

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS SPECIAL MEETING
SEPTEMBER 17, 2020 - 6:00 P.M.**

THIS MEETING WILL BE HELD IN PERSON AND VIA ZOOM

**BOARD OF COMMISSIONERS ROOM
IONIA COUNTY ADMINISTRATIVE BUILDING
THIRD FLOOR
101 W. MAIN ST. IONIA MI**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Public Comment
(3 minute time limit per speaker – please state name/organization)**
- V. Discussion on 2020 Budget**
- VI. Public Comment (3-minute time limit per speaker)**
- VII. Adjournment**

**RESOLUTION TO AMEND THE
2020 IONIA COUNTY GENERAL APPROPRIATIONS ACT**

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

WHEREAS, The County Administrator has projected that estimated expenditures will exceed estimated revenue; and,

WHEREAS, The Ionia County Board of Commissioners ("Board") has examined the recommendations and has taken into consideration the fact that there are certain required functions of county government or operations that must be budgeted at a minimal serviceable level in order to provide statutory and constitutionally required services and programs.

NOW, THEREFORE, BE IT RESOLVED, that this budget amendment reflects a reasonable allocation of available resources to the various County departments and allows for all mandated services, programs, and activities, including the courts and the constitutional and statutory offices, to be performed at and above reasonable, necessary, and minimal serviceable levels.

BE IT FURTHER RESOLVED, that the appropriation amendment for the General Fund and Special Revenue Funds are adopted at the Fund level, and that the amounts indicated in the attached document are hereby amended from the appropriate funds of the County of Ionia according to the activities and accounts contained in that detail, incorporated herein by reference, and that such appropriations shall be restricted in accordance with board policies to the purpose described in the title of the accounts specified in the detail and by the provisions of this Act.

BE IT FURTHER RESOLVED that the following restrictions and obligations shall apply to these amended appropriations and anyone who accepts funds pursuant to this Act or otherwise incurs expenditures in expectation of County funding shall be deemed to have agreed to these restrictions and obligations:

1. All terms in this Act shall have the meaning assigned to them by the Uniform Budgeting and Accounting Act. The term "budgetary center" includes all courts and offices of the courts receiving funds through this General Appropriations Act.
2. The County Administrator shall serve as the Chief Administrative Officer and the Fiscal Officer, as defined in the UBAA.
3. All budgetary centers receiving funds herein shall abide by the UBAA and the Uniform Chart of Accounts referenced therein. Each administrative officer in charge of a budgetary center shall promptly provide the Fiscal Officer with all information that the Fiscal Officer considers necessary and essential to the preparation of a County budget for the ensuing fiscal period.

4. The amounts appropriated herein shall be paid from the County Treasury at the time and in the manner provided by law, in this Act, and other applicable policies or resolutions of the Board, whether enacted to date or subsequently adopted.
5. Expenditures and revenues shall be recorded and reported in the manner provided by law. Fees and other money received by budgetary centers shall be forwarded promptly to the County Treasurer and credited to the appropriate County Fund, except as otherwise provided by this Act or by any other resolution or policy of the Board.
6. Each budgetary center shall limit expenditures within the amended appropriations authorized herein and shall not attempt to expend funds at a rate which will eventually result in a deficit in any account without prior approval of the Board, except as otherwise provided by law. All expenditures of county funds and other funds under the control of any budgetary center shall be expended only for the purposes attached to the accounts and within the various policies of the Board, including any applicable collective bargaining agreements, and personnel policies that are approved by the Board of Commissioners. The County of Ionia shall only be responsible for the payment of purchases made in accordance with the provisions of MCLA 46.13b, Act 58 of 1909, the UBAA, and any policies or resolutions of the Board, whether enacted to date or subsequently adopted.
7. No overtime shall be paid without advance approval of the Board. Where a budgetary center has been given an overtime line item, the administrator for that budgetary center shall have the authority to approve overtime within the budgetary limits set by the Board within this Act, or subsequent amendments to this Act. If the total amount of overtime in any given month exceeds 1/12th of the amount allocated, the administrator for that budgetary center shall submit to the Board of Commissioners in writing a detailed report outlining why overtime for that month exceeded 1/12th of the allocation.
8. Only essential travel will be permitted as stated in the County Personnel Policy and the County Travel Policy. Conferences must be in the best interest of the County. The County will not reimburse employees for the expenses incurred by the employee's spouse or family members attending a conference.
9. All memberships and dues shall be paid out of the appropriate budgetary center.
10. Court-related consultants (expert witnesses), jurors, witnesses, and attorney fees, have been placed in established budgetary centers. Approval of all expenditures related to these accounts shall remain with the appropriate court in accordance with the limits set for appropriations as authorized in this Act and any subsequent amendment to this Act.
11. The County Administrator shall be authorized to transfer appropriations between line items within an activity upon request of an activity administrator under the following limitations:

- A. Funds may not be transferred from supplies and services to wages and benefits for the purpose of creating permanent positions.
- B. Such transfers shall be reported in writing to the Board of Commissioners.

12. The County Administrator and Finance Director shall be authorized to transfer appropriations among activities within a fund to amend the appropriation.

13. The County Administrator shall be authorized to make year-end transfers among activities or funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to insure that activities or funds do not end the fiscal year in a deficit condition. All such transfers shall be recorded in the official financial records of the County through the normal accounting process. The County Administrator shall consult with and receive written approval from the Chairman and the Vice-Chairman of the Board of Commissioners before authorizing year-end transfers and shall submit in writing a record of the transfers to the Board of Commissioners.

14. The Personnel Allocations will be amended to reflect the budget amendment.

15. The Board of Commissioners reserves the right to amend the Personnel Allocations and the County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Personnel Allocations. When a position becomes vacant, it shall not be filled without the express authorization of the Board of Commissioners.

16. Positions that are listed under Personnel Allocations that are supported by grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position shall not be received, the elected official or department head shall immediately notify the County Administrator, who shall notify the Board of Commissioners, and that position shall be immediately removed from the Personnel Allocations once the outside funding has been exhausted.

17. Line item appropriations that represent the estimated costs of operating the Ionia County trial courts are contingent upon reimbursements to Ionia County by the State of Michigan in accordance with MCLA 600.151(b).

18. If a budgetary center employs at any time fewer employees than the maximum specified for the appropriate account in this Act, unexpended appropriations in an amount identified with the unfilled position(s) by payroll records shall immediately and automatically revert to General Fund Contingency, unless otherwise authorized by the Board without limitation, or by the County Administrator under the following limitations:

- A. Temporary full-time or part-time positions or overtime may be allocated by the County Administrator at the request of a department head if the funds are available within a department's wage line item. Any such positions shall be considered employees as determined by IRS regulations and, as such, shall be paid by the County through the normal payroll process.

19. Contracts for goods or services must be authorized for signature by the Board of Commissioners in accordance with Board Policy. All such contract negotiations shall be coordinated with the County Administrator. No expenditure of funds for such contracts shall take place until the Board of Commissioners has authorized contract signatures.

20. The County Administrator is hereby authorized to execute transfers from one fund to another that are specifically allocated in this General Appropriations Act or any amendments thereof that are adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the following individuals or appointed boards expend funds only from the amended budget from the so mentioned Special Revenue Funds:

Commission on Aging Board for the Commission on Aging Fund
Soldiers and Sailors Relief Board for the Soldiers and Sailors Relief Fund
Central Dispatch Advisory Board for the Central Dispatch Fund
Chief Circuit Court Judge and Friend of the Court for the Friend of the Court Fund
Board of Commissioners for all other Special Revenue Funds

except that in recognition of the fact that the Ionia County General Fund is ultimately responsible for balancing all deficit funds, expenditures from the aforementioned funds shall occur with the following limitations:

1. In the event that it becomes apparent that the actual and probable revenues from all sources expected by a Fund are less than the estimated revenues, including applicable surplus, upon which expenditures are based, the managing board or individuals responsible for the Fund shall be required to cause the total expenditures to not exceed the total of revised estimated revenues. Any such anticipated reduction in revenue shall be reported to the Board of Commissioners in writing as soon as it becomes apparent that such a reduction will occur.

2. Managing boards or individuals shall not increase expenditures beyond those appropriated without prior approval of the Board of Commissioners, even if it becomes evident that revenues, plus available surplus, are exceeding estimated amounts and such additional expenditures could feasibly be made.

3. Employment contracts shall not become effective until first reviewed and approved by the Board of Commissioners. All employment contract negotiations shall be coordinated with the County Administrator, who shall serve as the lead negotiator for all contract negotiating teams.

BE IT FURTHER RESOLVED, that this Act shall become effective September 15, 2020. The Board may amend this Act at any time and any appropriation made hereunder may be increased or decreased at the Board's discretion.

Approved: September 17, 2020

David Hodges
Chairperson

Greg Geiger
Clerk

Number 1

GENERAL FUND

Projected 2020 Revenues	<u>14,632,143.00</u>
Projected 2020 Expenditures	14,942,807.00
Transfer Out	
Child Care Fund	200,000.00
Health Department (163,000 + 220,614)	383,614.00
Debt Service	370,000.00
	<u>15,896,421.00</u>
Projected Deficit	(1,264,278.00)
75% cost Allocation from Special Revenue Funds	649,125.00
14.1 FTE or equivalent amount of General Fund savings *	335,226.00
Use General Fund Fund Balance	279,927.00
Remaining Projected Deficit	<u>0.00</u>

* 1 FTE for remainder of 2020 = \$23,777

* Holding vacancies & other savings indicate may only be 4.7 FTEs

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Approved: September 17, 2020

David Hodges
Chairperson

Greg Geiger
Clerk

Number 2

GENERAL FUND

Projected 2020 Revenues	<u>14,632,143.00</u>
Projected 2020 Expenditures	14,942,807.00
Transfer Out	
Child Care Fund	200,000.00
Health Department (163,000 + 220,614)	383,614.00
Debt Service	370,000.00
	<u>15,896,421.00</u>
Projected Deficit	(1,264,278.00)
75% cost Allocation from Special Revenue Funds	649,125.00
1 day/week furlough @ \$10,256/day (for approximately 69 employees)	287,168.00
Use General Fund Fund Balance	327,985.00
Remaining Projected Deficit	<u>0.00</u>

9/17/2020 Furlough

STATUS	GENERAL LEDGER	Rate	2 week gross	Less 20%	New Gross
Full-Time	101-172.000-701.020	\$21.84	\$1,747.20	\$349.44	\$1,397.76
Full-Time	101-265.000-701.020	\$13.92	\$1,113.60	\$222.72	\$890.88
Full-Time	101-265.000-701.020	\$18.51	\$1,480.80	\$296.16	\$1,184.64
Full-Time	101-265.000-701.020	\$15.41	\$1,232.80	\$246.56	\$986.24
Full-Time	101-265.000-701.020	\$13.81	\$1,104.80	\$220.96	\$883.84
Full-Time	101-265.000-701.020	\$13.81	\$1,104.80	\$220.96	\$883.84
Part-Time	101-265.000-701.020	\$17.03	\$1,021.80	\$204.36	\$817.44
Full-Time	101-265.000-701.020	\$17.03	\$1,362.40	\$272.48	\$1,089.92
Full-Time	101-131.000-701.020	\$18.56	\$1,392.00	\$278.40	\$1,113.60
Full-Time	101-131.003-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00
Full-Time	101-131.003-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00
Part-Time	101-131.000-701.020	\$15.24	\$685.80	\$137.16	\$548.64
Full-Time	101-131.000-701.020	\$20.00	\$1,500.00	\$300.00	\$1,200.00
Full-Time	101-215.000-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00
Full-Time	101-215.000-701.020	\$15.85	\$634.00	\$126.80	\$507.20
Full-Time	101-215.000-701.020	\$18.63	\$1,397.25	\$279.45	\$1,117.80
Part-Time	101-215.000-701.020	\$15.24	\$571.50	\$114.30	\$457.20
Full-Time	101-253.000-701.020	\$15.85	\$1,188.75	\$237.75	\$951.00
Full-Time	101-253.000-701.020	\$18.63	\$1,397.25	\$279.45	\$1,117.80
Full-Time	101-253.000-701.020	\$19.18	\$1,438.50	\$287.70	\$1,150.80
Full-Time	101-136.000-701.020	\$19.95	\$1,496.25	\$299.25	\$1,197.00
Full-Time	101-136.000-701.050	\$17.24	\$1,293.00	\$258.60	\$1,034.40
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.050	\$18.58	\$1,393.50	\$278.70	\$1,114.80
Full-Time	101-136.000-701.020	\$19.18	\$1,438.50	\$287.70	\$1,150.80
Full-Time	101-136.000-701.020	\$23.48	\$1,761.00	\$352.20	\$1,408.80
Full-Time	101-136.000-701.020	\$16.52	\$1,239.00	\$247.80	\$991.20
Full-Time	101-136.000-701.010	\$21.84	\$1,638.00	\$327.60	\$1,310.40
Full-Time	101-275.000-701.020	\$15.24	\$1,143.00	\$228.60	\$914.40
Full-Time	101-275.000-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00
Full-Time	101-257.000-701.020	\$21.84	\$1,638.00	\$327.60	\$1,310.40
Full-Time	101-191.000-701.020	\$16.52	\$1,321.60	\$264.32	\$1,057.28
Full-Time	101-191.000-701.020	\$18.51	\$1,480.80	\$296.16	\$1,184.64
Part-Time	101-228.100-701.020	\$16.08	\$643.20	\$128.64	\$514.56
Full-Time	101-148.000-701.020	\$19.18	\$1,438.50	\$287.70	\$1,150.80
Full-Time	101-149.000-701.020	\$23.48	\$1,761.00	\$352.20	\$1,408.80
Full-Time	101-149.000-701.020	\$20.72	\$1,554.00	\$310.80	\$1,243.20
Full-Time	101-149.000-701.020	\$23.48	\$1,761.00	\$352.20	\$1,408.80
Full-Time	101-149.000-701.020	\$15.24	\$1,143.00	\$228.60	\$914.40
Part-Time	101-261.000-701.020	\$15.85	\$443.80	\$88.76	\$355.04
Full-Time	101-261.000-701.020	\$18.51	\$1,388.25	\$277.65	\$1,110.60
Full-Time	101-148.000-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00

9/17/2020 Furlough

STATUS	GENERAL LEDGER	Rate	2 week gross	Less 20%	New Gross
Full-Time	101-148.000-701.020	\$17.05	\$1,278.75	\$255.75	\$1,023.00
Full-Time	101-148.000-701.020	\$21.84	\$1,638.00	\$327.60	\$1,310.40
Full-Time	101-267.000-701.020	\$25.41	\$1,905.75	\$381.15	\$1,524.60
Full-Time	101-267.000-701.020	\$27.39	\$2,054.25	\$410.85	\$1,643.40
Full-Time	101-267.000-701.020	\$27.39	\$2,054.25	\$410.85	\$1,643.40
Full-Time	101-267.000-701.020	\$36.34	\$2,725.50	\$545.10	\$2,180.40
Full-Time	101-267.002-701.020	\$21.84	\$1,638.00	\$327.60	\$1,310.40
Part-Time	101-267.003-701.020	\$15.85	\$475.50	\$95.10	\$380.40
Full-Time	101-267.000-701.020	\$15.24	\$1,143.00	\$228.60	\$914.40
Full-Time	101-267.000-701.020	\$17.86	\$1,339.50	\$267.90	\$1,071.60
Full-Time	101-267.001-701.020	\$19.95	\$1,496.25	\$299.25	\$1,197.00
Full-Time	101-267.000-701.020	\$15.85	\$1,188.75	\$237.75	\$951.00
Part-Time	101-277.000-701.020	\$15.85	\$1,188.75	\$237.75	\$951.00
Full-Time	101-268.000-701.020	\$20.25	\$1,518.75	\$303.75	\$1,215.00
Full-Time	101-268.000-701.020	\$17.05	\$1,278.75	\$255.75	\$1,023.00
Full-Time	101-136.000-701.010	\$24.04	\$1,923.20	\$384.64	\$1,538.56
Full-Time	101-136.000-701.010	\$25.06	\$2,004.80	\$400.96	\$1,603.84
Full-Time	101-149.000-701.010	\$36.34	\$2,907.20	\$581.44	\$2,325.76
Full-Time	101-191.000-701.020	\$28.81	\$2,304.80	\$460.96	\$1,843.84
Full-Time	101-265.000-701.010	\$31.48	\$2,518.40	\$503.68	\$2,014.72
Full-Time	101-751.000-701.010	\$22.10	\$1,768.00	\$353.60	\$1,414.40
Full-Time	101-191.000-701.020	\$23.15	\$1,852.00	\$370.40	\$1,481.60
Full-Time	101-172.000-701.020	\$23.15	\$1,852.00	\$370.40	\$1,481.60
			\$102,357.55	\$20,471.51	\$81,886.04