

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

LAW & COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
KARA HOPE
VICTOR CELENTINO
TERI BANAS
SARAH ANTHONY
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 27, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 13, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local [JAG Grant](#)
2. Sheriff's Office/Health Department – Jail Medical (*Discussion*)
3. Animal Control – Resolution to Change the [Hours of Operation](#) of the Ingham County Animal Control and Shelter
4. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2018 Ingham County Budget
 - b. Update on Transition to Public Defender's Office
5. Law & Courts Committee – Resolution Authorizing 2019 Agreements for [Juvenile Justice Community Agencies](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE
September 13, 2018
Draft Minutes

Members Present: Hope, Banas, Celentino, Crenshaw, Maiville, and Schafer

Members Absent: Anthony

Others Present: Lance Langdon, Andy Bouck, Teri Morton, Lindsey LaForte and others

The meeting was called to order by Chairperson Crenshaw at 6:00 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 29, 2018 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE AUGUST 29, 2018 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

Additions to the Agenda

5. 9-1-1 Dispatch Center

g. 9-1-1 Surcharge (*discussion*)

6. Animal Control

b. Resolution to Accept a Bissell Pet Foundation Empty the Shelter Free Adoption Grant

Chairperson Crenshaw stated that this would replace Agenda Item No. 6b, which had been removed.

8. Board of Commissioners

a. Resolution Honoring Lisa McCormick, Chief Assistant Prosecutor

Removed –

6. Animal Control

b. Resolution to Change the Hours of Operation of the Ingham County Animal Control and Shelter

Limited Public Comment

Scott LeRoy, Deputy Court Administrator, introduced the new Juvenile Division Chief Attorney Referee Rod Porter.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

1. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2019
2. Sheriff's Office
 - a. Resolution to Authorize Various Transfers within the Sheriff's Office Budget
 - b. Resolution to Authorize a Contract to Purchase and Train a New Corrections K-9 Dog
3. Circuit Court – General Trial Division
 - a. Resolution to Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position; Add a Full-Time ICEA Court Professional 5 Mental Health Court – Case Coordination Specialist, and Enter into Subcontracts for Fiscal Year 2018-2019
 - b. Resolution to Accept the FY 2019 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts
4. Circuit Court – Juvenile Division
 - a. Resolution to Amend Contract for Attorney Services for the Juvenile Division
 - b. Resolution to Amend Contract with Ingham Intermediate School District for Educational Instruction
 - c. Resolution to Continue the Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
5. 9-1-1 Dispatch Center
 - a. Resolution to Amend a Contract Renewal for Pre-Employment Testing
 - b. Resolution to Authorize Purchase of an ESRI ArcGIS Software License for the 9-1-1 Center
 - c. Resolution to Authorize a Contract with EG Workforce Solutions for Recruiting Services for Ingham County 9-1-1
 - d. Resolution to Authorize Software Purchase Agreement with TriTech for Inform CAD API to Enhance the 9-1-1 Center Computer Aided Dispatch (CAD) System
 - e. Resolution to Authorize Software Purchase Agreement with TriTech for Inform CAD/Mobile Test Systems to Enhance the 9-1-1 Center Computer Aided Dispatch (CAD) and Public Safety Mobile Systems
 - f. Resolution to Authorize a Contract for Software Support and Services for the NICE 9-1-1 Recorder System for the Ingham County 9-1-1 Center
6. Animal Control
 - a. Resolution to Increase Oversight of Spay/Neuter Vouchers Purchased
 - b. Resolution to Accept a Bissell Pet Foundation Empty the Shelter Free Adoption Grant

7. Controller's Office – Resolution to Proceed with Plan for Constructing, Equipping and Financing a New Combined Justice Complex Facility
8. Board of Commissioners
 - a. Resolution Honoring Lisa McCormick, Chief Assistant Prosecutor

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

5. 9-1-1 Dispatch Center
 - g. 9-1-1 Surcharge (*discussion*)

Teri Morton, Deputy Controller, stated that the Committee members had received a draft of information about 9-1-1 surcharge which may be used for voter education. She further stated that this would be given to the County Attorney for approval and hopefully be ready to be passed out at the next Board of Commissioners meeting.

Lance Langdon, 9-1-1 Center Director, stated that this was a rough draft that he had worked up. He further stated that Michigan State University (MSU) offered to help with this marketing.

Mr. Langdon stated that it would be helpful to have information to educate voters.

Commissioner Celentino stated that he liked the pamphlet cover and how it was designed. He further stated that he appreciated that it included all the public safety and law enforcement agencies in the County.

Commissioner Banas stated that the pamphlet was attractive and nice and easy to read. She further stated that she would like to ask MSU for graphics to go along with this.

Commissioner Banas stated that people did not like to read as much as they liked visual infographics to get information.

Mr. Langdon stated that he hoped that MSU would help with the design and narrowing down the information to a simple, understandable document.

Commissioner Banas stated that the part about “What’s the Plan” might be moved to the middle of the pamphlet since that was where your eyes fell first. She further stated that the part about the surcharge change should stand out the most.

Mr. Langdon stated that this was why he was looking for feedback.

Commissioner Banas stated that some graphics that spell out what the surcharge would change might be helpful. She further stated that visuals would help.

Chairperson Crenshaw stated that Mr. Langdon had done a good job and he appreciated it coming out early. He further stated that he looked forward to seeing what MSU came up with.

Discussion.

Announcements

Chairperson Crenshaw stated that next Wednesday afternoon, there would be interviews for the Ingham County Animal Control Director.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:09 p.m.

SEPTEMBER 27, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local JAG Grant*

This resolution would authorize the Ingham County Sheriff's Office to enter into an Interlocal Agreement with the City of Lansing for the 2018 Local JAG Grant. The Sheriff's Office will receive a grant of \$11,018 to be used for the replacement of duty weapon retention belts. This is part of a larger grant totaling \$117,648.

3. *Animal Control – Resolution to Change the Hours of Operation of the Ingham County Animal Control Shelter*

This resolution would authorize the elimination of Sunday shelter hours and closing at 6:00 PM on Wednesdays. The shelter also proposes eliminating Sunday Animal Control Officer (ACO) patrol hours (added in June of 2017), but expanding ACO hours to later in the evening on Tuesdays. Although this is a decrease in the number of days the shelter will be open, it does provide six days a week that the shelter is open compared to five days per week prior to passage of the Animal Control millage. It is also an increase in the total number of open hours, from the current 38 hours per week to a proposed 40 hours per week. It is proposed that shelter and ACO hours change beginning October 7, 2018.

After passage of the Animal Control Millage, Ingham County Animal Control and Shelter (ICACS) expanded shelter hours from five days per week to seven days per week by adding Sunday and Monday hours. The shelter also expanded Wednesday hours by changing closing time from 6:00 PM to 7:00 PM. Analysis of shelter usage including numbers of visitors, adoptions, redemptions, etc. has indicated that Sunday activities at the shelter are below those of other days. Also, although the shelter experienced some traffic after 6:00 PM on Wednesdays during the summer, it has been very slow on Wednesday evenings in the fall and winter.

Other issues related to Sunday shelter hours include difficulty in finalizing adoptions, a negative effect on staff morale, and problems with covering additional open hours with existing Animal Control Officers and management staff.

Changing shelter hours was a discussion item at the June 14, 2018 Law and Courts Committee meeting, at which time the committee referred the issue to the Animal Control Advisory Committee. At its meeting on July 23, the Advisory Committee recommended that Sunday hours be eliminated, provided that the number of total open hours at the shelter not be reduced. The Advisory Committee is holding a special meeting on September 24 to discuss the specific recommendations presented in the attached resolution. These recommendations may be adjusted prior to the September 27 Law and Courts meeting based on discussion at the Advisory Committee meeting.

See memo for details.

4a. Controller's Office – Resolution Authorizing Adjustments to the 2018 Ingham County Budget

This resolution would authorize adjustments to the Ingham County budget for the third quarter of 2018. The total increase to the General Fund is \$212,720. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

See memo for details.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$58,471.

5. Law and Courts Committee – Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2019 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$125,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

For 2019 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 37,500
Small Talk Children's Assessment Center	<u>\$ 19,000</u>
	\$122,214

The requests total \$2,786 less than the \$125,000 available for this purpose.

DISCUSSION ITEMS:

2. Sheriff's Office/Health Department – Jail Medical

4b. Controller's Office – Update on Transition to Public Defender's Office

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Captain Greg Harris

DATE: September 7, 2018

RE: 2018 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing for the 2018 Local JAG Grant.

The Ingham County Sheriff's Office will receive a 2018 Local JAG grant of \$11,018.00 to be used for the replacement of duty weapon retention belts.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2018 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$117,648.00 from the 2018 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$11,018.00; and

WHEREAS, as part of the application process to receive this funding from the 2018 Local JAG grant, the Ingham County Sheriff's Office must enter into an interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the replacement of duty weapon retention belts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an interlocal agreement between Ingham County and the City of Lansing to accept the \$117,648.00 allocated portion of the 2018 Local JAG grant for the time period of October 2018 thru September 2021.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$11,018.00 to the Ingham County Sheriff's Office to be spent on the replacement of duty weapon retention belts.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2018-2021 Sheriff's Office budgets consistent with this resolution.

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

TO: Law & Courts Committee
FROM: Teri Morton, Deputy Controller
DATE: September 18, 2018
SUBJECT: Change in Animal Control Shelter hours of operation
For the meeting agenda of September 27th

BACKGROUND

After passage of the Animal Control Millage, Ingham County Animal Control and Shelter (ICACS) expanded shelter hours from five days per week to seven days per week by adding Sunday and Monday hours. The shelter also expanded Wednesday hours by changing closing time from 6:00 PM to 7:00 PM. The shelter is currently open 38 hours per week, excluding holiday weeks.

Analysis of shelter usage including numbers of visitors, adoptions, redemptions, etc. has indicated that despite concerted efforts to educate the public about the expanded hours and over one year with the new schedule, Sunday activities at the shelter are below those of other days (see attached statistics). Also, although the shelter experienced some traffic after 6:00 PM on Wednesdays during the summer, it has been very slow on Wednesday evenings in the fall and winter. Comparatively few animal control complaints are received on Sundays.

Another issue related to implementing adoptions on Sunday is that in order to finalize adoptions, an Animal Shelter Clerk must often call veterinarian offices and rental offices for information verification, and these offices are typically not open on Sundays.

Additionally, the change to being open on Sundays has negatively affected staff morale. Staff who formerly were not required to work on Sundays have attributed this change as having a negative effect on their home life. Staff who have always worked on Sundays have missed having a day where the shelter is closed to the public so they can catch up on “back of the house” tasks. The change to a seven day per week operation has also caused existing Animal Control Officers (ACO) and management staff to be spread too thin across the hours of operation.

For all of these reasons, ICACS proposes the shelter be open from 10:30am-5pm Mon-Sat, and open until 6pm on Wednesdays. The shelter also proposes eliminating Sunday ACO patrol hours (added in June of 2017), but expanding ACO hours to later in the evening on Tuesdays. Although this is a decrease in shelter days open, it does provide more hours per week that the shelter is open compared to its current schedule, including extending hours on Saturdays, the busiest day of the week. It is proposed that shelter and ACO hours change beginning October 7, 2018.

Changing shelter hours was a discussion item at the June 14, 2018 Law and Courts Committee, at which time the committee referred the issue to the Animal Control Advisory Committee. The Advisory Committee recommended that Sunday hours be eliminated at its meeting on July 23, with the condition that the Sunday hours be redistributed throughout the week. The Advisory Committee is holding a special meeting on September 24 to discuss the specific recommendations presented in the attached resolution. These recommendations may be adjusted prior to the September 27 Law and Courts meeting based on discussion at the Advisory Committee meeting.

ALTERNATIVES

ICACS could maintain its current seven day per week schedule.

FINANCIAL IMPACT

Financial impact of the schedule change is expected to be minimal. Some minimal expense for signage showing the new hours will be incurred. Since adoption numbers on Sundays were low, we believe we will make up these adoptions on other days.

OTHER CONSIDERATIONS

There are no statutory requirements related to this proposed hours change.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this schedule change.

cc: Sgt. Andy Daenzer
Kate Turner

INGHAM COUNTY ANIMAL CONTROL AND SHELTER STATISTICS
 TIME PERIOD: 6/15/17-5/16/18

	Average Calls per hour	Average Complaints	Average Visitors per hour	Adoptions per day	RTO's per day	Intakes per day
Monday	5.58	7.40	3.69	2.59	1.49	5.71
Tuesday	5.86	8.56	3.21	3.43	1.65	8.05
Wednesday	5.10	11.41	4.00	7.55	2.08	8.16
Thursday	4.43	10.46	3.39	2.79	1.49	5.73
Friday	4.65	10.59	5.08	3.24	1.30	6.94
Saturday	4.19	6.47	6.68	6.53	0.94	7.06
Sunday	3.15	4.51	3.35	3.00	1.05	3.38

CURRENT SCHEDULE

(Total Shelter Hours Open to Public – 38)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shelter Hours	11:00-4:00	12:00-6:00	12:00-7:00	11:00-4:00	11:00-4:00	11:00-4:00	11:00-4:00
Officer Hours	7:30-3:30	7:30-3:30	7:30-7:30	7:30-7:30	7:30-7:30	8:00-3:30	8:00-3:30*

*Animal Control Officers are not currently facilitating Sunday hours due to staffing shortages.

PROPOSED SCHEDULE

(Total Shelter Hours Open to Public – 40)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shelter Hours	10:30-5:00	10:30-5:00	10:30-6:00	10:30-5:00	10:30-5:00	10:30-5:00	Closed
Officer Hours	7:30-3:30	7:30-7:30*	7:30-7:30	7:30-7:30	7:30-7:30	8:00-3:30	Closed

*Animal Control Officers would be available for this later shift once staff shortage has been rectified.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE THE HOURS OF OPERATION
OF THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) expanded hours by adding Sunday and Monday hours and staying open later on Wednesdays after passage of the Animal Control Millage; and

WHEREAS, usage of the shelter on Sundays and Wednesday evenings has been minimal; and

WHEREAS, being open on Sundays and seven days per week has had negative operational, personnel, and managerial impacts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a change in ICACS shelter hours as follows effective October 7, 2018:

From:

Tuesday	noon to 6:00 PM
Wednesday	noon to 7:00 PM
Thursday through Monday	11:00 AM to 4:00 PM
County Holidays	Closed

To:

Monday-Sat	10:30 AM to 5:00 PM
Wednesday	10:30 AM to 6:00 pm
Sunday	Closed
County Holidays	Closed

Agenda Item 4a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: Third Quarter 2018 Budget Adjustments, Contingency Fund Update and Quarterly Statement

DATE: September 18, 2018

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2018. The total increase to the General Fund is \$212,720.

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.

There are a few adjustments to the general fund this quarter. First, the Sheriff's Department provided extra security for the 55th District Court February 5th through February 14. The District Court has requested \$3,470.

The Circuit Court Family Division has identified that certain security expense are not reimbursable through the State Child Care Fund. A total of \$110,000 expense, budgeted in CCF, is being moved to the General Fund along with \$55,000 in revenue. This revenue is a transfer from the Juvenile Justice Fund to cover half the security expense.

In the Animal Control Department donations are accumulating in the liability fund 797. This fund is accounted for by the General Fund at year end. This adjustment will set up a \$100,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2018.

In the Register of Deeds Department an adjustment in the amount of \$57,720, increase revenue is requested to better reflect our current projections.

The LEAP membership dues were double budgeted in 2018, we are requesting a reduction of \$15,000 in the Economic Development budget in the General Fund.

In the Homeland Security/Emergency Operations budget, the cost approved by R17-080 was not included in the 2018 budget and it is necessary to continue with the Everbridge Mass Notification System. The expense of \$28,500 is split equally between General Fund and the Emergency Telephone 911 Fund.

The Parks Department requested the remaining funds, \$4,393, of a 2017 CIP Trails and Parks Fund completed magic carpet project be transferred to the Park Fund to enable the purchase of tubes for the snow hill.

The Debt Service Fund is in need of \$63,860 from the Animal Control Millage Fund to cover the 2018 interest expense for the ICAC new shelter project. While the revenue and expense for the same project needs a budget in the Capital Project Fund in the amount of \$4,862,000. The Community Mental Health Building project also, needs a budget in the Capital Project Fund in the amount of \$4,588,189. The Capital Project Fund is a government fund and is required to have a budget.

Two underground pipes at the Fairgrounds burst incurring extra expenses that are being replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Fair's budget of \$7,400.

The Health Department is requesting an additional copier/printer at a cost of \$7,208 from the Machine and Equipment Fund. This is request for additional copier due to the change in location of departments that previously shared a copier.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$58,471. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3rd quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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

2018 CONTINGENCY

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
R18-190: Additional Funding to Circuit Court Imagesoft	(87,450)
R18-210: SAKI Grant Funds	(40,000)
R18-302: Additional Funding Support Staff for ICYC	(2,000)
R18-316: Additional Funding Advent House Ministries	(15,000)
Current Contingency Amount	\$58,471

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2018 BUDGET 09/11/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$85,914,494	212,720	\$86,127,214
205	Animal Control Millage	399,313	63,860	463,173
208	Parks Fund	2,300,107	4,393	2,304,500
228	Trails & Parks Millage	11,342,094	0	11,342,094
261	Emergency Telephone 911	8,675,306	14,250	8,689,556
264	Juvenile Justice Millage	4,804,212	0	4,804,212
292	Family Court – Child Care	13,106,043	(110,000)	12,996,043
399	Debt Service Fund	0	63,860	63,860
451	Capital Projects Fund	0	9,450,189	9,450,189
561	Fair Board Fund	1,138,291	7,400	1,145,691
664	Machine & Equipment Fund	1,695,455	7,208	1,702,663

GENERAL FUND REVENUES

	<u>2018 Budget –</u> <u>09/11/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	49,994,805	0	49,994,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	2,233,231	0	2,233,231
Department Generated Revenue			
Animal Control	1,091,930	100,000	1,191,930
Circuit Court - Family Division	1,374,133	55,000	1,429,133
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Human Services	200,000	0	200,000
Probate Court	277,178	0	277,178
Prosecuting Attorney	721,093	0	721,093
Purchasing	179,106	0	179,106
Register of Deeds	2,134,877	57,720	2,192,597
Remonumentation Grant	85,000	0	85,000

Sheriff	4,753,836	0	4,753,836
Treasurer	4,137,133	0	4,137,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
Total General Fund Revenues	85,914,494	212,720	86,127,214

GENERAL FUND EXPENDITURES

	<u>2018 Budget – 09/11/18</u>	<u>Proposed Changes</u>	<u>2018 Proposed Budget</u>
Board of Commissioners	609,930	0	609,930
Employee Concessions	0	0	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,312,452	3,470	3,315,922
Circuit Court - Friend of the Court	1,775,438	0	1,775,438
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,613,505	110,000	5,723,505
Jury Selection	143,709	0	143,709
Elections	545,532	0	545,532
Financial Services	769,802	0	769,802
County Attorney	467,299	0	467,299
County Clerk	1,007,672	0	1,007,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,964,078	0	6,964,078
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	149,487	(15,000)	134,487
Community Agencies	230,650	0	230,650
Ingham Conservation District Court	7,954	0	7,954
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053
Jail Maintenance	212,600	0	212,600
Sheriff	20,298,388	0	20,298,388

Metro Squad	43,570	0	43,570
Community Corrections	161,036	0	161,036
Animal Control	2,243,788	100,000	2,343,788
Emergency Operations	224,758	14,250	239,008
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,699,042	0	5,699,042
CHC	3,600,156	0	3,600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	407,416	0	407,416
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	58,471	0	58,471
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Miscellaneous Transfers	200,000		200,000
Capital Improvements	3,745,051	0	3,745,051
Total General Fund Expenditures	85,914,494	212,720	86,127,214

General Fund Revenues

Circuit Court Family Division	To change the transfer of (\$55,000) from Juvenile Justice Fund to the CCF to (\$55,000) from Juvenile Justice Fund to General Fund due to change in expense from the CCF to the General Fund for expenses now excluded from reimbursement.
Animal Control	To set up revenues in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end.
Register of Deeds	To adjust revenues to better reflect our current projections an increase in the amount of \$57,720.

General Fund Expenditures

55 th District Court	Increase \$3,470 to cover request for additional security for 55 th District Court from February 5 through February 14 provided by the Sheriff.
Circuit Court Family Division	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.
Animal Control	To set up expenses in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment will be done annually to set up expenses to be recognized in the General Fund at year end.
Homeland Security/Emergency Ops	To set up expense in General Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in 911 Fund.
Economic Development	To eliminate (\$15,000) in expenses for double budgeting for LEAP Membership fees that are in the BOC's budget.

Non-General Fund Adjustments

Animal Control Millage (F205)	To set up the transfer (\$63,860) for the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.
Parks Fund (F208)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill.
Trail and Parks Millage (F228)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill. This adjustment nets to zero in this fund.
Emergency Telephone 911 (F261)	To set up expense in 911 Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in General Fund.
Family Court - CCF (F292)	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.

Animal Shelter Debt
(F399)

To set up to receive transfer (\$63,860) from the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.

Capital Projects Fund
(F451)

To set up to revenue and expense (\$4,862,000) for the Animal Control Shelter project in the Capital Project Fund. To set up the revenue and expense (\$4,588,189) for the Community Mental Health Building in the Capital Project Fund. The Capital Project Fund is a government fund and is required to have a budget.

Fair Board Fund
(F561)

To set up insurance proceeds in Fair budget to cover pipes that burst at Fairgrounds costing \$7,400.

Machine & Equip Fund
(F664)

To set up funds from Machine and Equipment Fund balance for purchase of new copier/printer in the HSB (7,208).

Agenda Item 5

TO: Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: September 18, 2018
SUBJECT: Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies

For the meeting agendas of September 27 and October 3

BACKGROUND

This resolution would authorize contracts for the 2019 Juvenile Justice Community Agency Process. The Board of Commissioners has reserved around \$100,000 annually of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #18-319 “Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar” and other background material will be distributed to the Board of Commissioners at its September 25 meeting per the adopted calendar.

The current 2018 allocation is as follows:

Child and Family Charities –Nexus Program	\$ 39,600
Child and Family Charities – Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center – Sexual Trauma Recovery	<u>\$ 19,000</u>
	\$117,214

FINANCIAL IMPACT

For 2019, \$125,000 is available for this purpose.

For 2019 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 37,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$122,214

The requests total \$2,786 less than the \$125,000 available for this purpose.

OTHER CONSIDERATIONS

Attached is some additional historical background information on the last four years of JJM funding for these organizations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2019 AGREEMENTS
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, and 2016 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #18-319, reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2019 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2019 through December 31, 2019, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2019 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program \$ _____
- Child and Family Charities – Teen Court \$ _____
- Resolution Services Center of Central Michigan \$ _____
- Small Talk Children’s Assessment Center \$ _____

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