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INGHAM COUNTY BOARD OF COMMISSIONERS

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A JOINT LAW ENFORCEMENT AND JUDICIARY COMMITTEE MEETING HAS BEEN SCHEDULED FOR TUESDAY, MAY 13, 2003 AT 6:00 P.M., IN THE BOARD OF COMMISSIONERS ROOM, THIRD FLOOR, INGHAM COUNTY COURTHOUSE, MASON.

Agenda

Call to Order
Additions to the Agenda
Limited Public Comment

1. Controller's Office
 - a. Memorandum from the [Controller](#) Regarding the 2004 Budget Process
 - b. Resolution Establishing Areas of [Priority Emphasis Guiding](#) 2004 Activities and Budget Process

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.

MEMORANDUM

April 26, 2003

TO: Board of Commissioners

FR: Jerry Ambrose

RE: 2004 Budget Process

In accordance with the budget development process, departments have received their budget manual. The manual includes instructions for preparing budget requests and timelines. Timelines are based on the budget calendar adopted by the Board.

Attached for your information are the introductory pages of the manual. Please note that this year, in recognition of our financial circumstances, departments are encouraged to submit current services budgets. We are also requesting that the proposed budgets eliminate or reduce the use of overtime or temporary employees. Where funds are requested for these purposes, justification is necessary. Finally, departments have also been requested to develop an alternative budget that equals their 2003 adopted general fund expense.

Also, attached is a summary of the budget calendar. Please note that my hearings with departments are scheduled for June 16-20. New commissioners in particular may find it valuable to attend at least some of these hearings. You will receive a department hearing schedule at a later date.

If you have any questions regarding the budget process, please contact me.

GWA/njh

Attachments

INTRODUCTION

The Ingham County Budget Manual is intended to assist departments in preparing budget requests for 2004. Due to fiscal constraints, departments are strongly encouraged to submit current service budget requests. Line item increases should be included only when necessary. A written explanation of any line item increases should be included with the request.

While most of the information requested this year is similar to what was required in 2003, there are two notable changes that will be an important part of the 2004 budget process. These changes include:

Overtime and Temporary Employees

The use of overtime and temporary employees will be closely examined during this year's budget process. To aid in this effort, departments are being asked to eliminate or minimize their use of overtime and temporary employees. Where departments are unable to either eliminate or significantly reduce these items, they should provide written justification. The format for this request is included on page 19.

2004 Alternative Budget Scenario

In addition to the current services budget request, departments are being asked to develop an alternative budget that equals their 2003 adopted general fund expenses. The 2003 adopted general fund expenses for all departments is attached to the instructions set forth in the section of the manual titled 2004 Alternative Budget Scenario.

The 2003 spending level may be achieved through one or a mixture of strategies described on page 20 of the manual. Keep in mind that this level of spending must include 2004 personnel costs, charge-backs, and other non-controllable expenses such as rent and leases. In extreme cases, where this creates undue hardships due to external circumstances, such as an election year, please contact the Budget Director.

In addition to the Alternative Budget Scenario, departments are encouraged to include any suggestions for county-wide savings in this section.

OVERVIEW OF THE COUNTY'S BUDGET PROCESS

The budget process is the primary vehicle for creating an annual spending plan for delivering services provided by Ingham County government. The purpose of the budget manual is to provide direction to departments as they prepare their 2004 request. Detailed instructions and forms are included for each of the six sections of your budget request to include:

1. Operating budget request that is input into the mainframe computer system or hard copy.
1. Service Enhancement Requests utilizing the format shown on page 17. (Only applies to departments requesting funding above current service levels).
- Proposal to Eliminate or Significantly Reduce Overtime and Temporary Employees detailed on page 19.
- 2004 Alternative Budget Scenario utilizing the format detailed on page 20.
- Contract listing that is submitted on the "Contract Form."
- Capital budget request that is submitted on the "2004 Capital Budget Request Form."

All items referenced above are due no later than Friday, May 30, 2003

If you have any questions or to request further information, feel free to contact the Budget Office at the numbers listed below.

CONTACT:

| | | |
|------------------|----------|---------------------------|
| Teri Younger | 676-7218 | Judiciary Committee |
| Val Drog | 676-7217 | Human Services Committee |
| Deliah Underwood | 676-7316 | County Services |
| Jeff Flynn | 676-7226 | Law Enforcement Committee |

2004 SUMMARY BUDGET CALENDAR

| <u>DATE</u> | <u>DESCRIPTION</u> |
|-------------------|--|
| March 5 | Finance Committee recommends 2004 Budget Calendar. |
| March 11 | Board of Commissioners approves 2004 Budget Calendar. |
| April 3 - April 9 | Begin review of budget background information/performance measures/activity indicators for formulation of strategic goals for 2004. Committees also review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2004. |
| April 29 | Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2004. Any additional revenues will be incorporated into 2004 revenue projections. |
| May 5 - May 30 | All departments prepare Operating and Capital Budget requests. |
| May 7 | Finance Committee recommends strategic goals for 2004. |
| May 13 | Board of Commissioners adopts strategic goals for 2004. |
| May 30 | DEPARTMENTS SUBMIT OPERATING AND CAPITAL BUDGET REQUESTS TO THE BUDGET OFFICE. |
| June 16 - 20 | Controller holds budget meetings with departments. |
| Aug 11 - 15 | Controller Recommended Budget is distributed to the full Board of Commissioners. |
| October 28 | Board of Commissioners holds Public Hearing on the General Fund Budget. Millage and General Appropriations Resolution is adopted. |

MEMORANDUM

April 28, 2003

TO: Board of Commissioners

FROM: Jerry Ambrose, Controller

RE: Priorities Guiding 2004 Activities and Budget

Attached for your consideration is a draft resolution establishing areas of priority emphasis to guide 2004 activities and budget development. The resolution has been developed from discussions at recent committee meetings regarding the status of current areas of priority emphasis and departmental perspectives regarding areas of importance for 2004. Also, attached is the resolution passed in 2003, for use as a reference.

The task for this round of meetings is to adopt the resolution and statements which reflect the priorities of the Board. The finally adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets. It will also be used as the Controller's Recommended Budget is prepared.

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.

GWA/njh

Attachments

Introduced by the County Services, Human Services, Law Enforcement, Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS GUIDING 2004
ACTIVITIES AND BUDGET PROCESS**

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

WHEREAS, it has been determined that 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
- *Preventing and controlling disease
- *Assuring accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Enhancing public safety
- *Assuring judicial processing
- *Providing appropriate sanctions; and

WHEREAS, it has also been determined that 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 county is beginning the process of developing its 2004 budget and activities, which determines the type and level of services to be provided; 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 2004; and

WHEREAS, the Board of Commissioners has determined that it is desirable to develop a priority statement to guide the development of the 2004 budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the

following statement of priorities to be considered by county departments and budget staff in developing proposed activities and budgets in the Controller's Recommended Budget for 2004:

To the extent possible and appropriate, services currently provided by county government in support of all its long term objectives should be continued in 2004, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

Priority consideration should be given to maintaining and enhancing the following long term objectives and related specific efforts:

Assuring Accessible Health Care

- Continue to expand access to health care for the uninsured and under-insured, focusing on increasing enrollment in the Ingham Health Plan; expanding prescription drug coverage; developing programs which offer all employers, in conjunction with their employees, a means for providing basic health insurance coverage; utilizing federally qualified Health Center status to access federal funding for health programs; and encouraging vendors providing goods and services to Ingham County to provide health insurance, where appropriate, to their employees. **(Human Services)**

Supporting Recreational Opportunities

- Enhance recreational opportunities throughout Ingham County through implementation of the County Parks Master Plan, focusing on connection of Ingham County Parks by a series of non-motorized pathways; and identification of funding for construction of a splash playground at Hawk Island Park. **(County Services)**

Providing Appropriate Sanctions

- 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 the Jail Overcrowding Subcommittee recommendations, pursuing renovation of the jail to accommodate more work release inmates, develop and use a data tracking system focusing on system volume and trends, and supporting appropriate usage of existing probation residential services. **(Law Enforcement, Judiciary)**

Fostering Appropriate Youth Development

- Implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles, and from the development of strategies by the Youth Violence Prevention Coalition, utilizing Child Care Funds and juvenile millage funds to expand the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior and reduce criminal recidivism. **(Judiciary)**

Promoting Environmental Protection

- Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as adoption of a Soil Erosion and Sedimentation Control Ordinance, adoption of a wetlands ordinance, creation of a Purchase of Development Rights program, and other strategies being recommended by the Tri-County Growth Study Project. **(County Services)**

Enhancing Public Safety

- Enhance emergency preparedness capabilities to protect Ingham County against all hazards, including an emphasis on terrorism, by maximizing state and federal grant funding for such purposes. **(Law Enforcement, Human Services)**
- Review the county's role in Animal Control and shelter operations, including the pursuit of national accreditation for the animal shelter, and exploration of improved licensing procedures in Animal Control, including the possibility of multi-year licenses and involving veterinarians in the licensing compliance process. **(Law Enforcement)**

Preventing and Controlling Disease

- Enhance Ingham County's readiness and capability to appropriately respond to public health threats such as anthrax, West Nile Virus, meningitis, tuberculosis, and other public health threats and emergencies. **(Human Services)**

Assure Judicial Processing

- Improve the overall jury selection system in Ingham County. **(Judiciary)**
- Explore improved service to citizens and efficiencies in the use of judicial resources through consolidation of or appropriate agreements between the 54B and 55th District Courts. **(Judiciary)**

Assist in Meeting Basic Needs

- Assist in meeting the basic needs of all residents by supporting the development of affordable housing, and by promoting housing rehabilitation. **(Human Services)**
- Assess the need for an enhanced county role in assisting to meet the basic needs of county residents negatively affected by the recent economic downturn. **(Human Services)**
- Prepare for expected changes in Ingham County's demographic makeup by exploring ways to expand and improve services for seniors, especially personal care services, and to develop strategies to eliminate Medicaid Waiver waiting lists. **(Human Services)**
- Promote county policies which encourage contractors and vendors providing services to the county government to pay a living wage to their employees. **(County Services)**

Fostering Economic Well-Being

- Continue to explore more equitable ways of financing and governing the Capital Area Regional Airport on a regional basis. **(County Services)**

An Educated and Participating Citizenry

- Continue to enhance public awareness of county activities and services and to increase the availability of county services and records on the internet and in population centers of the county. **(County Services)**

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 2004.

Introduced by the Finance Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITY STATEMENT GUIDING 2003
ACTIVITIES AND BUDGET PROCESS**

RESOLUTION #02-112

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens, and has maintained that commitment through an organized strategic planning effort; and

WHEREAS, the county, as part of its budgeting and strategic planning processes, has resolved to provide ongoing services which 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
- *Preventing and controlling disease
- *Assuring accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Enhancing public safety
- *Assuring judicial processing
- *Providing appropriate sanctions; 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, county departments will be preparing their 2003 proposed budgets and activities, consistent with background issues of concern regarding services and the priorities to be established by the respective Liaison Committee and ultimately set forth by the Finance Committee; and

WHEREAS, these issues have been reviewed in conjunction with the county's long term objectives, and certain priorities established in previous years, as well as the financial implications of continuing these projects into 2003, and maintaining current service levels of operation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the following priorities to be considered by county departments and budget staff in developing proposed activities and budgets in the Controller's Recommended Budget for 2003:

To the extent possible and appropriate, services currently provided by county government in support of all its long term objectives should be continued in 2003; with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds; and with priority consideration given to maintaining and enhancing efforts which:

1. Continue to expand access to health care for the uninsured and under-insured, focusing on increasing enrollment in the Ingham Health Plan; expanding prescription drug coverage; developing programs which offer all employers, in conjunction with their employees, a means for providing basic health insurance coverage; and encouraging vendors providing goods and services to Ingham County to provide health insurance, where appropriate, to their employees. **(Assure Accessible Health Care: Human Services)**
2. Within budgetary limits, encourage the use of appropriate sanctions for youth in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of Youth Center overcrowding, using recommendations of and strategies consistent with the County's role in implementing the Youth Violence Prevention Coalition's Comprehensive Strategies for Addressing Youth Violence. **(Foster Appropriate Youth Development, Provide Appropriate Sanctions: Law and Courts)**
3. 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 the Jail Overcrowding Subcommittee recommendations, pursuing renovation of the jail to accommodate more work release inmates, and supporting expansion of existing probation residential services. **(Appropriate Sanctions: Law and Courts)**
4. Continue to enhance the County's use of technology through such projects as CSES Generation 2, IJIS, integration of Courtview at the Jail for more useful statistical management of the inmate population, and implementation and expansion of video conferencing and arraignment. **(Maximum Use of Technology: Administrative Services, Law and Courts)**
5. Improve the overall jury selection system in Ingham County. **(Assure Judicial Processing: Law and Courts)**
6. Enhance recreational opportunities throughout Ingham County through implementation of the County Parks Master Plan, focusing on connection of Ingham County Parks by a Lake Lansing to Hawk Island non-motorized pathway. **(Support Recreational Opportunities: Administrative Services/Personnel)**
7. Define and prepare to implement Ingham County's responsibilities with regard to Phase II of the Federal Clean Water Act through regional and departmental cooperation. **(Promote Environmental Protection: Administrative Service/Personnel, Human Services)**
8. Continue the efforts of the Health Coalition to assist the County in providing adequate and affordable health insurance for its employees and their families, including domestic partners. **(Cost-Effective Delivery of County Services: Administrative Services/Personnel)**
9. Continue to explore more equitable ways of financing and governing the Capital Area Regional Airport on a regional basis. **(Cost-Effective Delivery of County Services: Administrative Services/Personnel)**
10. Prepare for expected changes in Ingham County's demographic makeup by exploring ways to expand and improve services for seniors, especially personal care services, and to develop strategies to eliminate Medicaid Waiver waiting lists. **(Assure Accessible Health Care, Assist in Meeting Basic Needs: Human Services)**
11. Enhance emergency preparedness capabilities to protect Ingham County against all hazards, including an emphasis on terrorism, by maximizing state and federal grant funding for such purposes. **(Enhance Public Safety, Prevent and Control Disease: Law and Courts, Human Services)**

12. Develop and implement a public information plan to enhance public awareness of the county activities and services and to increase the availability of county services and records on the internet and in population centers of the county. **(An Educated and Participating Citizenry: Administrative Services/Personnel)**
13. Contain juvenile processing and placement costs at the Family Division of the Circuit Court, including the Child Care Fund and Family Court budget. **(Foster Appropriate Youth Development, Provide Appropriate Sanctions: Law and Courts)**
14. Explore improved licensing procedures in Animal Control; including the possibility of multi-year licenses and ensuring that veterinarians see that licensure laws are complied with. **(Enhance Public Safety: Law and Courts, Administrative Services/Personnel)**
15. Assist in meeting the basic needs of all residents by supporting the development of affordable housing, and by promoting housing rehabilitation, and Assess the need for an enhanced county role in assisting to meet the basic needs of county residents negatively affected by the recent economic downturn. **(Assist in Meeting Basic Needs: Administrative Services/Personnel)**
16. Analyze the need to maintain and increase the state's financial support of required public health services; Community Mental Health; services to the aging; and services to abused and neglected children; and develop effective strategies for addressing that need. **(Assure Accessible Health Care: Human Services)**
17. Assure that PA2 funds of the Mid South Substance Abuse Commission which are to be used for services exclusively to Ingham County residents are promptly and appropriately put to use. **(Assure Accessible Health Care: Human Services)**
18. Promote county policies which encourage contractors and vendors providing services to the county government to pay a living wage to their employees. **(Assist in Meeting Basic Needs: Administrative Services/Personnel)**

FINANCE: Yeas: Grebner, Stid, Swope, Krause, Hertel, Minter

Nays: None **Absent:** Schafer **Approved 4/24/02**