter Park Zoo. Increase jail bed rental \$1,020,023 due to merger of Minimum Security Facility Fund into Sheriff General Fund budget.

### General Fund Expenditures

Drain Office	Increase contractual services account \$6,875 for audit expenses.
Sheriff	Increase vehicle budget \$41,112 for two replacement vehicles for Delhi division. Replacement cost is covered by insurance proceeds. Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in expenses, including six corrections officers, will be transferred to the General Fund.

Metro Squad	Transfer \$60,774 to the Metro Squad budget. 2012/2013 forfeiture revenues were insufficient to fully reimburse of the Ingham County contribution of \$257,083.
Dept of Human Services	Increase appropriation \$130,000 due to a one-time adjustment for prior year billing adjustments.
Cooperative Extension	Decrease contractual services budget \$41,533 per amended Annual Work Plan with MSU Extension approved by Resolution 13-398.

**Non-General Fund Adjustments**

Minimum Security Fac. (F103)	Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in revenues and expenses, including six corrections officers, will be transferred to the General Fund.
Potter Park/Zoo (F258)	Increase budget to reflect transfer of a Sheriff vehicle to the Zoo. (\$5,733)
Anti-Drug Grant (F266)	Decrease grant revenue based on final grant approval. (\$36,777) Increase revenue from Tri-County Metro Narcotics Squad by like amount. The Metro Squad agreed to cover the grant shortfall for the 2012-2013 grant year from its reserve account. Transfer \$60,774 from the general fund to the Metro Squad budget. 2012/2013 Metro Squad forfeiture revenues were insufficient to fully reimburse the Ingham County contribution of \$257,083.
Dept of Human Services (F288)	Increase general fund appropriation and expenses due to one-time adjustment for prior year billing adjustments. (\$130,000)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase 3 replacement laser printers for Probate Court (\$2,333) and five computers and monitors for the Department of Human Services (\$4,237). Increase vehicle budget for Facilities for replacement vehicle (\$25,500). Cost will be covered by insurance proceeds.