

COUNTY OF OTTAWA
SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenue from specific revenue sources (other than expendable trusts or major capital projects) and related expenditures which are restricted for specific purposes by administrative action or law.

MAJOR SPECIAL REVENUE FUNDS:

Parks and Recreation Fund (2081) - This Fund was established for the development, maintenance and operation of the Ottawa County parks. Funding is provided from General Fund appropriations, State grants and user charges. A Millage of .33 mills was re-approved by the County electorate during 2006 for ten years and expires in 2016.

Health Fund (2210) - This Fund is used to account for monies received from Federal, State and local grants and County appropriations. These monies are utilized in providing a variety of health-related services to County residents.

Mental Health Fund (2220) - This Fund is used to account for monies to provide mental health services within the County. Monies are provided by Federal, State and County appropriations, contributions and charges for services.

NONMAJOR FUNDS:

Friend of the Court Fund (2160) - This Fund accounts for the operations of the Friend of the Court including the Co-op Reimbursement Grant, Medical Support Enforcement Grant, and the 3% Friend of the Court incentive payments established under Act 297 of 1982, Section 2530.

9/30 Judicial Grants (2170) - This Fund accounts for miscellaneous grant revenue received from the State and other agencies for judicial programs.

Solid Waste Clean-Up Fund (2271) - This Fund was established to account for monies received from settlement of a claim. The monies are to be used exclusively for the clean-up of the Southwest Ottawa Landfill.

Landfill Tipping Fees Fund (2272) - This Fund was established to account for the County's share of the tipping fee surcharge of Ottawa County Farms landfill starting in 1991 in accordance with an agreement between Ottawa County, Sunset Waste System, Inc., and the Township of Polkton. The monies are to be used for implementation of the Solid Waste Management Plan.

Transportation System Fund (2320) - This Fund is used to account for a grant from the Michigan Department of Transportation to provide public transportation in concentrated areas for persons who are handicapped or who are sixty-five years of age or older.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Farmland Preservation (2340) – This fund is used to account for cash purchases and/or installment purchases of development rights voluntarily offered by landowners. Once purchased, an agricultural conservation easement is placed on the property which restricts future development.

Planning Commission Fund (2420) - This Fund was established by the County Board under MCLA 125. A planning commission was created to prepare and oversee a County Development Plan relative to the economic, social and physical development of the County. The fund has been moved to the General Fund in connection with the implementation of GASB statement number 54.

Brownfield Redevelopment Authority (2430) – This fund was established by the County Board for the purpose of revitalizing certain environmentally distressed or functionally obsolete and/or blighted areas in the County.

Infrastructure Fund (2444) - This fund was established by the County Board to provide financial assistance to local units of government for water, sewer, road and bridge projects that are especially unique, non-routine, and out-of-the ordinary.

Public Improvement Fund (2450) - This Fund is used to account for earmarked revenues set aside for public improvements. Funding is provided from General Fund appropriations and building rentals.

Homestead Property Tax (2550) – This fund was established as a result of the passage of Public Act 105 of 2003 which provides for the denial of homestead status by local governments, counties and/or State of Michigan. The County’s share of interest on tax revenue collected under this statute is to be used solely for the administration of this program, and any unused funds remaining after a period of three years will lapse to the county general fund (MCL 211.7cc, as amended).

Register of Deeds Technology Fund (2560) – This Fund was established under Public Act 698 of 2002 to account for newly authorized additional recording fees effective March 31, 2003. The revenue collected is to be spent on technology upgrades.

Stabilization Fund (2570) - This Fund was established to assure the continued solid financial condition of the County in case of an emergency.

Prosecuting Attorney Grants Fund (2601) - This Fund is used to account for monies granted to the County by the State for crime victim’s rights. The County also contributes to these services.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Sheriff 9/30 Grant Programs Fund (2609) - This Fund accounts for miscellaneous grant revenue received by the Sheriff's department from the State for special purpose programs.

Sheriff Contracts (2610) - This Fund account for various contracts the County has with municipalities who contract with the County to improve the long-term ability of local law enforcement agencies public safety through innovative crime prevention, including community policing.

Sheriff Road Patrol Fund (2661) - This Fund accounts for monies granted to the County by the State for the purpose of providing additional police supervision of traffic safety and additional patrol of the roads and parks as described in Public Act 416 of 1978.

Law Library Fund (2690) - This Fund is used to account for monies received from the Library Penal Fine Fund in accordance with Public Act 18 of 1982 and appropriations from the County for the purpose of maintaining the County's law library. The fund has been moved to the General Fund in connection with the implementation of GASB statement number 54.

Workforce Investment Act Funds (2740, 2741, 2742, 2743, 2744, 2748 and 2749) - These Funds are used to account for Federal funds that are received by the County under the Workforce Investment Act. These Funds are targeted for training and employment programs for the under employed and economically disadvantaged citizens.

Grant Programs - Pass Thru Fund (2750) - This Fund is used to account for monies received from State and Federal grants which are passed on to outside agencies through contractual agreements to carry out the grants intended purpose.

Emergency Feeding Fund (2800) - This Fund is used to account for monies received from the State for the purpose of distributing surplus food to the impoverished residents of the County.

Federal Emergency Management Agency Fund (2810) - This Fund is used to account for monies received through the Emergency Food and Shelter National Board program for utility payments to prevent utility disconnection or heating source loss in households that have exhausted all other resources and do not qualify for other Community Action emergency funds.

Community Corrections Fund (2850) - This Fund is used to account for State monies and fees received to enhance the delivery of adult probation services in the County.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Revenue Sharing Reserve Fund (2855) - This Fund is used to account for additional tax revenue received as a result of the acceleration of the millage levy from December to July. An operating transfer of the amount the County would have received in State Revenue Sharing had it not been discontinued is transferred to the General Fund every year until the fund is depleted. The fund will be depleted by 12/31/11.

Community Action Agency Fund (2870) - This Fund is used to account for monies received from the State to be applied to various community programs for the impoverished residents of the County.

Weatherization Fund (2890) - This Fund is used to account for monies received through a State grant which aids in weatherizing homes of the disadvantaged, the elderly and people in the poverty zone.

Department of Human Services Fund (2901) - This Fund is used primarily to account for monies from State and local funding sources and to assist with the welfare program which offers aid to disadvantaged individuals of Ottawa County.

Child Care Funds (2920 and 2921) - These Funds are used to account for foster child care in the County. This encompasses the Ottawa County Detention Center, which is a facility that houses juveniles on a short-term basis. The primary funding comes from the State and a County appropriation which is used to aid children who require placement outside of their home.

Soldiers' and Sailors' Relief Fund (2930) - This Fund is used to account for monies earmarked for indigent veterans and is mandated by State Law. The fund has been moved to the General Fund in connection with the implementation of GASB statement number 54.

Veterans Trust Fund (2941) - This fund was established under Section 35.607 of the Compiled laws of 1970. It is used to account for monies received by the State and distributed to needy veterans.

DB/DC Conversion Fund (2970) - The fund was established by the County Board to set aside funds needed for start up costs associated with moving new hires to a defined contribution retirement system.

Compensated Absences Fund (2980) - This Fund is used to account for future payments of accumulated sick pay of County employees under the sick days/short and long-term disability plan. This fund is also used to accrue vacation pay.

**COUNTY OF OTTAWA
2013 BUDGET SUMMARY
SPECIAL REVENUE FUNDS**

FUND NUMBER	FUND NAME	2012 PROJECTED FUND BALANCE	2013 REVENUE/ OPERATING TRANSFERS	2013 EXPENDITURES/ OPERATING TRANSFERS	2013 PROJECTED FUND BALANCE
2081	Parks and Recreation	\$2,781,865	\$4,284,556	\$5,035,433	\$2,030,988
2160	Friend of the Court		3,260,192	3,260,192	
2170	9/30 Judicial Grants	10,087	231,056	231,530	9,613
2210	Health	952,574	9,078,624	9,278,624	752,574
2220	Mental Health	503,157	38,226,596	38,226,596	503,157
2271	Solid Waste Clean-Up	4,365,318	25,984	856,000	3,535,302
2272	Landfill Tipping Fees	1,033,572	377,110	379,560	1,031,122
2320	Transportation System		157,569	157,569	
2340	Farmland Preservation	1,000			1,000
2430	Brownfield Redevelopment Authority	500			500
2444	Infrastructure	1,887,718	28,954	125,000	1,791,672
2450	Public Improvement	3,575,673	450,958	190,525	3,836,106
2550	Homestead Property Tax	45,937	12,634	51,237	7,334
2560	Register of Deeds Technology	480,260	263,423	221,076	522,607
2570	Stabilization	9,155,838			9,155,838
2601	Prosecuting Attorney Grants		216,040	216,040	
2609	Sheriff Grant Programs	1,079	51,150	51,150	1,079
2610	Sheriff Contracts		6,325,818	6,325,818	
2661	Sheriff Road Patrol		338,353	338,353	
2740	Workforce Investment Act (WIA)- Administration	948			948
2741	WIA - Youth				
2742	WIA - Adult	511			511
2743	WIA - 6/30 Grant Programs	24,839			24,839
2744	WIA - 12/31 Grant Programs	53,555			53,555
2748	WIA - 9/30 Grant Programs	13,233			13,233
2749	WIA - 3/31 Grant Programs				
2750	Grant Programs - Pass Thru				
2800	Emergency Feeding	11,771			11,771
2850	Community Corrections Program	106,692	886,021	886,021	106,692
2870	Community Action Agency	80,085			80,085
2890	Weatherization	23,114			23,114
2901	Department of Human Services	20,379	193,690	193,690	20,379
2920	Child Care - Circuit Court	1,192,093	8,588,571	8,788,571	992,093
2921	Child Care-Social Services		2,500	2,500	
2941	Veterans Trust		50,000	50,000	
2970	DB/DC Conversion	4,657,127	52,597		4,709,724
2980	Compensated Absences	3,469,275	102,476	43,560	3,528,191
TOTAL SPECIAL REVENUE FUNDS		\$34,448,200	\$73,204,872	\$74,909,045	\$32,744,027

Fund: (2081) Parks and Recreation

Function Statement

The Parks and Recreation Commission oversee acquisition, development, operation and maintenance of the County Parks and Open Space system totaling over 6,000 acres. The Commission also oversees management of the Musketawa Trail under an agreement with the Michigan Department of Natural Resources. The Commission is continually evaluating long-term park and open space needs and seeking to add lands and facilities to keep pace with population growth and the needs of the public.

Additional services provided by the Parks and Recreation Commission include the sponsorship of outdoor education programs throughout the park system and offering facility reservations at picnic buildings, shelters, and other facilities designed for group outings.

Mission Statement

The Ottawa County Parks and Recreation Commission enhances quality of life for residents and visitors, by preserving parks and open spaces and providing natural resource-based recreation and education opportunities

TARGET POPULATION	Ottawa County Residents and Visitors
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Provide natural resource-based recreational opportunities (e.g. hiking, biking, skiing, swimming)
	<i>Objective 1) Acquire land in areas not adequately served by county parks as identified in Long-Range Parks Plan</i>
	<i>Objective 2) Enhance park lands to create recreational opportunities</i>
	<i>Objective 3) Ensure individuals with disabilities can access county park lands and facilities</i>
	Department Goal 2: Protect and restore significant natural resource features (e.g. wetlands, dunes, river corridors)
	<i>Objective 1) Acquire key parcels, open space, and interconnected lands</i>
	<i>Objective 2) Restore significant natural resource features to their natural state</i>
	<i>Objective 3) Control invasive species on park lands</i>
	Department Goal 3: Promote the natural and cultural history of Ottawa County
	<i>Objective 1) Provide natural resource-based education programs</i>
	<i>Objective 2) Provide interpretive facilities at selected county park lands and open spaces</i>
	<i>Objective 3) Increase awareness of available park lands, open space, facilities, and programs</i>
	Department Goal 4: Maintain diversified sources of funding and partnerships that provide for maintenance and expansion of the park system
<i>Objective 1) Secure grant funding</i>	
<i>Objective 2) Maximize donations and partnership contributions</i>	
<i>Objective 3) Support the County’s employee training and development program</i>	
<i>Objective 4) Generate revenue from park entrance fees and reservations</i>	
County Goal: Continually improve the County's organization and services	
Department Goal 5: Provide excellent overall customer service/satisfaction	
<i>Objective 1) Provide interaction with customers that is courteous, respectful, and friendly</i>	
<i>Objective 2) Provide timely responses to requests for service</i>	
Department Goal 6: Provide exceptional services/programs	
<i>Objective 1) Maintain high-efficiency work outputs¹</i>	
<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>	
<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>	
SERVICES & PROGRAMS	Park Land Development Program (<i>Goal 1</i>) Land Preservation and Management Program (<i>Goal 2</i>) Natural Resource-Based Education Program (<i>Goal 3</i>) Parks Financial Planning Program (<i>Goal 4</i>) Professional Customer Service (<i>Goal 5</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)

Fund: (2081) Parks and Recreation

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
WORKLOAD	# of acres of active park land maintained	-	3,448	4,038	4,980	5,128
	# of miles of trails maintained	-	68	74	81	86
	# of acres of park land acquired	-	303	294	10	60
	Square footage of facilities maintained	-	67,620	69,620	71,120	72,000
	# of acres of habitat restoration	-	30	8	24	17
	# of park improvement projects completed	-	10	6	10	10
	# of county parks with interpretive facilities	-	10	11	13	14
	# of education programs conducted	-	161	173	180	185
	# of persons participating in natural resource-based education programs	-	3,124	5,571	6,000	6,250
	# of paid reservation orders (e.g. shelters, picnic areas, lodges)	-	1,036	1,068	1,100	1,150
	# of people utilizing park facilities through reservation orders	-	70,656	73,614	75,500	78,900
	# of grants applied for or applications in-process	-	3	2	3	2
EFFICIENCY	Dollar value of grants awarded	-	\$1,023,300	\$500,000	\$849,068	\$350,000
	# of acres of land acquired through donations	-	0	17	8	10
	# of service hours provided by volunteers	-	3,900	4,500	6,000	7,000
	% of operating cost funded by millage	-	76%	83%	83%	83%
	Amount of revenue generated from user fees and leases	-	\$462,702	\$424,999	\$413,844	\$420,000
OUTCOMES	# of acres of county park land per 1,000 population	≥ 20	22.95	23.82	23.84	23.87
	% of park lands developed for accessible recreation	70%	50%	53%	60%	63%
	% of parks and facilities in compliance with ADA	100%	75%	78%	88%	88%
CUSTOMER SERVICE	# of formal compliments received regarding park services and staff interaction	-	10	132	140	150
	# of formal complaints regarding staff interaction	0	2	1	0	0
	# of formal complaints regarding customer service response time	0	1	8	5	3
COST⁵	Total operating cost ³ of parks and recreation department per capita	-	\$8.47	\$9.45	\$9.25	\$9.25
	Total operating cost of nature center per visitor	-	\$15.17	\$11.25	\$10.76	\$10.38
	# of acres of active park land maintained per Parks and Recreation FTE ⁴	-	229.87	252.38	316.19	325.59
	# of total department FTE ⁴ per 100,000 population	-	5.69	6.01	5.91	5.91

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. Operating cost includes all department expenses less Capital Outlay, Data Process Services (8310.0020), and Indirect Administrative Fees (8310.0000)

4. Total Department FTE is calculated using Fiscal Service's History of Positions by Fund report

5. Cost and FTE calculations computed by the Planning and Performance Improvement Department with the exception of the Nature Center cost measure which is calculated by the Parks Department

Resources				
Personnel	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Position Name				
Director of Parks & Recreation	1.000	1.000	1.000	\$86,381
Coordinator of Park Planning & Development	1.000	1.000	1.000	\$65,573
Parks Planner	1.000	1.000	1.000	\$47,338
Parks Manager	1.000	1.000	1.000	\$65,573
Naturalist	1.000	1.000	1.000	\$47,146
Coordinator of Park Maintenance & Operations	1.000	1.000	1.000	\$71,882
Park Supervisor	5.000	4.000	4.000	\$218,269
Administrative Clerk	1.000	1.000	1.000	\$36,481
Natural Resources Management Supervisor	0.000	1.000	1.000	\$46,550
Secretary	1.000	0.750	0.750	\$25,659
Coordinator of Interpretive & Information Services	1.000	1.000	1.000	\$65,573
Park Equipment Specialist	1.000	1.000	1.000	\$54,567
Communication Specialist	0.000	0.000	0.500	\$29,973
Park Maintenance Worker	1.000	1.000	2.000	\$72,689
	16.000	15.750	17.250	\$933,654

Funding	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Taxes	\$3,141,232	\$3,171,884	\$3,035,087	\$2,974,049	\$2,945,764
Intergovernmental Revenue	\$1,926,572	\$296,116	\$564,477	\$1,588,786	\$867,100
Charges for Services	\$438,267	\$406,044	\$370,485	\$371,460	\$371,200
Interest	\$59,503	\$75,984	\$58,535	\$28,265	\$49,492
Rents	\$62,138	\$68,081	\$63,692	\$53,500	\$45,000
Other Revenue	\$244,828	\$237,089	\$722,026	\$5,000	\$6,000
Other Financing Sources	\$297,790		\$138,000		
Total Revenues	\$6,170,330	\$4,255,198	\$4,952,302	\$5,021,060	\$4,284,556
Expenditures					
Personnel Services	\$1,422,810	\$1,586,349	\$1,616,065	\$1,725,345	\$1,865,919
Supplies	\$175,118	\$178,719	\$187,126	\$202,943	\$186,890
Other Services & Charges	\$525,941	\$469,450	\$713,957	\$535,643	\$494,624
Capital Outlay	\$6,610,526	\$1,599,731	\$4,281,891	\$3,225,637	\$2,488,000
Debt Service				\$91,500	
Total Expenditures	\$8,734,395	\$3,834,249	\$6,799,039	\$5,781,068	\$5,035,433

Budget Highlights:

Intergovernmental Revenue and Capital Outlay fluctuate with the land purchases and park improvement projects planned. The timing of project costs and grant dollars received are often not in the same years. The 2013 budget includes the following projects: Macatawa Greenway Trail, Pumphouse Museum and General Greenway and Park Land Acquisition. Other Revenue in 2011 reflects a nearly \$500,000 donation from the Great Lakes Fishery Trust for the Holland Harbor Access Project. Other Revenue in 2009-2011 reflects donations for the Nature Education Center.

Fund: (2160) Friend of the Court

Function Statement

The Friend of the Court (FOC) has three broad statutory duties: 1) To investigate, report, and make recommendations to the 20th Judicial Circuit Court regarding child custody, parenting time, and child support issues; 2) To monitor and manage collection and disbursement of child support payments by the Michigan State Disbursement Unit (MiSDU); and 3) To enforce child custody, parenting time, and child support orders entered by the 20th Judicial Circuit Court.

Mission Statement

To administer justice and restore wholeness in a manner that inspires public trust

TARGET POPULATION	Children Custodial and Non-custodial Parents					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	FOC Goal 1: Ensure that support is provided for the care and maintenance of children					
	<i>Objective 1) Perform domestic relations hearings</i>					
	<i>Objective 2) Conduct parenting time and custody assessments</i>					
	<i>Objective 3) Process and enforce orders of support</i>					
PRIMARY GOALS & OBJECTIVES	<i>Objective 4) Manage the collection and disbursement of child support payments</i>					
	<i>Objective 5) File civil warrants for non-payment of child support payments</i>					
	<i>Objective 6) Comply with all state and federal regulations regarding child support, parenting time and custody</i>					
	County Goal: Continually improve the County's organization and services					
	FOC 2: To serve the public and Court stakeholders in a satisfactory and professional manner. (Access and Fairness - NCSC CourTools 1)					
SERVICES & PROGRAMS	<i>Objective 1) Survey court users to obtain their feedback on the Court's treatment of customers</i>					
	Child support and Custody Services (<i>Goal 1</i>) Ensure quality of customer service and identify areas for improvement through the administration of surveys (<i>Goal 2</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of new cases filed (Title IV-D child support enforcement)	-	990	1,073	1,000	1,000
	# of cases active (Title IV-D child support enforcement)	-	11,632	12,571	12,500	12,500
	# of parenting time and custody assessments completed	-	266	223	240	240
	# of bench warrants filed	-	1,803	1,943	1,800	1,800
EFFICIENCY	% of domestic relation hearings scheduled within 3 weeks of case filing	85%	75%	80%	80%	85%
	% of custody assessments completed within time guidelines	95%	95%	80%	90%	95%
	% of DHS-Office of Child Support audits that show compliance with Federal and State child support regulations	95%	100%	100%	100%	100%
OUTCOMES	Paternity Establishment Rate	90%	96.5%	95.4%	94.6%	95.0%
	Support Order Establishment Rate	80%	82.6%	79.0%	80.2%	80.5%
	Collection Rate on Current Support (outstanding payments)	80%	73.3%	73.80%	75.8%	75.8%
	Collection Rate on Arrears	80%	75.0%	76.9%	69.4%	70.0%
	Collection Rate on Medical	80%	63.9%	67.0%	65.8%	65.8%
CUSTOMER SERVICE	% of attorneys satisfied with court services	90%	94%	N/A ¹	95%	N/A ¹
	% of public customers indicating interaction with staff was courteous, respectful, and friendly	90%	90%	N/A ¹	90%	N/A ¹

1. Survey is conducted every other year

Fund: 2160 Friend of the Court

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Friend of the Court	1.000	1.000	1.000	\$102,774
Assistant FOC - Operations	1.000	1.000	1.000	\$70,514
Accounting Manager	1.000	1.000	1.000	\$70,514
Investigators	11.000	11.000	11.000	\$574,007
Family Services Coord/Custody Investigator	3.000	3.000	3.000	\$164,398
Data Processing Specialist	4.000	4.000	4.000	\$153,950
Senior Data Processing Specialist	1.000	1.000	1.000	\$48,641
Location Specialist	1.000	1.000	1.000	\$41,761
FOC Clerk II	3.000	3.000	3.000	\$116,160
Accounting Clerk	3.000	3.000	3.000	\$116,160
Referee	1.125	1.125	1.125	\$96,217
FOC Clerk I	4.000	4.000	4.000	\$129,009
Deputy/Road Patrol	1.000	1.000	1.000	\$59,372
Third Party Liability Specialist	1.000	1.000	1.000	\$52,554
	36.125	36.125	36.125	\$1,796,031

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,026,554	\$2,023,467	\$1,994,955	\$2,056,731	\$2,145,353
Charges for Services	\$271,055	\$298,081	\$414,887	\$427,050	\$431,650
Interest					
Other Financing Sources	\$732,402	\$546,235	\$702,574	\$730,615	\$683,189
Total Revenues	\$3,030,011	\$2,867,783	\$3,112,416	\$3,214,396	\$3,260,192
Expenditures					
Personnel Services	\$2,446,798	\$2,511,970	\$2,544,328	\$2,524,028	\$2,608,813
Supplies	\$63,175	\$54,814	\$46,441	\$42,875	\$45,400
Other Services & Charges	\$528,045	\$490,984	\$521,647	\$647,493	\$605,979
Capital Outlay					
Total Expenditures	\$3,038,018	\$3,057,768	\$3,112,416	\$3,214,396	\$3,260,192

Fund: 2170 9/30 Judicial Grants

Function Statement

This Fund accounts for miscellaneous grant revenue received from the State and other agencies for judicial programs, primarily drug court programs.

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Drug Court Coordinator	1.000	1.000		
Caseworker	1.000	1.000	1.000	\$53,214
Probation Treatment Specialist	1.000	1.000	1.000	\$57,282
Administrative Aide	0.500	0.000	0.000	\$0
Assistant Director - Probation	0.000	0.000	0.150	\$9,633
Case Manager/Surveillance	1.000	1.000		
	4.500	4.000	2.150	\$120,129

Funding

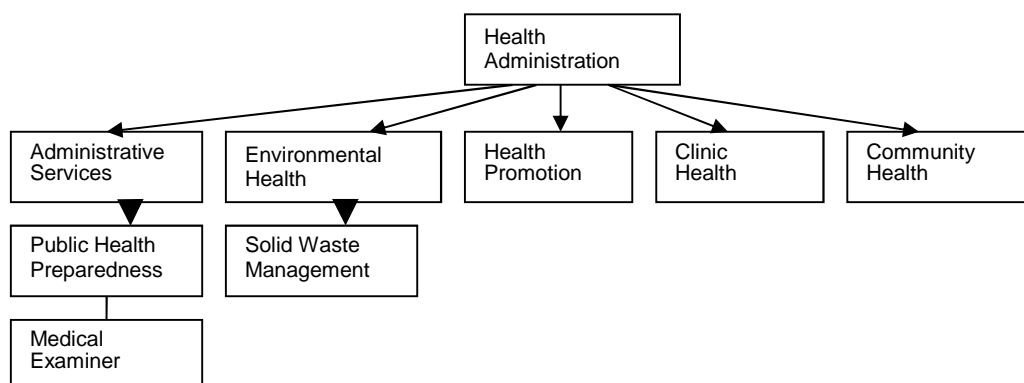
Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$285,069	\$211,989	\$283,905	\$306,000	\$141,409
Charges for Services			\$21,764	\$49,000	\$45,000
Interest					
Other Revenue	\$7,500	\$4,125	\$4,125	\$5,000	
Other Financing Sources	\$63,074	\$73,827	\$43,172	\$16,386	\$44,647
Total Revenues	\$355,643	\$289,941	\$352,966	\$376,386	\$231,056
Expenditures					
Personnel Services	\$316,012	\$243,344	\$287,247	\$323,224	\$206,565
Supplies	\$11,346	\$20,878	\$17,605	\$22,800	\$12,205
Other Services & Charges	\$24,125	\$23,303	\$45,459	\$30,362	\$12,760
Capital Outlay					
Total Expenditures	\$351,483	\$287,525	\$350,311	\$376,386	\$231,530

Budget Highlights:

This fund can vary depending on whether grants have been extended or have ended as well as the award amount received from the State. Consequently, the budget can vary significantly from year to year.

Public Health (2210) Fund Summary

The Ottawa County Health Department provides environmental health services, client health services in both a clinic setting and the field, public health preparedness, and health education services. Services supervised by Health administration but not accounted for in fund 2210 include Landfill Tipping fees (solid waste planning - fund 2272) and Substance Abuse which is recorded in the General Fund (1010-6300).



Budget Summary - Fund 2210

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Licenses & Permits	\$127,036	\$399,731	\$265,590	\$319,630	\$321,350
Intergovernmental Revenue	\$3,252,493	\$3,847,837	\$4,800,092	\$3,753,117	\$3,614,323
Charges for Services	\$1,111,034	\$1,060,640	\$1,059,744	\$1,018,040	\$1,072,608
Other Revenue	\$314,996	\$396,984	\$386,779	\$375,019	\$297,534
Other Financing Sources	\$4,739,967	\$3,537,651	\$3,085,296	\$3,437,190	\$3,772,809
Total Revenues	\$9,545,526	\$9,242,843	\$9,597,501	\$8,902,996	\$9,078,624
Expenditures					
Personnel Services	\$6,693,320	\$6,317,526	\$6,066,874	\$6,126,334	\$6,587,313
Supplies	\$187,875	\$174,758	\$164,280	\$175,476	\$177,069
Other Services & Charges	\$2,625,353	\$2,740,863	\$2,492,907	\$2,554,905	\$2,504,169
Capital Outlay	\$50,369	\$10,089	\$4,306	\$46,281	\$10,073
Other Financing Uses			\$871,527		
Total Expenditures	\$9,556,917	\$9,243,236	\$9,599,894	\$8,902,996	\$9,278,624

Function Statement

The epidemiology division of the Ottawa County Health Department is responsible for defining the causes and distribution of diseases within Ottawa County. This division's activities are directed towards strengthening disease surveillance practices (that enhance disease identification, prevention and control), monitoring the community health status, and providing Ottawa County health data to health providers and the community.

Mission Statement

Analyze the causes and distribution of disease in order to control their course and protect the community

TARGET POPULATION	Ottawa County Residents					
	Medical Providers/Public Health Partners Health Department Programs					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Monitor population health status to identify and mitigate health problems and to improve the delivery of public health services					
	<i>Objective 1) Collect, analyze and disseminate accurate and credible data regarding the health of residents and the environment (YAS¹, BRFSS², BMI³, morbidity and mortality, program statistics, etc.)</i>					
	<i>Objective 2) Maintain and enhance existing disease surveillance systems to identify, investigate & control public health threats</i>					
	<i>Objective 3) Advise health department staff and health system partners on emerging public health threats</i>					
	<i>Objective 4) Provide data analysis and support to internal and external public health partners</i>					
	<i>Objective 5) Maintain and improve the accessibility of all current health data reports to stakeholders and the public</i>					
PRIMARY GOALS & OBJECTIVES	<i>Objective 6) Provide program specific data collection and reporting to state, federal partners</i>					
	County Goal: Continually improve the County's organization and services					
	Department Goal 2: Provide excellent customer service					
	<i>Objective 1) Provide thorough and satisfactory services</i>					
	<i>Objective 2) Provide interaction with customers that is courteous, respectful, and friendly</i>					
	<i>Objective 3) Provide timely responses to requests for service</i>					
	Department Goal 3: Provide exceptional services/programs					
SERVICES & PROGRAMS	<i>Objective 1) Maintain high-efficiency work outputs⁴</i>					
	<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties⁵</i>					
	<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties⁵</i>					
SERVICES & PROGRAMS	Health Data Collection, Monitor, Analysis, and Reporting Services (<i>Goal 1</i>)					
	Professional Customer Service (<i>Goal 2</i>)					
	Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 3</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% completion of the Ottawa County Health Assessment Profile (<i>Every 3 years</i>)	-	N/A	100%	NA	NA
	% completion of the Ottawa County BRFSS (<i>Every 3 years</i>)	-	N/A	100%	NA	NA
	# of health data elements collected, analyzed, and displayed	-	N/A	2,235	3,000	3,000
	# of health data requests completed	-	N/A	21	37	35
	# of alerts, warnings, advisories or closures issued due to identified health threat	-	N/A	12	12	12
	# of data reports requiring data analysis	-	N/A	7	6	6

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of committees/councils provided consultation and data support	-	N/A	6	5	5
EFFICIENCY	% of requests for data completed within agreed upon timeframe	100%	N/A	100%	100%	100%
	% data report submitted to state within timeline	100%	N/A	100%	100%	100%
	% of completed health data reports posted on website	100%	N/A	100%	100%	100%
OUTCOMES	% of infectious diseases threats identified within 72 hours of index case identification	100%	N/A	100%	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	100%	100%	100%
COST ⁷	Cost of Epidemiology per capita (total expenses ⁶)	-	\$0.00	\$0.00	\$0.25	\$0.38
	# of Epidemiology Division FTE per 100,000 residents	-	0.00	0.00	0.43	0.43

1. YAS: Youth Assessment Survey
2. BRFSS: Behavioral Risk Factor Surveillance System
3. BMI: Body Mass Index
4. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
5. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
6. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
7. The cost calculations are computed by the Planning and Performance Improvement Department

Resources				
Personnel	2011	2012	2013	2013
Position Name	# of Positions	# of Positions	# of Positions	Budgeted Salary
Account Clerk	1.000	1.000	1.000	\$38,244
Accountant I	1.000	1.000	1.000	\$49,561
Administrative Secretary	1.000	1.000	1.000	\$49,561
Assistant Health Administrator	1.000	1.000	1.000	\$86,007
Communication Specialist	1.000	1.000	1.000	\$59,836
Epidemiologist	0.000	0.000	1.000	\$55,305
Health Administrative Clerk	0.800	0.800	0.800	\$30,595
Health Officer/ Administrator	1.000	1.000	1.000	\$111,210
Health Promotion Clerk	0.100	0.100	0.100	\$3,824
Health Educator	0.000	1.000	0.000	\$0
Medical Director	1.000	1.000	1.000	\$149,249
PC Support Specialist	1.000	0.000	0.000	\$0
Programmer/ Analyst	1.000	1.000	1.000	\$68,617
Senior Accountant	1.000	1.000	1.000	\$65,289
	10.900	10.900	10.900	\$767,298

Funding	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,081,147	\$1,108,810	\$1,082,782	\$1,035,711	\$1,035,811
Charges for Services	\$12	\$260			
Other Revenue	\$330	\$1,562	\$16,124	\$8,329	
Other Financing Sources	\$4,733,787	\$3,537,651	\$3,085,296	\$3,437,190	\$3,772,809
Total Revenues	\$5,815,276	\$4,648,283	\$4,184,202	\$4,481,230	\$4,808,620
Expenditures					
Personnel Services	\$967,650	\$1,009,317	\$1,105,473	\$1,045,955	\$1,085,580
Supplies	\$11,053	\$9,421	\$7,622	\$13,288	\$15,859
Other Services & Charges	\$935,522	\$835,503	\$792,715	\$900,438	\$901,791
Capital Outlay	(\$4,647)	\$991		\$36,800	\$3,726
Other Financing Uses			\$871,527		
Total Expenditures	\$1,909,578	\$1,855,232	\$2,777,337	\$1,996,481	\$2,006,956

Budget Highlights:

Other Financing Sources revenue, the operating transfer from the General Fund, is higher to reflect stagnant state revenue for the entire fund.

Function Statement

The Public Health Preparedness Program (PHP) focuses on strengthening the public health infrastructure to increase the ability to identify, respond to, and prevent acute threats to public health by collaborating and coordinating response strategies with local, regional, and state partners. PHP ensures the availability and accessibility to health care for Ottawa County residents, and the integration of public health and public and private medical capabilities with first responder systems during a public health emergency.

Mission Statement

Prepare for the health and safety of Ottawa County citizens during public health emergencies

TARGET POPULATION	Ottawa County Residents Health Service Providers Disaster Volunteers					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Demonstrate ability to perform effective public health response during a public health emergency					
	<i>Objective 1)</i> Develop plans to response to public health emergencies (i.e. Strategic National Stockpile (SNS) Plan, Crisis Emergency Risk Communication (CERC) Plan, Continuity of Operations Plan (COOP))					
	<i>Objective 2)</i> Assist community partners in creating local health preparedness plans					
	<i>Objective 3)</i> Conduct emergency response training exercises with local communities					
	<i>Objective 4)</i> Provide personal preparedness training to residents					
<i>Objective 5)</i> Maintain adequately trained health department staff						
<i>Objective 6)</i> Educate the public on how to respond in the event of an actual public health emergency						
PRIMARY GOALS & OBJECTIVES	County Goal: Continually improve the County's organization and services					
	Department Goal 2: Provide excellent customer service					
	<i>Objective 1)</i> Provide thorough and satisfactory services					
	<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly					
	<i>Objective 3)</i> Provide timely responses to requests for service					
	Department Goal 3: Provide exceptional services/programs					
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹						
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²						
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²						
SERVICES & PROGRAMS	Health Preparedness Planning Services (<i>Goal 1</i>) Professional Customer Service (<i>Goal 2</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 3</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of updates completed to SNS Plan	-	2	11	10	10
	# of updates completed to CERC Plan	-	1	3	3	2
	# of updates completed to COOP	-	0	0	1	1
	# of community partners with preparedness plans completed	-	15	15	15	15
	# of community response training exercises conducted	-	10	5	5	5
	# of employees trained to respond to a public health emergency	<i>All</i>	12	16	10	10
	# of staff/community partners who received Personal Preparedness training	-	N/A	N/A	N/A	N/A

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of persons involved in emergency response who received Incident Command Structure and National Incident Management System Training	All	12	16	10	10
	# of actual documented public health emergency events	-	0	0	0	0
	# of events/fairs attended to distribute materials regard to All Hazard planning	-	10	10	10	10
EFFICIENCY	% of after-action reports for annual exercises completed within 60 days	100%	N/A	100	100%	100%
	% grade given to the ERP by MDCH – OPHP ³	100%	100%	90%	95%	100%
	% grade given to the SNS Plan by MDCH – OPHP ³	100%	97%	97%	97%	97%
	% grade given to the CERC by MDCH – OPHP ³	100%	100%	n/a	100%	100%
OUTCOMES	# of critical deficiencies identified during actual public health emergency	0	0	0	1	0
	% of improvements implemented (as indicated in after action report)	100%	N/A	100	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	100	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	100	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	100	100%	100%
COST ⁶	Cost of department per capita (total expenses ⁴)	-	\$2.05	\$0.78	\$0.57	\$0.57
	Total # of department FTEs ⁵ per 100,000 residents	-	0.52	0.60	0.43	0.43

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. MDCH - OPHP: Michigan Department of Community Health - Office of Public Health Preparedness

4. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)

5. FTE is calculated using Fiscal Service's History of Positions By Fund report

6. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources					
Personnel					
Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary	
PH Preparedness Coordinator	1.000	1.000	1.000	\$59,556	
Community Health Nurse	0.200	0.000	0.000	\$0	
Health Educator	0.200	0.000	0.000	\$0	
	1.400	1.000	1.000	\$59,556	
Funding					
	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$182,258	\$375,442	\$216,257	\$147,795	\$159,155
Charges for Services					
Interest & Rents					
Other Revenue	\$2,354	\$20,498	\$7,700	\$11,790	
Total Revenues	\$184,612	\$395,940	\$223,957	\$159,585	\$159,155
Expenditures					
Personnel Services	\$100,852	\$305,715	\$90,552	\$84,446	\$87,188
Supplies	\$4,730	\$6,709	\$2,352	\$2,669	\$2,011
Other Services & Charges	\$44,821	\$201,456	\$87,662	\$54,611	\$32,483
Capital Outlay		\$6,458			
Total Expenditures	\$150,403	\$520,338	\$180,566	\$141,726	\$121,682

Function Statement

Programs and services of the Environmental Health Division (EH) are aimed at protecting resident and visitor health through control and prevention of environmental conditions that may endanger human health and safety. We are the defense system and response team. Our business as environmental health professionals is to identify, respond and prevent, or eliminate factors that create risk to human health by taking appropriate action based on professional judgment and accepted standards/methods.

Environmental Health Specialists routinely inspect restaurants, school kitchens, vending locations, and temporary food service establishments for proper food storage, preparation, and handling to protect the public from food-borne illnesses. Public and private water supplies are regulated, evaluated, and sampled to eliminate the risks of water-borne disease and toxic exposure. Through soil evaluations, issuance of permits and inspections of new on-site sewage disposal systems, the EH Specialists protect against illness and health hazards. The safety and sanitation of public swimming pools, spas, and bathing beaches are maintained through inspections and testing of water quality. Potential homebuyers are provided with results of water quality and condition of sewage disposal systems through a unique real estate evaluation program. EH specialists also inspect and evaluate mobile home parks, campgrounds, child care centers, adult and child foster homes, marinas, schools, new sub-divisions, and general nuisance complaints as well as provide educational and consultative services for the public.

Mission Statement

Environmental Health Services protect public health by assuring risks from exposure to environmental hazards are minimized through prevention, identification, and response. Hazards such as unsafe food, contaminated drinking water, polluted surface water, and hazardous materials seriously threaten the health of Ottawa County residents and visitors. It is the mission of the Environmental Health Services team to address those threats by providing State and locally mandated programs in an efficient and effective manner

TARGET POPULATION	Ottawa County Residents and Homeowners Food Service Establishments and Patrons
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Protect the public from unsafe drinking water from groundwater supply systems (wells)
	<i>Objective 1) Perform inspections of wells</i>
	<i>Objective 2) Issue permits for new wells or repairs/replacements to existing wells</i>
	<i>Objective 3) Educate new homeowners about unsafe drinking water systems</i>
	Department Goal 2: Protect surface water and groundwater from onsite wastewater disposal systems
	<i>Objective 1) Perform inspections of sewage disposal systems</i>
	<i>Objective 2) Issue permits for new sewage systems or repairs/replacements to existing systems</i>
	<i>Objective 3) Educate new homeowners about faulty septic systems</i>
	Department Goal 3: Prevent exposure to unsafe surface and/or swimming waters
	<i>Objective 1) Collect water samples at public beaches</i>
	<i>Objective 2) Perform inspections of public swimming pools</i>
	<i>Objective 3) Issue "no body contact" advisories or correction orders as necessary</i>
	Department Goal 4: Reduce the risk of food borne illnesses from food service establishments
	<i>Objective 1) Perform inspections of food service establishments</i>
<i>Objective 2) Conduct investigations of food borne illnesses and complaints</i>	
<i>Objective 3) Develop and enforce risk control plans for food service establishments with persistent or emerging problems</i>	
<i>Objective 4) Improve the level of food safety knowledge among the food service community</i>	
Department Goal 5: Prevent persons from contracting rabies after being bitten by a rabid animal	
<i>Objective 1) Perform rabies testing on animals that have bitten people</i>	
<i>Objective 2) Provide treatment to persons bitten by a rabid animal</i>	
County Goal: Continually improve the County's organization and services	
Department Goal 6: Provide excellent customer service	
<i>Objective 1) Provide thorough and satisfactory services</i>	
<i>Objective 2) Provide interaction with customers that is courteous, respectful, and friendly</i>	
<i>Objective 3) Provide timely responses to requests for service</i>	
Department Goal 7: Provide exceptional services/programs	
<i>Objective 1) Maintain high-efficiency work outputs¹</i>	

	<p><i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i></p> <p><i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i></p>					
SERVICES & PROGRAMS	Clean Drinking Water Program; Campground Inspection Services (<i>Goal 1</i>)					
	Safe Sewage Disposal Program; Campground Inspection Services (<i>Goal 2</i>)					
	Beach Testing Program; Public Swimming Pool Inspection Services (<i>Goal 3</i>)					
	Food Service Inspection and Educational Program (<i>Goal 4</i>)					
	Animal Rabies Testing Services (<i>Goal 5</i>)					
	Professional Customer Service (<i>Goal 6</i>)					
	Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 7</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of groundwater supply systems (wells) inspected prior to real estate transfers	-	624	616	665	690
	# of new and replacement well permits issued	-	283	304	313	328
	# of vacant property evaluations completed for future development	-	46	33	60	63
	# of wastewater disposal systems inspected prior to real estate transfers	-	970	935	980	1,020
	# of sewage disposal system permits issued for new construction	-	121	155	158	160
	# of sewage disposal system permits issued for repair/replacement at existing homes	-	271	301	285	280
	# of septage hauling vehicles inspected	-	25	25	30	32
	# of public beach sampling events conducted	-	340	924	900	900
	# of public swimming pools licensed and inspected	-	130	130	130	132
	# of campgrounds licensed and inspected	-	24	24	25	25
	# of fixed food establishment inspections	-	1,065	1,047	1,190	1,290
	# of vending machine and STFU inspections	-	121	81	125	135
	# of temporary food establishment inspections	-	241	213	300	300
	# of re-inspections conducted	-	492	492	642	642
	# of foodborne illnesses and/or complaints investigated	-	77	34	54	54
	# of food service employees trained, including school concessions	-	155	191	200	210
	# web-based food service training modules available	-	2	4	4	5
	# of rabies tests conducted on animals	-	59	25	25	25
	# of persons treated to prevent rabies	-	N/A	N/A	N/A	N/A
EFFICIENCY	On site customers contacted within 2 days of requested service	100%	N/A	N/A	N/A	100%
	Final inspection/permit mailed within 3 days of completion of service	100%	N/A	N/A	N/A	100%
	% of non-compliant well systems corrected within 60 days	100%	N/A	N/A	N/A	100%
	% of non-compliant septic systems corrected within 60 days	100%	N/A	N/A	N/A	100%

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% of food borne illness investigations initiated within 3 business hours of notification	100%	90%	90%	91%	92%
	% of complaints related to food safety responded to within 1 day	100%	N/A	100%	100%	100%
OUTCOMES	# of persons that become ill from unsafe well water	0	1	0	0	0
	# of reported injuries or fatalities at licensed pools or campgrounds resulting from non-compliant Environmental Health factors	0	1	0	0	0
	# of confirmed food-borne illness outbreaks originating from licensed establishments	0	2	0	0	0
	% of persons bitten by an animal confirmed to have rabies that contract the disease	0%	0	0	0	0
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	100%	100%	100%
COST ⁵	Cost of Division per capita (total expenses ³)	-	\$5.31	\$5.68	\$5.94	\$5.91
	Total # of Environmental Health FTE ⁴ per 100,000 residents	-	6.16	6.12	6.53	6.53

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Environmental Health Clerk	2.400	2.400	2.400	\$79,778
Environmental Health Specialist*	8.800	9.000	9.900	\$522,818
Environmental Health Manager	0.780	0.900	0.900	\$66,220
Environmental Health Specialist/Beach Qual	0.000	0.800	1.000	\$49,346
Team Supervisor	2.000	2.000	2.000	\$129,211
Environmental Technician	0.000	0.000	0.500	\$19,931
Records Processing Clerk II	0.200	0.200	0.000	\$0
	<u>14.180</u>	<u>15.300</u>	<u>16.700</u>	<u>\$867,304</u>

*One position is partially funded, but may be fully reinstated if future resources allow.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Licenses and Permits	\$113,981	\$161,112	\$265,590	\$319,630	\$321,350
Intergovernmental Revenue	\$367,202	\$364,499	\$417,862	\$529,671	\$483,576
Charges for Services	\$183,802	\$202,253	\$204,753	\$217,088	\$250,509
Other Revenue	\$14,637	\$12,641	\$9,684	\$11,330	\$14,805
Total Revenues	<u>\$679,622</u>	<u>\$740,505</u>	<u>\$897,889</u>	<u>\$1,077,719</u>	<u>\$1,070,240</u>

Expenditures

Personnel Services	\$943,115	\$976,599	\$1,012,550	\$1,123,725	\$1,243,311
Supplies	\$18,421	\$19,691	\$19,843	\$20,286	\$22,516
Other Services & Charges	\$167,439	\$145,797	\$196,851	\$151,367	\$179,418
Capital Outlay	\$329	\$872	\$1,412	\$4,604	\$525
Total Expenditures	<u>\$1,129,304</u>	<u>\$1,142,959</u>	<u>\$1,230,656</u>	<u>\$1,299,982</u>	<u>\$1,445,770</u>

Function Statement

Community Health Services provides quality support, education and prevention programs to families, children and pregnant women throughout Ottawa County. Services are provided at the three office locations, in clinic settings, in homes, in schools and in community locations. Services within this department include; Hearing and Vision Screenings, Pre-natal care (PNC) and Enrollment, Children's Special Health Care Services, and Maternal and Infant Health Program.

Mission Statement

The mission of Community Health Services is to provide quality support, education, and prevention programs to families, children and pregnant women in Ottawa County

TARGET POPULATION	<p>Medicaid eligible pregnant women, mothers and children (Maternal and infant Health Program - MIHP)</p> <p>Children and their families with special health care needs (Children's Special Health Care Services - CSHCS)</p> <p>Children ages birth to 9th grade (Hearing and Vision Programs)</p>
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Reduce infant mortality and low birth weight for those enrolled in program
	<i>Objective 1)</i> Ensure Medicaid eligible pregnant women receive prenatal care
	<i>Objective 2)</i> Ensure Medicaid eligible infants receive pediatric care
	<i>Objective 3)</i> Refer clients to domestic violence counseling, substance abuse counseling, and/or Community Mental Health, if necessary
	<i>Objective 4)</i> Conduct case management visits with clients to review dietary and medical needs, and interactions with children
	Department Goal 2: Improve quality-of-care of children ages 0 to 21 with special health care needs who are in program
	<i>Objective 1)</i> Refer children with special health care needs to appropriate medical services
	<i>Objective 2)</i> Reduce the financial burden on parents for obtaining specialized health care services for their children
	<i>Objective 3)</i> Provide support services to parents of children with chronic health problems
	<i>Objective 4)</i> Conduct service contacts with clients to ensure necessary services are being obtained
	Department Goal 3: Improve hearing and vision in children ages 0 to 9th grade who have hearing loss or visual impairment
<i>Objective 1)</i> Screen children for hearing loss and/or visual impairment	
<i>Objective 2)</i> Re-screen children determined to have potential hearing and/ or vision impairment	
<i>Objective 3)</i> Refer children with two failed screens to appropriate medical services	
<i>Objective 4)</i> Follow-up medically referred children to encourage evaluation and/or treatment	
Department Goal 4: Reduce the incidence and impact of child abuse	
<i>Objective 1)</i> Conduct assessments and medical exams for abused children upon request of the Children's Advocacy Center	
<i>Objective 2)</i> Assist prosecutors with investigations of suspected child abuse	
County Goal: Continually improve the County's organization and services	
Department Goal 5: Provide excellent customer service	
<i>Objective 1)</i> Provide thorough and satisfactory services	
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly	
<i>Objective 3)</i> Provide timely responses to requests for service	
Department Goal 6: Provide exceptional services/programs	
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹	
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²	
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²	
SERVICES & PROGRAMS	<p>Maternal and Infant Health Care Program (MIHP) (<i>Goal 1</i>)</p> <p>Children's Special Health Care Services (CSHCS) (<i>Goal 2</i>)</p> <p>Hearing and Vision Screening Services (<i>Goal 3</i>)</p> <p>Children's Advocacy Center (CAC) Services (<i>Goal 4</i>)</p>

Professional Customer Service (<i>Goal 5</i>)		Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)				
	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
WORKLOAD	# of eligible pregnant women served (MIHP)	-	209	207	205	205
	# of eligible infants served (MIHP)	-	238	206	210	210
	# of infant case management contacts (MIHP)	-	2,056	1,883	2,000	2,000
	# of maternal case management contacts (MIHP)	-	1,099	927	1,000	1,000
	# of clients served with special health care needs (CSHCS)	-	897	943	920	942
	# of service encounter contacts (CSHCS)	-	493	705	578	556
	# of hearing screens conducted	-	14,895	14,808	14,490	14,731
	# of vision screens conducted	-	17,794	17,174	18,348	17,772
	# of children receiving a referral for vision/hearing	-	1,716	1,691	1,717	1,692
	# of assessments conducted for CAC	-	N/A	94	90	90
EFFICIENCY	% of MIHP clients contacted within 7 days (I) or 14 days (M) of referral	100%	100%	100%	100%	100%
	% of CSHCS clients contacted to renew coverage within 90 days of expiration	100%	100%	100%	100%	100%
	% of children with potential hearing/vision loss rescreened per State requirements	100%	100%	100%	100%	100%
OUTCOMES	Infant mortality rate of MIHP clients	5%	N/A	<5%	<5%	<5%
	% of MHP client newborns with a low birth weight	7%	11%	11%	11%	11%
	% of CSHCS clients who receive specialty care for improving quality of life	100%	100%	100%	100%	100%
	% of children screened for potential hearing/vision loss who were referred for treatment after acquiring a diagnosis from a provider	100%	100%	94%	90%	90%
CUSTOMER SERVICE	% of CSHCS enrollees contacted annually to assess family needs	100%	100%	100%	100%	100%
	% of customers indicating that the services/information received was helpful/useful	100%	N/A	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	100%	100%	100%
COST ⁵	Cost per MIHP client (total cost ³ divided by # clients served)	-	\$1,659.95	\$1,773.33	\$1,825.49	\$1,825.49
	Cost per CSHCS client (total cost ³ divided by # clients served)	-	\$386.01	\$407.66	\$418.71	\$408.93
	Cost per Hearing/Vision client (total cost ³ divided by # clients served)	-	\$8.37	\$9.13	\$9.16	\$9.26
	Total cost of Community Health services per capita (total cost ³)	-	\$6.84	\$6.62	\$6.70	\$6.67
	Total # of department FTEs ⁴ per 100,000 residents	-	7.90	7.63	7.55	7.55

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total cost include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources				
Personnel	2011	2012	2013	2013
Position Name	# of	# of	# of	Budgeted
Position Name	Positions	Positions	Positions	Salary
Clinic Support	0.500	0.500	0.500	\$17,032
Clinical Health Supervisor	1.000	0.000	1.000	\$65,289
Community Health Clerk	1.000	1.000	1.000	\$36,077
Community Health Nurse I	5.700	5.600	5.600	\$291,038
Community Health Supervisor	1.000	1.000	0.000	\$0
Community Health Team Supervisor	0.000	1.000	1.000	\$65,289
CSHCS Clerical *	1.000	1.000	1.000	\$38,244
Health Promotion Manager	0.340	0.340	0.340	\$26,676
Hearing & Vision Tech	3.200	3.200	3.400	\$129,281
Maternal and Infant Health Clerk	0.000	0.750	0.750	\$22,436
Nutritionist	0.500	0.500	0.600	\$31,710
Public Health Social Worker	1.700	1.800	2.000	\$105,699
Records Processing Clerk II	0.750	0.000	0.000	\$0
Public Health Outreach Worker	1.000	1.000	0.600	\$22,946
	17.690	17.690	17.790	\$851,717

* Children's Special Health Care Service Program Representative

Funding	2009	2010	2011	2012	2013
Funding	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$422,214	\$563,763	\$845,061	\$534,164	\$534,710
Charges for Services	\$342,525	\$308,974	\$299,831	\$284,475	\$285,471
Other Revenue	\$19,671	\$7,510	\$25,341	\$20,908	\$14,000
Other Financing Sources	\$6,180				
Total Revenues	\$790,590	\$880,247	\$1,170,233	\$839,547	\$834,181
Expenditures					
Personnel Services	\$1,722,206	\$1,318,340	\$1,241,857	\$1,202,625	\$1,305,671
Supplies	\$22,123	\$18,634	\$18,347	\$19,598	\$17,902
Other Services & Charges	\$170,292	\$137,153	\$150,007	\$155,092	\$144,645
Capital Outlay					
Total Expenditures	\$1,914,621	\$1,474,127	\$1,410,211	\$1,377,315	\$1,468,218

Function Statement

Clinic services are provided in clinics, homes, schools, and community facilities. Programs provided include the following: Family Planning Program (medical exams, pregnancy testing/counseling, prescription birth control, and education); Sexually Transmitted Disease (STD) Clinics (confidential testing, treatment and education on STDs and anonymous counseling and testing for HIV/AIDS); Communicable Disease including Tuberculosis (investigation and follow-up); and Immunization Services (vaccine administration, monitoring, distribution, and Travel Clinic).

Mission Statement

Provide family planning, communicable disease and immunization services to underserved populations to reduce unplanned pregnancies and the occurrence and spread of communicable diseases in the County

TARGET POPULATION	At-Risk Populations (uninsured, underinsured, below poverty level, Medicaid eligible) Sexually Active Teens and Adults Ottawa County Residents
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Reduce unplanned pregnancies among persons who seek family planning services*
	<i>Objective 1)</i> Conduct breast and pelvic exams and breast and cervical cancer screenings
	<i>Objective 2)</i> Provide family planning counseling and education
	<i>Objective 3)</i> Distribute contraceptives to clients
	Department Goal 2: Reduce Sexually Transmitted Infections (STI) being transmitted by those persons who receive STI treatment services*
	<i>Objective 1)</i> Provide education regarding STI prevention
	<i>Objective 2)</i> Provide STI testing, treatment, and counseling
	Department Goal 3: Minimize the spread of communicable disease
	<i>Objective 1)</i> Monitor communicable disease
	<i>Objective 2)</i> Investigate reported cases of communicable disease
	<i>Objective 3)</i> Provide treatment and control spread of confirmed cases of communicable disease
	<i>Objective 4)</i> Provide education regarding the signs, symptoms, and transmission of communicable disease
Department Goal 4: Protect the public against vaccine preventable disease	
<i>Objective 1)</i> Ensure vaccinations are received by eligible children and adults	
<i>Objective 2)</i> Provide immunizations to travelers to high risk areas	
<i>Objective 3)</i> Provide education regarding vaccinations, immunizations, and vaccine preventable disease	
<i>Objective 4)</i> Perform quality assurance with vaccine providers (e.g. proper storage, expirations)	
County Goal: Continually improve the County's organization and services	
Department Goal 5: Provide excellent customer service	
<i>Objective 1)</i> Provide thorough and satisfactory services	
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly	
<i>Objective 3)</i> Provide timely responses to requests for service	
Department Goal 6: Provide exceptional services/programs	
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹	
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²	
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²	
* Family planning and reproductive health services, and STI treatment and prevention services are mandated by Title X of the Public Health Services Act (Public Law 91-572)	
SERVICES & PROGRAMS	Family Planning Services; Reproductive Health Services (<i>Goal 1</i>) STI Prevention Services (<i>Goal 2</i>) Communicable Disease Prevention Services (<i>Goal 3</i>) Vaccines for Children Program; Immunization Services (<i>Goal 4</i>)

Professional Customer Service (<i>Goal 5</i>)						
Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)						
	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
WORKLOAD	# of unduplicated family planning clients receiving medical exam	2,200	2,102	2,007	2,054	2,054
	# of unduplicated family planning clients receiving counseling and education	3,000	2,879	2,426	2,652	2,652
	# of unduplicated clients receiving contraceptives	2,850	2,816	2,365	2,590	2,590
	# of STI clinic client encounters	5,900	5,888	5,250	5,500	5,500
	# of HIV tests performed	1,000	1,202	936	1,000	1,000
	# of STI prevention education sessions conducted	5,900	5,888	5,250	5,500	5,500
	# of MDSS communicable diseases reported	1,100	1,035	1,156	1,200	1,200
	# of immunizations administered to children	14,000	13,924 ³	11,485	11,500	11,500
	# of immunizations provided to travelers	2,600	2,570	1,994	2,000	2,000
	# of immunization and vaccine preventable disease education sessions	18	17	25	20	20
	# of LTBI (latent tuberculosis infections) reported	45	56	45	50	50
	# of active TB clients	5	7	3	5	5
EFFICIENCY	% of clients with an abnormal breast/pelvic exam result that are notified within 60 days	100%	100%	100%	100%	100%
	% of clients receiving family planning counseling/education	100%	100%	100%	100%	100%
	% of clients receiving test result access within 14 days	100%	100%	100%	100%	100%
	% of clients with positive test results receiving treatment within 14 days	100%	100%	100%	100%	100%
	% of mandated communicable disease investigations initiated within 24 hours of being reported	100%	100%	100%	100%	100%
	% of MDSS ⁴ communicable diseases reported that receive intervention strategies	100%	100%	100%	100%	100%
	% of children 19-35 months of age who are fully immunized based on MCIR ⁵ registry data	90%	80%	85%	90%	90%
OUTCOMES	% of clients who became pregnant while receiving family planning services	<1%	<1%	<1%	<1%	<1%
	Incidence rate of reported STI by those who received STI treatment/prevention education services	<1%	<1%	NA	NA	NA
	Communicable disease rate	0.0040	0.0042	0.00434	0.00434	0.00434
	Vaccine preventable disease rate	0.0004	0.0003	0.0003	0.0003	0.0003
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	99%	99%	99%
	% of customers indicating that the services/information received met their needs	100%	N/A	99%	99%	99%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	99%	99%	99%

	ANNUAL MEASURES	TARGET	2010	2011	2012	2013
			ACTUAL	ACTUAL	ESTIMATED	PROJECTED
COST ⁹	Cost of Family Planning services per client served - clinic, counseling, and/or education (total expenses not including admin or clerical ⁷)	-	\$145.30	\$160.89	\$164.24	\$164.24
	Cost of Immunization services per client served children and travelers (total expenses not including admin or clerical ⁷)	-	\$82.06	\$93.97	\$96.58	\$96.58
	Cost of STI clinic services per client encounter (total expenses not including admin or clerical ⁷)	-	\$46.77	\$50.34	\$54.46	\$54.46
	Cost of Communicable Disease services per capita (total expenses not including admin or clerical ⁷)	-	\$312.42	\$237.18	\$271.70	\$271.70
	Total Cost of Clinic Health Services per capita (total expenses ⁷)	-	\$14.77	\$14.01	\$14.65	\$14.59
	Total # of department FTEs ⁸ per 100,000 residents	-	14.11	13.72	13.01	13.01

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. The large increase between 2009 and 2010 numbers was due to new school vaccine requirements for 6th graders and new entrants
4. MDSS: Michigan Disease Surveillance System
5. MCIR: Michigan Care Improvement Registry
6. The 2009 low number was due to a national vaccine shortage of the Hib vaccine
7. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
8. FTE is calculated using Fiscal Service's History of Positions By Fund report
9. Total Cost and FTE calculations will be computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Clinic Health Manager	1.000	1.000	1.000	\$78,461
Clinic Support	11.500	10.500	10.500	\$328,585
Clinical Health Supervisor	1.800	1.800	1.800	\$117,520
Community Health Nurse I	11.600	12.200	12.000	\$663,753
Community Health Supervisor	1.000	1.000	1.000	\$65,290
Health Technician	1.800	1.800	1.800	\$70,460
Licensed Practical Nurse	0.900	0.000	0.000	\$0
Nurse Practitioner	1.200	1.200	1.200	\$89,619
Office Supervisor/Clinical Support	1.000	1.000	1.000	\$53,648
	31.800	30.500	30.300	\$1,467,336

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,057,941	\$1,261,700	\$2,014,020	\$1,305,979	\$1,237,123
Charges for Services	\$536,300	\$478,910	\$467,958	\$457,377	\$467,877
Other Revenue	\$77,682	\$80,958	\$81,608	\$82,324	\$83,000
Total Revenues	\$1,671,923	\$1,821,568	\$2,563,586	\$1,845,680	\$1,788,000

Expenditures

Personnel Services	\$2,181,335	\$2,062,914	\$2,007,843	\$2,050,558	\$2,234,371
Supplies	\$106,932	\$99,287	\$101,542	\$94,192	\$100,710
Other Services & Charges	\$1,032,020	\$1,144,785	\$987,126	\$1,021,769	\$1,020,525
Capital Outlay					
Total Expenditures	\$3,320,287	\$3,306,986	\$3,096,511	\$3,166,519	\$3,355,606

Budget Highlights:

2011 reflects higher revenue because Medicaid cost settlement disputes from prior years have been resolved. Personnel Services reflect vacancies in 2012.

Function Statement

The Health Promotion Division of the Ottawa County Health Department strives to promote positive health behaviors that enable people to increase control over and improve their health. Health Promotion Services provides comprehensive prevention education programs, collaborative community project leadership, reproductive health education, substance abuse prevention, chronic disease prevention programs and oral health services.

Mission Statement

Health promotion is committed to providing initiatives which create an environment that empowers Ottawa County residents to make healthy choices.

TARGET POPULATION	Ottawa County Residents Low Income Individuals Children (0-17)
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Increase the physical health status of Ottawa County residents
	<i>Objective 1) Increase access to healthy food choices</i>
	<i>Objective 2) Increase community access to physical activity</i>
	<i>Objective 3) Educate residents about healthy eating and physical activity</i>
	Department Goal 2: Reduce tobacco use among youth and resident's exposure to second-hand smoke
	<i>Objective 1) Decrease tobacco sales to underage youth</i>
	<i>Objective 2) Implement the Michigan Department of Community Health tobacco work plan</i>
	Department Goal 3: Reduce dental disease among low-income, uninsured, and Medicaid-eligible children in Ottawa County
	<i>Objective 1) Provide preventative (check-ups, cleanings) and restorative (fillings, extractions, etc.) services through the "Miles of Smiles" Mobile Dental Unit</i>
	<i>Objective 2) Provide screenings/exams, fluoride varnish, and sealant treatments in schools and Headstart</i>
	<i>Objective 3) Provide oral health education to schools, Headstarts, and the community</i>
	Department Goal 4: Increase enrollment of teens and low-income residents to family planning and sexually transmitted infection (STI) services
	<i>Objective 1) Increase awareness of family planning services that are available to reduce unintended pregnancies</i>
<i>Objective 2) Increase awareness of STI treatment and prevention services</i>	
<i>Objective 3) Educate youth and parents regarding the consequences of early sexual involvement</i>	
Department Goal 5: Reduce alcohol-related traffic crashes in Ottawa County	
<i>Objective 1) Provide effective administrative support for the CHOOSE Coalition</i>	
County Goal: Continually improve the County's organization and services	
Department Goal 6: Provide excellent customer service	
<i>Objective 1) Provide thorough court services</i>	
<i>Objective 2) Provide timely responses to requests for service</i>	
<i>Objective 3) Provide interaction with customers that is courteous, respectful, and friendly</i>	
Department Goal 7: Provide exceptional services/programs	
<i>Objective 1) Maintain high-efficiency work outputs¹</i>	
<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>	
<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>	
SERVICES & PROGRAMS	Safe Routes to School Program; Ottawa County Food Council; Coordinated School Health; Electronic Benefit Transfer Program; Building Healthy Community Initiatives; Complete Streets (<i>Goal 1</i>) No Cigs for Kids Program; Smoke-Free Ottawa County Services (<i>Goal 2</i>) Marketing Services for Family Planning and STI Treatment and Prevention (<i>Goal 3</i>) Mile of Smiles Dental Services; In-School Sealant and Varnish Services; Oral Health Education (<i>Goal 4</i>) CHOOSE Program (<i>Goal 5</i>) Professional Customer Service (<i>Goal 6</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 7</i>)

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
WORKLOAD	# of community gardens started by Health Department	-	1	1	N/A	N/A
	# of redeemable coupons distributed for local farm markets	-	120	92	200	N/A
	# of residents using electronic benefits transfer system at farm markets	-	N/A	NA	250	250
	# of nutrition and exercise workshops conducted	-	10	10	53	30
	# of policy/environmental changes implemented to increase access to physical activity and healthy food choices	-	N/A	4	1	1
	# of cigarette vendor education trainings conducted	-	21	14	30	30
	# of complaints involving air quality (due to smoking) investigated	-	14	19	N/A	N/A
	# dental services provided on "Miles Of Smiles" mobile dental unit (exams, cleanings, x-rays, fillings, extractions, etc.)	-	9,029	9,515	9,550	9,600
	# of dental services provided in the school based Sealant Program (screenings, sealants, etc.)	-	1,645	2,224	2,250	2,300
	# of dental services provided in Early Headstart/Headstart fluoride varnish program (assessments and fluoride treatments)		261	483	490	500
	# of Early HeadStarts, HeadStarts, schools, and communities receiving oral health education (e.g. presentations, curriculum, informational materials)	-	118	122	125	130
	# of Family Planning/STD presentations to schools/Juvenile Detention Center/ Girls Group/Harbor House/Hope College/Grand Valley State University	-	40	46	40	40
	# of CHOOSE coalition and task force meetings administered	-	44	15	10	10
EFFICIENCY	% of coupons distributed that are redeemed at local farmers markets	20%	50%	65%	N/A	N/A
	% of day care facilities with adopted policies related to nutrition/exercise	100%	100%	100%	N/A	N/A
	% of vendors passing compliance check after receiving training	100%	100%	97%	98%	98%
	% of vendors notified of status in 1 month of compliance check	100%	100%	97%	98%	98%
	% of complaints regarding smoking violations investigated	100%	100%	100%	N/A	N/A
OUTCOMES	% increase in number of Ottawa County residents with a healthy Body Mass Index (3 year survey)	≥3%	N/A	N/A	N/A	N/A
	% reduction in dental disease in children served on Miles of Smiles	>30%	36%	39%	39%	40%
	% of Ottawa County teens using family planning services	25%	18%	21%	21%	22%
	% reduction in alcohol related crashes in South West quadrant compared to other county quadrants (by 2014)	>30%	30%	30% by 2014	30% by 2014	30% by 2014

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	NA	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	NA	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	NA	100%	100%
COST ⁵	Cost of promotions division per capita (total expenses ³)	-	\$4.14	\$4.00	\$3.86	\$3.84
	# of promotions division FTEs ⁴ per 100,000 residents	-	3.56	3.52	3.14	3.14

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources				
Personnel				
<u>Position Name</u>	<u>2011 # of Positions</u>	<u>2012 # of Positions</u>	<u>2013 # of Positions</u>	<u>2013 Budgeted Salary</u>
Dental Assistant	0.800	0.800	0.800	\$39,487
Dental Hygienist	0.800	0.800	0.800	\$47,869
Health Educator	3.400	2.600	3.000	\$158,504
Health Promotion Clerk	0.900	0.900	0.900	\$34,420
Health Promotion Manager	0.660	0.660	0.660	\$51,783
Health Promotion Supervisor	0.600	0.600	0.700	\$45,705
Oral Health Team Supervisor	1.000	1.000	1.000	\$65,289
	<u>8.160</u>	<u>7.360</u>	<u>7.860</u>	<u>\$443,057</u>

Funding

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Current Year Estimated</u>	<u>2013 Adopted by Board</u>
Revenues					
Intergovernmental Revenue	\$141,731	\$173,623	\$224,110	\$199,797	\$163,948
Charges for Services	\$48,395	\$70,243	\$87,202	\$59,100	\$68,751
Interest & Rents					
Other Revenue	\$200,322	\$273,815	\$246,322	\$240,338	\$185,729
Total Revenues	\$390,448	\$517,681	\$557,634	\$499,235	\$418,428

Expenditures

Personnel Services	\$778,162	\$644,641	\$608,599	\$619,025	\$631,192
Supplies	\$24,616	\$21,016	\$14,574	\$25,443	\$18,071
Other Services & Charges	\$275,259	\$276,169	\$278,546	\$271,628	\$225,307
Capital Outlay	\$54,687	\$1,768	\$2,894	\$4,877	\$5,822
Total Expenditures	\$1,132,724	\$943,594	\$904,613	\$920,973	\$880,392

Budget Highlights:

Several grant budgets are uncertain in 2013, so the County budgets conservatively. Consequently intergovernmental revenue and expenditures are lower.

Fund: (2220) Mental Health

Function Statement

Community Mental Health (CMH) is a provider of public services for people with developmental disabilities and/or serious mental illness. We provide service under a "Managed Care" contract with the State of Michigan, Department of Community Health. Our programs and activities are governed by a Board of Directors. Our services are available to residents of the community who have Medicaid or are uninsured, and who are eligible for services as defined by the Michigan Mental Health Code.

Mission Statement

Community Mental Health of Ottawa County partners with people with mental illness and developmental disabilities and the broader community to improve lives and be a premier mental health agency in Michigan.

TARGET POPULATION	Developmentally Disabled Children and Adults (Medicaid and Eligible Uninsured) Mentally Ill Children and Adults (Medicaid and Eligible Uninsured)
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Improve quality of life of persons with significant developmental disabilities and/or serious persistent mental illness
	<i>Objective 1)</i> Perform inpatient screens of persons in crisis who are at risk of inpatient hospitalization
	<i>Objective 2)</i> Conduct face-to-face assessments to determine level of functioning and mental health needs
	<i>Objective 3)</i> Provide direct services to eligible consumers
	<i>Objective 4)</i> Provide referrals for services to eligible consumers
	<i>Objective 5)</i> Divert eligible offenders from jail
	County Goal: Continually improve the County's organization and services
	Department Goal 2: Provide excellent customer service
	<i>Objective 1)</i> Provide thorough and satisfactory services
	<i>Objective 2)</i> Provide interaction with consumers that is courteous, respectful, and friendly
	<i>Objective 3)</i> Provide timely responses to requests for service
	Department Goal 3: Provide exceptional services/programs
	<i>Objective 1)</i> Maintain high-efficiency work outputs ¹
	<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²
	<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²
SERVICES & PROGRAMS	Inpatient screens; assessments, plans of service; crisis plans, CMH services; jail diversion; infant/toddler support services (Goal 1) Professional Customer Service (Goal 2) Performance Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (Goal 3)

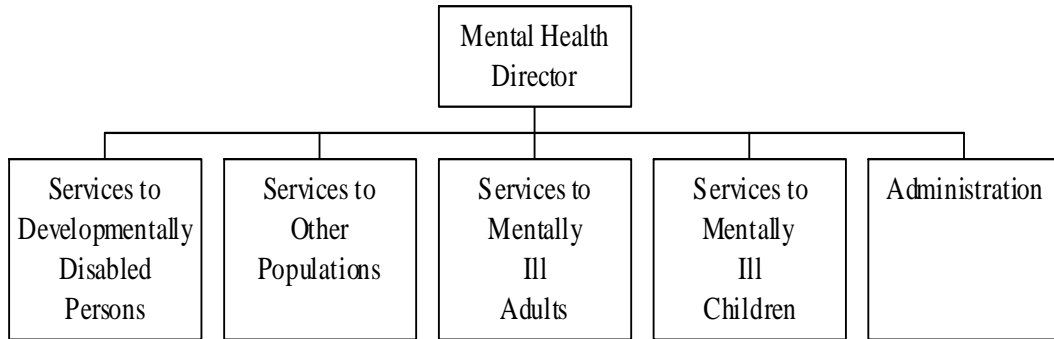
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
		# of persons screened for potential CMH services (e.g. phone calls received)	-	1,809	1,980	2,000
	# of CMH consumer assessments conducted	-	1,027	1,186	1,200	1,200
	# of referrals provided for outside services (if not eligible following assessment)	-	419	338	350	350
	# of unduplicated adult consumers that received CMH services	-	2,492	2,447	2,450	2,450
	# of unduplicated youth consumers that received CMH services	-	596	537	575	600
	# of consumers recommended for diversion from jail (post-booking) Note: Pre and post booking were not separated in 2009 and 2010; therefore numbers include both pre and post	-	36	29	18	18

Fund: (2220) Mental Health

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
EFFICIENCY	% of persons receiving their first face-to-face assessment within 14 days of request for service	95%	99.6%	99.6%	98%	98%
	% of persons receiving their first ongoing service within 14 days of initial assessment	95%	93.5%	94.9%	98%	98%
	% of consumers discharged from inpatient care that are seen for follow-up care within 7 days	95%	100%	98%	98%	98%
	% of consumers with a current treatment plan	95%	79.9%	90.2%	95%	95%
OUTCOMES	% of adult consumers readmitted to inpatient psychiatric unit within 30 days after CMH discharge	<15%	7.1%	2.8%	8%	8%
	% of youth consumers readmitted to inpatient psychiatric unit within 30 days after CMH discharge	<15%	2.4%	0.0%	6%	8%
	% of adult consumers readmitted to inpatient psychiatric unit within 180 days after CMH discharge	<20%	13.8%	9.9%	10%	10%
	% of youth consumers readmitted to inpatient psychiatric unit within 180 days after CMH discharge	<20%	16.6%	15.0%	15%	15%
	% of consumers recommended for diversion from jail (post-booking) who were actually diverted Note: Pre and post booking were not separated in 2009 and 2010; therefore numbers include both pre and post	90%	47.2%	100%	100%	100%
	% of Medicaid consumers served of the total Medicaid eligible population in Ottawa County (i.e. penetration rate)	-	6.4%	7.7%	8%	8%
CUSTOMER SERVICE	% of consumers satisfied with quality of department services	90%	93.1%	94.0%	94%	93%
	% of adult consumers with mental illness indicating that the treatment team is a good fit for them (7 – 10 on a 10-point scale to be considered meeting the criteria)	85%	88.8%	89.6%	90%	91%
COST⁵	Cost of CMH per consumer - youth and adults (<i>Total expenses</i>) ³	-	\$10,378.27	\$11,512.38	\$11,737.23	\$11,641.02
	# of CMH FTE ⁴ per 100,000 residents	-	62.7	64.33	65.83	65.83

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Mental Health (2220) Fund Summary



	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$30,455,489	\$31,335,605	\$34,136,856	\$36,216,727	\$36,985,355
Charges for Services	\$445,535	\$612,714	\$409,070	\$371,857	\$385,580
Rents	\$170,342	\$135,801	\$78,927	\$28,121	
Interest	\$42,204	\$33,969	\$34,024	\$36,000	\$36,000
Other Revenue	\$62,977	\$157,387	\$453,444	\$311,423	\$226,604
Other Financing Sources	\$563,108	\$722,178	\$563,108	\$563,108	\$593,057
Total Revenues	\$31,739,655	\$32,997,654	\$35,675,429	\$37,527,236	\$38,226,596
Expenditures					
Personnel Services	\$11,713,529	\$11,339,115	\$11,001,766	\$12,527,905	\$13,888,415
Supplies	\$430,996	\$538,565	\$614,720	\$515,333	\$406,896
Other Services & Charges	\$19,654,062	\$21,151,591	\$23,582,299	\$24,364,234	\$23,931,285
Capital Outlay		\$11,000	\$79,483	\$119,764	
Other Financing Uses					
Total Expenditures	\$31,798,587	\$33,040,271	\$35,278,268	\$37,527,236	\$38,226,596

Resources				
Personnel	2011	2012	2013	2013
Position Name	# of Positions	# of Positions	# of Positions	Budgeted Salary
Administrative Secretary I	0.000	0.165	0.415	\$12,271
Clinical Nurse Specialist	0.100	0.100	0.100	\$10,129
Compliance Manager	0.000	0.064	0.118	\$7,563
Director of Quality Improvement	0.072	0.110	0.080	\$5,613
Medical Records Assistant	0.000	0.193	0.358	\$13,935
Mental Health Aide	38.000	37.000	37.000	\$1,288,775
Mental Health Clinician	3.000	4.000	5.000	\$241,486
Mental Health Nurse	1.500	3.500	3.500	\$175,366
Mental Health Specialist*	20.690	21.690	17.604	\$881,976
Mental Health Trainer	1.000	1.000	1.000	\$44,592
Occupational Therapist*	0.500	0.500	1.500	\$87,956
Program Coordinator-County	1.330	2.527	2.684	\$188,229
Program Supervisor	0.977	1.243	1.196	\$76,478
Quality Improvement	0.250	0.000	0.000	\$0
CBS Team Leader	0.000	0.000	4.000	\$214,491
Medical Assistant	0.000	0.000	1.000	\$41,969
Records Processing Clerk II*	2.000	2.000	2.333	\$74,518
Records Processing Clerk III	0.700	0.700	0.700	\$26,235
Speech Therapist	0.500	0.500	0.500	\$29,319
Team Supervisor - M Health	4.000	2.667	3.719	\$244,070
	74.619	77.958	82.808	\$3,664,971

* Additional position(s) are not funded in 2012, but may be reinstated if future resources allow.

Funding	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$19,311,881	\$20,042,255	\$21,465,709	\$23,044,688	\$23,910,069
Charges for Services	\$332,329	\$563,320	\$332,218	\$298,052	\$314,303
Rents	\$170,342	\$135,801	\$78,927	\$28,121	
Other Revenue	\$38,993	\$40,461	\$421,133	\$119,963	\$119,082
Total Revenues	\$19,853,545	\$20,781,837	\$22,297,987	\$23,490,824	\$24,343,454
Expenditures					
Personnel Services	\$4,252,249	\$4,537,176	\$4,460,255	\$4,918,976	\$5,333,211
Supplies	\$78,907	\$140,508	\$217,432	\$155,373	\$87,274
Other Services & Charges	\$13,325,518	\$13,697,407	\$14,881,445	\$15,779,388	\$16,188,486
Total Expenditures	\$17,656,674	\$18,375,091	\$19,586,937	\$20,864,788	\$21,608,971

Budget Highlights:

Personnel Services reflect personnel vacancies in 2012 and increased staff in 2013 to address the increased demand for mandatory Medicaid-covered services. Accordingly, Intergovernmental Revenue is also increasing.

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Program Coordinator	0.000	0.000	0.000	\$0
Mental Health Specialist	0.220	0.233	0.233	\$12,043
	0.220	0.233	0.233	\$12,043

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$315,671	\$299,590	\$314,143	\$358,913	\$378,543
Other Revenue	\$2,186	\$730	\$3,330	\$1,998	\$1,998
Total Revenues	\$317,857	\$300,320	\$317,473	\$360,911	\$380,541

Expenditures

Personnel Services	\$19,071	\$17,866	\$16,067	\$16,335	\$17,365
Supplies					
Other Services & Charges	\$282,347	\$286,628	\$300,435	\$343,258	\$362,653
Capital Outlay					
Total Expenditures	\$301,418	\$304,494	\$316,502	\$359,593	\$380,018

Resources**Personnel**

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Account Clerk II	0.00	0.00	0.00	\$0.00
Administrative Secretary I	0.00	0.735	0.585	\$17,319
Clinical Nurse	0.900	0.900	0.900	\$91,155
Compliance Manager	0.00	0.266	0.212	\$13,551
Director of Quality Improvement	0.00	0.044	0.037	\$2,596
Medical Assistant	2.000	2.000	1.000	\$34,385
Medical Records Assistant	0.000	0.807	0.642	\$24,954
Mental Health Clinician	18.000	19.000	21.000	\$1,130,368
Mental Health Nurse	4.000	4.000	5.000	\$269,363
Mental Health Specialist	15.950	13.170	12.170	\$613,650
Nursing Supervisor	0.800	0.800	0.800	\$61,500
Peer Support Specialist	4.000	4.000	5.000	\$161,867
Program Coordinator	2.000	1.267	0.610	\$42,755
Program Supervisor	0.867	1.039	1.043	\$79,584
Medical Director	0.00	0.00	0.612	\$147,551
Psychiatrist	1.000	0.400	1.000	\$211,117
Records Processing Clerk I	5.000	5.000	5.000	\$161,024
Records Processing Clerk II	0.00	0.00	0.500	\$16,690
Residential Worker	0.00	0.00	0.00	\$0.00
Team Supervisor	6.000	7.333	8.281	\$552,604
	60.517	60.762	64.392	\$3,632,033

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$9,912,905	\$9,643,027	\$10,192,104	\$11,048,011	\$10,811,705
Charges for Services	\$86,736	\$26,082	\$40,069	\$30,469	\$28,397
Rents					
Other Revenue	\$20,630	\$12,670	\$15,919	\$27,980	\$27,500
Total Revenues	\$10,020,271	\$9,681,779	\$10,248,092	\$11,106,460	\$10,867,602

Expenditures

Personnel Services	\$5,064,074	\$4,209,739	\$3,890,025	\$4,712,039	\$5,263,770
Supplies	\$299,506	\$301,084	\$313,806	\$280,260	\$266,660
Other Services & Charges	\$3,411,203	\$4,280,319	\$5,101,283	\$5,362,952	\$4,511,307
Capital Outlay			\$7,528		
Total Expenditures	\$8,774,783	\$8,791,142	\$9,312,642	\$10,355,251	\$10,041,737

Budget Highlights:

Personnel Services reflect personnel vacancies in 2012 and increased staff in 2013 to address the increased demand for mandatory Medicaid-covered services. Accordingly, Intergovernmental Revenue is also increasing.

Resources**Personnel**

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Mental Health Clinician	4.000	4.000	5.000	\$255,568
Mental Health Nurse	1.000	1.000	1.000	\$51,022
Mental Health Specialist	0.240	0.240	0.326	\$16,887
Peer Specialist	1.000	1.000	1.000	\$30,113
Program Coordinator	1.000	0.000	0.000	\$0.00
Program Supervisor	0.134	0.690	0.761	\$52,744
Records Processing Clerk II	1.000	1.000	0.667	\$22,254
Staff Psychiatrist	0.000	0.400	0.00	\$0.00
Team Supervisor	0.000	1.000	1.000	\$58,558
	8.374	9.330	9.754	\$487,146

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$906,730	\$1,297,548	\$1,510,387	\$1,733,201	\$1,885,038
Charges for Services	\$21,615	\$19,598	\$32,756	\$39,979	\$38,932
Rents					
Other Revenue	\$37				
Total Revenues	\$928,382	\$1,317,146	\$1,543,143	\$1,773,180	\$1,923,970

Expenditures

Personnel Services	\$321,515	\$480,819	\$528,085	\$636,045	\$742,601
Supplies	\$5,736	\$11,055	\$12,116	\$12,445	\$8,015
Other Services & Charges	\$466,818	\$579,410	\$705,912	\$721,076	\$772,168
Capital Outlay					
Total Expenditures	\$794,069	\$1,071,284	\$1,246,113	\$1,369,566	\$1,522,784

Resources				
Personnel				
Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Account Clerk	7.500	7.500	7.500	\$274,484
Accountant I	1.000	1.000	1.000	\$40,218
Accountant - M.H. Billing	1.000	1.000	1.000	\$48,569
Administrative Sec I	2.000	1.100	1.000	\$48,570
CMH Deputy Director	1.000	1.000	1.000	\$92,394
Community. Dev. & Relations Coordinator	1.000	1.000	1.000	\$55,063
Compliance Manager	1.000	0.670	0.670	\$42,868
Contract Manager	1.000	1.000	1.000	\$58,637
Cost Analyst	0.000	1.000	1.000	\$43,306
Director of QI & Planning	0.928	0.846	0.883	\$61,089
Employee & Labor Relations Manager	0.500	0.500	0.500	\$42,145
IT Program Coordinator	0.000	1.000	1.000	\$70,136
Medical Records Assistant	1.000	0.000	0.000	\$0
Mental Health Director	1.000	1.000	1.000	\$137,354
Mental Health Specialist	0.000	0.768	0.768	\$39,741
Mental Health Finance Manager	1.000	1.000	1.000	\$66,318
Nursing Supervisor	0.200	0.200	0.200	\$15,378
Program Coordinator- County	1.670	1.206	1.706	\$119,645
Program Evaluator	1.000	1.000	1.000	\$44,525
Program Supervisor	0.022	0.028	0.000	\$0
Programmer/ Analyst	1.000	1.000	1.000	\$46,295
Quality Improvement/ Managed Care Asst	0.000	0.000	1.000	\$51,792
Quality Improvement Asst	0.750	0.000	0.000	\$0
Recipient Rights	1.000	2.000	1.000	\$53,243
Recipient Rights & Info Officer	1.000	0.000	1.000	\$63,974
Peer Specialist	0.000	0.000	1.000	\$28,352
Records Processing Clerk III	0.000	0.000	0.000	\$0
Medical Director	0.000	0.000	0.388	\$93,402
Staff Psychiatrist	0.000	0.200	0.000	\$0
Records Processing Clerk II	1.000	1.000	1.000	\$30,600
	<u>27.570</u>	<u>27.018</u>	<u>29.614</u>	<u>\$1,668,098</u>

Resources					
Funding	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$8,302	\$53,185	\$654,513	\$31,914	
Charges for Services	\$4,855	\$3,714	\$4,027	\$3,357	\$3,948
Rents					
Interest	\$42,204	\$33,969	\$34,024	\$36,000	\$36,000
Other Revenue	\$1,131	\$103,526	\$13,062	\$161,482	\$78,024
Other Financing Sources	\$563,108	\$722,178	\$563,108	\$563,108	\$593,057
Total Revenues	\$619,600	\$916,572	\$1,268,734	\$795,861	\$711,029
Expenditures					
Personnel Services	\$2,056,620	\$2,093,515	\$2,107,334	\$2,244,510	\$2,531,468
Supplies	\$46,847	\$85,918	\$71,366	\$67,255	\$44,947
Other Services & Charges	\$2,168,176	\$2,307,827	\$2,593,224	\$2,157,560	\$2,096,671
Capital Outlay		\$11,000	\$44,150	\$108,713	
Other Financing Uses					
Total Expenditures	\$4,271,643	\$4,498,260	\$4,816,074	\$4,578,038	\$4,673,086

Fund: 2271 Solid Waste Clean-Up

Function Statement

The Solid Waste Clean-up fund is one of the County's "financing tools." The fund was established in 1990 to account for monies received from a \$1,100,000 settlement of the claim with Michigan Waste Systems, Inc. Interest income and General Fund appropriations (when available) in the fund allow for growth.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue					
Interest	\$41,269	\$41,126	\$30,602	\$25,556	\$25,984
Other Revenue					
Other Financing Sources				\$2,340,000	
Total Revenues	\$41,269	\$41,126	\$30,602	\$2,365,556	\$25,984
Expenditures					
Other Services & Charges	\$282,919	\$394,398	\$344,970	\$371,000	\$356,000
Supplies					
Capital Outlay	\$195,582	\$56,541	\$56,686	\$339,805	\$500,000
Operating Transfers					
Total Expenditures	\$478,501	\$450,939	\$401,656	\$710,805	\$856,000

Budget Highlights:

During 2012, the County Board approved the transfer of \$2.34 million of the 2011 General Fund year-end unassigned fund balance dollars for projected higher landfill clean-up costs and capital improvements budgeted in 2013.

Function Statement

Environmental Health Services protect public health by assuring risks from exposure to environmental hazards are minimized through prevention, identification, and response. Hazards such as contaminated ground water, hazardous materials, and polluted surface water seriously threaten the health of Ottawa County residents and visitors. It is the mission of the Environmental Health Waste Management Services team to address those threats by providing household hazardous waste and pesticide disposal, mercury recovery, and recycling programs in an efficient and effective manner.

Mission Statement

Administer the Ottawa County Solid Waste Management Plan and provide residents with alternatives to landfills for disposing of waste.

TARGET POPULATION	Ottawa County Residents					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Protect the public and environment from household hazardous materials					
	<i>Objective 1)</i> Maintain a free service center for residents to properly dispose of household hazardous materials					
	<i>Objective 2)</i> Educate residents on the proper disposal of household hazardous materials					
	Department Goal 2: Prolong the lifespan of landfills					
	<i>Objective 1)</i> Maintain a fee-based service center for residents to dispose of their recyclables					
	<i>Objective 2)</i> Increase membership in recycling program					
	<i>Objective 3)</i> Educate residents on the importance of recycling					
	County Goal: Continually improve the County's organization and services					
	Department Goal 3: Provide excellent customer service					
<i>Objective 1)</i> Provide thorough and satisfactory services						
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly						
<i>Objective 3)</i> Provide timely responses to requests for service						
Department Goal 4: Provide exceptional services/programs						
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹						
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²						
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²						
SERVICES & PROGRAMS	Solid Waste Management Plan (e.g. Resource Recovery Service Center; Household Hazardous Waste Program) (<i>Goal 1</i>)					
	Recycling Program (<i>Goal 2</i>)					
	Professional Customer Service (<i>Goal 3</i>)					
	Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 4</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of hours the Resource Recovery Service Centers were open to the public	-	2,496	2,496	2,496	2,448
	# of users of the Resource Recovery Service Center (RRSC)	-	13,101	12,958	13,000	13,500
	# of recycling service memberships	-	601	659	650	650
	# of pounds of pesticides collected	-	10,938	11,207	12,000	12,000
	# of gallons of liquid hazardous waste collected	-	5,050	11,207	10,500	10,500
	# of pounds of solid hazardous waste collected	-	40,962	71,270	70,000	75,000
	# of cubic yards of recyclables collected	-	3,488	3,606	3,650	3,800
# of calls regarding mercury spill responded to	-	N/A	3	5	5	
EFFICIENCY	% of recycling membership applications processed within one month	100%	100%	100%	100%	100%

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
OUTCOMES	# of gallons of liquid household hazardous waste diverted from landfill	5,000	5,050	11,207	10,500	11,000
	# of pounds of solid household hazardous waste diverted from landfill	43,000	40,962	82,477	81,500	84,000
	% of Ottawa County's waste available for disposal in landfills (10 years)	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	N/A	N/A	100%	100%
	% of customers indicating that the services/information received met their needs	100%	N/A	N/A	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	N/A	N/A	100%	100%
COST ⁵	Cost of waste management per RRSC user (total expenses ³)	-	\$21.17	\$21.99	\$24.94	\$24.01
	Cost of waste management per capita (total expenses ³)	-	\$1.05	\$1.07	\$1.22	\$1.22
	# of RRSC users per waste management FTEs ⁴	-	2,964	3,483	3,824	3,971
	# of waste management FTEs ⁴ per 100,000 residents	-	1.68	1.40	1.28	1.28

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)

4. FTE is calculated using Fiscal Service's History of Positions By Fund report

5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Fund: 2272 Landfill Tipping Fees

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Environmental Health Manager	0.220	0.100	0.100	\$7,484
Team Supervisor - Health	0.800	1.000	1.000	\$57,166
Sr Environmental Health Specialist	1.000	0.600	0.100	\$3,866
Technician	0.000	0.000	0.500	\$20,019
Recycle Center Attendant	1.500	1.500	1.500	\$47,685
Environmental Health Clerk	0.200	0.200	0.600	\$17,746
	3.720	3.400	3.800	\$153,966

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services	\$321,286	\$327,084	\$367,653	\$335,000	\$345,000
Interest and Rents					
Other Revenue	\$30,089	\$27,077	\$31,995	\$30,000	\$32,110
Other Financing Sources					
Total Revenues	\$351,375	\$354,161	\$399,648	\$365,000	\$377,110
Expenditures					
Personnel Services	\$262,708	\$222,608	\$171,318	\$199,505	\$233,711
Supplies	\$8,583	\$9,250	\$10,635	\$12,800	\$14,538
Other Services & Charges	\$142,674	\$139,201	\$144,441	\$124,740	\$131,311
Total Expenditures	\$413,965	\$371,059	\$326,394	\$337,045	\$379,560

Fund: 2320 Transportation System

Function Statement

The purpose of the Transportation System Fund is to ensure that Michigan Department of Transportation dollars are provided to fund transportation services for Work First clients, as well as handicapped and senior citizens in rural areas of Ottawa County. The Planning and Grants Department administers the grant and subsequent contracts with two transportation providers (Georgetown Seniors and Pioneer Resources) to accomplish this objective.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$157,569	\$157,569	\$157,569	\$157,569	\$157,569
Other Financing Sources					
Total Revenues	\$157,569	\$157,569	\$157,569	\$157,569	\$157,569
Expenditures					
Supplies					
Other Services & Charges	\$157,569	\$157,569	\$157,569	\$157,569	\$157,569
Other Financing Uses			\$25,787		
Total Expenditures	\$157,569	\$157,569	\$183,356	\$157,569	\$157,569

Budget Highlights:

During 2011, the County transferred \$25,787 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Fund: 2340 Farmland Preservation

Function Statement

The purchase of development rights ordinance created the Ottawa County Farmland Preservation Program which protects farmland by acquiring development rights voluntarily offered by land owners. The ordinance authorizes the cash purchase and/or installment purchases of such development rights through sources other than the County General Fund, places an agricultural conservation easement on the property which restricts future development, and provides the standards and procedures for the purchase of development rights and the placement of an agricultural conservation easement.

Resources

Personnel

No permanent personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues	<hr/>				
Charges for Services					
Other Revenue		\$1,000			
	<hr/>				
Total Revenues		\$1,000			
	<hr/> <hr/>				
Expenditures	<hr/>				
Supplies					
Other Services & Charges					
	<hr/>				
Total Expenditures					
	<hr/> <hr/>				

Fund: 2430 Brownfield Redevelopment

Function Statement

The purpose of the Ottawa County Brownfield Redevelopment Authority is to assist, at the request of the local units of government, in facilitating the rehabilitation, revitalization, and reuse of contaminated, obsolete, or underutilized property through the implementation of Brownfield redevelopment plans in accordance with the provisions of Act 381 of 1996 as amended.

Resources

Personnel

No permanent personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services			\$1,500	\$1,500	
Other Revenue					
<hr/>					
Total Revenues			\$1,500	\$1,500	
<hr/> <hr/>					
Expenditures					
Supplies				\$100	
Other Services & Charges			\$1,000	\$1,400	
<hr/>					
Total Expenditures			\$1,000	\$1,500	
<hr/> <hr/>					

Fund: 2444 Infrastructure

Function Statement

The Infrastructure Fund was established during 1999 with the transfer of \$2.69 million from the General Fund. It was established to provide "seed money" for large infrastructure projects.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services	\$27,240				
Interest	\$48,390	\$46,613	\$38,453	\$27,001	\$28,954
Other Financing Sources					
Total Revenues	\$75,630	\$46,613	\$38,453	\$27,001	\$28,954
Expenditures					
Other Services & Charges					
Capital Outlay					
Operating Transfers	\$125,000	\$125,000	\$525,000	\$125,000	\$125,000
Total Expenditures	\$125,000	\$125,000	\$525,000	\$125,000	\$125,000

Budget Highlights:

A portion (\$125,000) of the debt service payments for the Grand Haven/West Olive project is being paid from this fund beginning in 2008 as reflected in Operating Transfers. Also, in the 2011, the County transferred \$400,000 from this fund in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Fund: 2450 Public Improvement

Function Statement

The Public Improvement fund is one of the County's "financing tools." The fund was established prior to 1978 and is used to account for earmarked revenues set aside for new county facilities and other capital improvements.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services					
Interest	\$38,765	\$39,217	\$35,059	\$25,411	\$40,779
Rents	\$702,545	\$379,751	\$405,303	\$403,709	\$410,179
Other		\$2,050			
Other Financing Sources	\$10,488				
Total Revenues	\$751,798	\$421,018	\$440,362	\$429,120	\$450,958
Expenditures					
Supplies	\$2,793		\$165		
Other Services & Charges	\$5,618	\$5,385	\$3,971	\$2,800	\$2,850
Capital Outlay	\$195,928		\$23,690	\$150,000	
Operating Transfers	\$4,104,588	\$186,900	\$187,700	\$188,075	\$187,675
Total Expenditures	\$4,308,927	\$192,285	\$215,526	\$340,875	\$190,525

Budget Highlights:

The Robinson Tower construction is anticipated to be complete by the end of 2012 and as of the date of this statement preparation, there are no known projects projected for 2013.

Fund: 2550 Homestead Property Tax

Function Statement

The Homestead Property Tax fund was established as a result of the passage of Public Act 105 of 2003 which provides for the denial of homestead status by local governments, counties and/or the State of Michigan. The county's share of interest on tax revenue collected under this statute is to be used solely for the administration of this program, and any unused funds remaining after a period of three years will lapse to the county general fund (MCL 211.7cc, as amended).

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Taxes	\$6,479	\$6,917	\$9,743	\$15,000	\$12,000
Interest	\$1,545	\$648	\$793	\$360	\$634
Other Financing Sources	\$34,195	\$101,743		\$7,000	
Total Revenues	\$42,219	\$109,308	\$10,536	\$22,360	\$12,634
Expenditures					
Supplies	\$1,071		\$400	\$400	\$400
Other Services & Charges		\$560	\$570	\$2,880	\$1,400
Capital Outlay	\$34,195	\$35,995		\$7,000	
Debt Service	\$11,399	\$23,397	\$23,395	\$15,499	\$3,500
Operating Transfers	\$104,040		\$6,455	\$11,997	\$45,937
Total Expenditures	\$150,705	\$59,952	\$30,820	\$37,776	\$51,237

Budget Highlights:

Fluctuations in other financing sources, capital outlay and debt service for 2009 thru 2013 are due to the capital lease for the BS&A Software. The operating transfers are to the General Fund and reflect accumulated net revenues which must be transferred to the General Fund after three years pursuant to Public Act 105 of 2003.

Fund: 2560 Register of Deeds Automation Fund

Function Statement

This fund was established under Public Act 698 of 2002 which designates the increase in recording fees in the Register of Deeds office be directed to a separately established fund. This revenue may only be used to upgrade technology in the Register of Deeds office. Included are the design and purchase of equipment and supplies that allow the Register of Deeds office to receive, enter, record, certify, index, store, search, retrieve, copy and process by automated procedures and technology, the records maintained by the Register of Deeds office.

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Public Service Center Clerk	0.000	0.350	0.350	\$13,444

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Interest	\$5,317	\$4,649	\$4,638	\$5,409	\$3,973
Charges for Services	\$248,004	\$246,127	\$233,176	\$259,450	\$259,450
Other Revenue	\$230				
Other Financing Sources	\$35,995				
Total Revenues	\$289,546	\$250,776	\$237,814	\$264,859	\$263,423

Expenditures

Personnel Services			\$152	\$20,003	\$20,759
Supplies	\$67,001	\$18,386	\$8,231	\$8,363	\$1,390
Other Services & Charges	\$81,834	\$116,900	\$159,914	\$157,349	\$175,927
Debt Service	\$15,000	\$8,998	\$11,997		
Capital Outlay	\$237,865	\$122,495	\$39,300	\$23,000	\$23,000
Total Expenditures	\$401,700	\$266,779	\$219,594	\$208,715	\$221,076

Budget Highlights:

Back indexing duties are being partially performed by internal staff starting in 2012 increasing Personnel Services. Capital outlay in 2009 thru 2011 reflects the purchase of the new Land Records System (FIDLAR). Additional software enhancements took place in 2012 and are planned for 2013.

Fund: 2570 Stabilization

Function Statement

The Stabilization fund is one of the county's "financing tools." The fund was established in 1981 under the authority of Michigan Public Act 30 of 1978. The fund's purpose is to assure the continued solid financial condition of the county in case of emergency. The statute sets a maximum limit to the fund of the lesser of 15% of the most recently completed General Fund budget, as originally adopted or 15% of the average of the five most recent General Fund budgets, as amended. By law, this fund may not be allocated any interest income; accordingly, the fund's only source of growth are General Fund appropriations.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Other Financing Sources				\$886,165	
Total Revenues				\$886,165	
Other Financing Uses					
Total Expenditures					

Budget Highlights:

In 2012, the County Board approved the transfer of \$886,165 of the 2011 General Fund year-end unassigned fund balance dollars to fully fund Stabilization in accordance with State of Michigan law.

Fund: (2601) Prosecuting Attorney Grants

Function Statement

The Victim's Assistance Program is a subdivision of the Prosecuting Attorney. The main function is to provide crime victims rights pursuant to the Crime Victim's Rights Act, P.A. 87 of 1985 and the Constitution of the State of Michigan. Crime Victim's Rights are provided to victims of felony and serious misdemeanor offenses committed by adults and juveniles. Services include: Notification of victim's rights and services, notification of scheduled court proceedings, assistance with victim impact statements, crime victim's compensation applications, restitution calculation and collection assistance, notification of final case dispositions, post conviction rights and appeals. Services also include assistance by telephone, personal office visits, and courtroom assistance for concerns related to prosecution. When applicable, referrals are made to other service agencies within Ottawa County.

Mission Statement

TARGET POPULATION	Victims of felony and serious misdemeanor offenses					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Protect the rights of victims					
	<i>Objective 1) Notify victims of their rights and the services available to them</i>					
	<i>Objective 2) Inform victims of the dates of court proceedings</i>					
<i>Objective 3) Maintain communications with victims during court proceedings</i>						
County Goal: Continually improve the County's organization and services						
Department Goal 2: Provide exceptional services/programs						
<i>Objective 1) Maintain high-efficiency work outputs¹</i>						
<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>						
<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>						
SERVICES & PROGRAMS	Crime Victims Rights Services (<i>Goal 1</i>)					
Continuous Assessment Program (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 2</i>)						
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of cases opened	-	1,793	1,757	1,792	1,828
	# of communications/letters distributed to victims	-	23,437	22,066	22,507	22,957
	Total # of contacts made with victims (e.g. letters, phone calls, visits, etc.)	-	26,114	27,533	28,034	28,595
EFFICIENCY	% of cases opened where the victim formally requests the enactment of their Victim's Rights via the submittal of a Crime Victim Notification Form (CVNF)	N/A	55%	50%	55%	55%
COST⁵	Cost of division per case opened (total expenses ³)	-	\$118.48	\$115.89	\$116.60	\$114.30
	Cost of division per capita (total expenses ³)	-	\$0.81	\$0.76	\$0.78	\$0.78
	# of cases opened PER victims rights FTE ⁴	-	598	586	597	609
	# of victims rights FTE ⁴ per 100,000 residents	-	1.14	1.13	1.13	1.13

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Fund: 2601 Prosecuting Attorney Grants

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Victims Rights Coordinator	1.000	1.000	1.000	\$54,466
Victims Advocate	2.000	2.000	2.000	\$80,177
	3.000	3.000	3.000	\$134,643

Funding

Budget Summary	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$140,400	\$144,000	\$140,400	\$140,400	\$140,400
Other	\$333	\$500	\$588	\$588	\$500
Other Financing Sources	\$54,285	\$67,927	\$62,627	\$64,394	\$75,140
Total Revenues	\$195,018	\$212,427	\$203,615	\$205,382	\$216,040
Expenditures					
Personnel Services	\$176,746	\$193,475	\$190,723	\$193,857	\$203,828
Supplies	\$13,595	\$15,304	\$8,980	\$7,588	\$8,495
Other Services & Charges	\$4,677	\$3,648	\$3,912	\$3,937	\$3,717
Other Financing Uses			\$25,089		
Total Expenditures	\$195,018	\$212,427	\$228,704	\$205,382	\$216,040

Budget Highlights:

During 2011, the County transferred \$25,092 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Fund: 2609 Sheriff Grant Programs

Function Statement

This fund records miscellaneous grants obtained by the Sheriff's department. The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010 , Department 3020).

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Road Patrol Deputy	0.000	0.000	0.000	\$0

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$338,230	\$305,823	\$428,262	\$779,197	\$51,150
Interest					
Other Financing Sources	\$37,375	\$14,245			
Total Revenues	\$375,605	\$320,068	\$428,262	\$779,197	\$51,150
Expenditures					
Personnel Services	\$209,456	\$119,695	\$61,064	\$53,554	\$27,150
Supplies	\$14,809	\$140,476	\$39,107	\$289,012	\$24,000
Other Services & Charges	\$31,293	\$24,734	\$11,647	\$36,631	
Capital Outlay	\$120,050	\$35,163	\$315,364	\$400,000	
Total Expenditures	\$375,608	\$320,068	\$427,182	\$779,197	\$51,150

Budget Highlights:

Total expenditures and type of expenditures will vary depending on grants received. Two Port Security grants were added in 2011 increasing Intergovernmental Revenue and Capital Outlay. Amounts in Personnel Services are for overtime; no full time equivalents are dedicated to programs in this fund.

Fund: 2610 Sheriff Contracts

Function Statement

This fund was originally established to record U.S. Department of Justice COPS Universal grants. All of these grants have since ended, but in most cases local municipalities and school districts now contract with the Sheriff's department to provide the same community policing services they received under the grants.

The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010, Department 3020)

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Sergeant	4.000	6.000	6.000	\$407,055
Road Patrol Deputy	39.000	51.000	51.000	\$3,101,032
	43.000	57.000	57.000	\$3,508,087

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$3,969,167	\$4,189,685	\$4,160,513	\$5,826,637	\$5,968,769
Other	\$3,573	\$5,081	\$1,950		
Other Financing Sources	\$202,453	\$209,805	\$210,168	\$348,301	\$357,049
Total Revenues	\$4,175,193	\$4,404,571	\$4,372,631	\$6,174,938	\$6,325,818
Expenditures					
Personnel Services	\$3,616,885	\$3,822,174	\$3,794,124	\$5,276,110	\$5,451,438
Supplies	\$70,230	\$70,028	\$78,477	\$199,481	\$153,374
Other Services & Charges	\$488,104	\$485,069	\$501,290	\$699,347	\$721,006
Capital Outlay		\$27,315			
Total Expenditures	\$4,175,219	\$4,404,586	\$4,373,891	\$6,174,938	\$6,325,818

Budget Highlights:

Effective with the 2012 budget, five additional contracts were moved to this fund from the General Fund and the 9/30 Grants Pass Thru fund. The move consolidates all the Sheriff contracts together.

Function Statement

The Sheriff Road Patrol fund was established in accordance with Public Act 416 of 1978, which provides State of Michigan funding for public safety services on secondary roads within Ottawa County. Specifically, the Sheriff's Department agrees to patrol and monitor traffic violations on County primary roads and County secondary roads along with any road or highway within the boundaries of a County park. In addition, the department agrees to investigate accidents involving motor vehicles, which includes providing emergency assistance to persons on or near a highway or road patrolled and monitored by assigned Deputies. The department is also expected to enforce the criminal laws of the State of Michigan, violations of which are observed by or brought to the attention of the Sheriff's Department while providing the patrolling and monitoring required. The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010, Department 3020).

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Sergeant	1.000	1.000	1.000	\$67,448
Road Patrol Deputy	2.000	2.000	2.000	\$120,226
	3.000	3.000	3.000	\$187,674

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$214,271	\$215,491	\$190,700	\$171,630	\$160,188
Other Financing Sources	\$96,673	\$111,130	\$124,007	\$152,684	\$178,165
Total Revenues	<u>\$310,944</u>	<u>\$326,621</u>	<u>\$314,707</u>	<u>\$324,314</u>	<u>\$338,353</u>
Expenditures					
Personnel Services	\$261,157	\$274,644	\$256,738	\$266,620	\$291,669
Supplies	\$6,560	\$676	\$1,868	\$8,999	\$3,000
Other Services & Charges	\$43,229	\$51,301	\$56,099	\$48,695	\$43,684
Capital Outlay					
Total Expenditures	<u>\$310,946</u>	<u>\$326,621</u>	<u>\$314,705</u>	<u>\$324,314</u>	<u>\$338,353</u>

Fund: 2690 Law Library

Function Statement

The Law Library fund is used to account for monies received from the Library Penal Fine Fund in accordance with Public Act 18 of 1982 and appropriations from the county for the purpose of maintaining the county's law library.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Fines and Forfeits	\$8,500	\$8,500			
Other Financing Sources	\$20,573				
Total Revenues	\$29,073	\$8,500			
Expenditures					
Supplies	\$29,073	\$28,177			
Other Financing Uses		\$37,502			
Total Expenditures	\$29,073	\$65,679			

Budget Highlights:

The County has implemented Governmental Accounting Standards Board Statement 54 in 2011 which requires that a substantial portion of a fund's inflows be derived from restricted or committed revenue sources in order to be accounted for separately in a Special Revenue fund. This fund did not meet the requirement, so it has been combined with the General Fund in 2011.

Function Statement

The Workforce Investment Act (WIA) provides employment training to youth, adults, and dislocated workers by means of a “one stop” system. Services for adults and dislocated workers may include core services, intensive services, training services, and discretionary services (customized screening and referral of participants and customized services to employers, supportive services, and needs-related payments). Services for youth may include tutoring, study skills training, and dropout prevention activities, alternative secondary school services, summer employment opportunities, paid and unpaid work experience, and occupational skills training.

Resources

Positions for all Workforce Investment Act and Community Action Agency programs are listed below. Most of the positions are split among several different grants.

Personnel	2011 # of Positions	2012 # of Positions	Estimated 2013 # of Positions	Estimated 2013 Budgeted Salary
Account Clerk	1.000	1.000	1.000	\$38,079
Accountant 1	0.000	0.000	1.000	\$38,142
Assessment & Eligibility Specialist	6.730	3.600	3.600	\$124,231
Business Services Representative	2.000	2.000	2.000	\$85,033
CAA/Housing Program Supervisor	1.000	1.000	1.000	\$55,714
Emergency Services Coordinator	1.000	0.000	0.000	\$0
Financial Supervisor	1.000	1.000	0.000	\$0
FSS Case Manager	1.000	1.000	1.000	\$52,644
Marketing Specialist - MI Works	1.000	1.000	1.000	\$55,971
Medicaid/CAA Clerk	1.000	1.000	1.000	\$39,710
MI Works Service Coordinator	1.000	1.000	1.000	\$52,644
MI Works/CAA Director	1.000	1.000	1.000	\$85,673
Procurement Contract Coordinator	1.000	1.000	1.000	\$42,336
Program Supervisor - MI Works	2.000	2.000	2.000	\$130,070
Quality Assurance & Trng Coord	0.000	0.000	1.000	\$38,809
Records Processing Clerk II	1.800	1.000	0.000	\$0
Secretary	1.000	0.000	0.000	\$0
Senior Accountant	0.000	0.000	1.000	\$55,696
Senior Secretary	1.000	1.000	1.000	\$34,367
Talent Dev Assoc Career Dev	0.000	0.000	7.960	\$270,627
Talent Dev Assoc:JET	0.000	0.000	1.000	\$36,815
Talent Dev Assoc:Job Club	0.000	0.000	1.000	\$36,815
Talent Dev Assoc-Prison Re-Entry	0.000	0.000	1.000	\$36,815
Talent Dev Lead Assess Service	0.000	0.000	2.000	\$77,618
Talent Dev Lead: JET	0.000	0.000	1.000	\$36,063
Talent Development Associate	0.000	0.000	5.000	\$162,195
Team Supervisor-MI Works	0.000	0.000	1.000	\$45,843
Weatherization Inspectors	2.000	2.000	1.000	\$41,215
Weatherization Program Coordinator	1.000	1.000	1.000	\$50,493
Workforce Intelligence Analyst	1.000	1.000	0.000	\$0
	28.530	22.600	41.560	\$1,723,618

Workforce Investment Act (WIA) provides administration oversight on more than twenty different grants. These grants provide an array of services to youths and adults and are accounted for in the appropriate fund depending on the funding service and grant period. See individual WIA funds for specific grant services provided. Estimated 2013 FTEs and salaries are based on current approved employees as of August, 2012.

Fund: 2740 Workforce Investment Act - Administration

Resources

Funding	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$242,840	\$404,101	\$501,471	\$442,233	
Other Revenue	\$1,000		\$1,000		
Other Financing Sources					
Total Revenues	\$243,840	\$404,101	\$502,471	\$442,233	
Expenditures					
Personnel Services	\$147,007	\$207,186	\$330,866	\$252,698	
Supplies	\$21,352	\$31,391	\$18,614	\$17,748	
Other Services & Charges	\$69,990	\$165,525	\$152,992	\$171,787	
Capital Outlay	\$5,494				
Total Expenditures	\$243,843	\$404,102	\$502,472	\$442,233	

Budget Highlights:

The FTE's are up in 2013 because some of the work that was contracted out in the past is now done in-house. The budgets for all Workforce Investment Act funds are budgeted upon grant notification. There are no County funds involved in these programs, and funding varies significantly from year to year.

Fund: (2741) Workforce Investment Act- Youth

Function Statement

The Workforce Investment Act (WIA) - Youth Program provides employment training both in school and out of school youths, ages 14-21. This program provides study skills and tutoring, alternative secondary school, summer employment, paid and unpaid work experience, occupational skill training, guidance and counseling, supportive services and others. The Workforce Investment Act funding was new in July of 2000 and funds many of the same client groups as the Jobs Training Partnership Act which ended 6/30/00.

Mission Statement

Provide employment training to eligible youth, adults, dislocated workers and welfare recipients

TARGET POPULATION	Eligible Youth ages 14-21					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: Increase the employment, retention and earnings of youth, and/or increase basic and work readiness skills					
	<i>Objective 1) Provide employment training to in-school and out -of-school youth</i> <i>Objective 2) Track youth employment retention and earning information</i> <i>Objective 3) Increase basic and work readiness skills of youth</i>					
SERVICES & PROGRAMS	WIA Youth Program (<i>Goal 1</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of older youth who receive training	53	44	6	30	N/A
	# of younger youth who receive training	100	110	161	130	N/A
EFFICIENCY	% of older youth attaining credentials/ skills	80%	60%	100%	80%	N/A
	% of younger youth attaining credentials/skills	96%	85%	86%	86%	N/A
OUTCOMES	% of older youth who obtain employment	83%	75%	100%	90%	N/A
	% of older youth who retain jobs	85%	75%	95%	90%	N/A
	Average change in earnings for older youth	\$3,100	\$1,500	\$4,365	\$3,100	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,028,042	\$1,995,691	\$895,959	\$1,102,253	
Total Revenues	\$1,028,042	\$1,995,691	\$895,959	\$1,102,253	
Expenditures					
Personnel Services	\$123,293	\$101,126	\$111,516	\$175,396	
Supplies	\$5,871	\$9,571	\$5,564	\$8,899	
Other Services & Charges	\$898,879	\$1,884,989	\$775,517	\$917,958	
Capital Outlay			\$3,360		
Total Expenditures	\$1,028,043	\$1,995,686	\$895,957	\$1,102,253	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2742) Workforce Investment Act-Adult

Function Statement

The Workforce Investment Act (WIA) - Adult Program provides employment training primarily to adults facing serious barriers to employment. This program has three main functions: 1) Core Services provide basic intake and registration task, 2) Intensive Services provide classroom training, work experience, and supportive services such as transportation and child care, and 3) Training Services provide occupational and on-the-job training.

Mission Statement

Provide employment training to eligible youth, adults, dislocated workers and welfare recipients.

TARGET POPULATION	Low Income Adults					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To increase the employment, retention and earnings of adults					
	<i>Objective 1) Provide employment training to eligible adults</i>					
	<i>Objective 2) Track adult employment retention and earnings information</i>					
SERVICES & PROGRAMS	<i>Objective 3) Track credential rates of eligible adults</i>					
	WIA Adult Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% of adults receiving training	>50%	90%	90%	90%	N/A
	Credential/ skill attainment rate	>70%	66%	88%	80%	N/A
OUTCOMES	% of adults who obtain employment	>70%	85%	95%	88%	N/A
	% of adults who retain jobs	>80%	74%	91%	85%	N/A
	Replacement wages of eligible adults	n/a	\$8,266	\$11,257	\$9,000	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$576,281	\$945,072	\$627,618	\$1,182,511	
Total Revenues	\$576,281	\$945,072	\$627,618	\$1,182,511	
Expenditures					
Personnel Services	\$58,187	\$86,132	\$63,998	\$146,281	
Supplies	\$4,374	\$5,807	\$4,104	\$7,366	
Other Services & Charges	\$513,722	\$853,131	\$556,159	\$1,028,864	
Capital Outlay			\$3,360		
Total Expenditures	\$576,283	\$945,070	\$627,621	\$1,182,511	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2743) Workforce Investment Act - Dislocated Worker

Function Statement

The Workforce Investment Act (WIA) - 6/30 Grant Programs fund provides employment training primarily to adult dislocated workers. This program has three main functions: 1) Core Services provide basic intake and registration tasks, 2) Intensive Services provide classroom training, work experience, and supportive services such as transportation and child care, and 3) Training Services provide occupational and on-the-job training. The Workforce Investment Act funds many of the same client groups as the Jobs Training Partnership Act funding which ended 6/30/00.

Mission Statement

Provide employment training to eligible youth, adults, dislocated workers and welfare recipients.

TARGET POPULATION	Adult Dislocated Workers					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To increase the employment, retention and earnings of dislocated workers					
	<i>Objective 1) To provide employment and training to eligible dislocated workers</i>					
	<i>Objective 2) Track dislocated worker employment retention and earnings information</i>					
SERVICES & PROGRAMS	<i>Objective 3) Track credential rates of eligible dislocated workers</i>					
	WIA Dislocated Worker Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% of dislocated workers who receive training	72%	90%	90%	90%	N/A
	Credential/ skill attainment rate	84%	80%	85%	84%	N/A
OUTCOMES	% of dislocated workers who obtain employment	94%	94%	93%	94%	N/A
	% of dislocated workers who retain jobs	92%	93%	95%	93%	N/A
	Replacement wages of eligible dislocated workers	\$12,800	\$14,886	\$16,287	\$15,000	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,636,357	\$2,508,651	\$2,165,063	\$1,836,650	
Other Revenue	\$2,941				
Total Revenues	\$2,639,298	\$2,508,651	\$2,165,063	\$1,836,650	
Expenditures					
Personnel Services	\$206,309	\$180,210	\$219,743	\$199,771	
Supplies	\$91,048	\$45,531	\$24,296	\$14,404	
Other Services & Charges	\$2,355,692	\$2,290,841	\$1,928,327	\$1,661,487	
Capital Outlay			\$3,360		
Other Financing Uses		\$9,927			
Total Expenditures	\$2,653,049	\$2,526,509	\$2,175,726	\$1,875,662	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2744) Workforce Investment Act - 12/31 Grant Programs

Function Statement

This fund records the Community Development Block Grant which provides home rehabilitation and emergency home repair assistance to eligible homeowners.

Mission Statement

Reduce the effects of poverty within Ottawa County

TARGET POPULATION	Income Eligible Homeowners					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To improve the living conditions of low-income families					
	<i>Objective 1) To provide home rehabilitation to homeowners</i> <i>Objective 2) To provide emergency repairs to homeowners</i>					
SERVICES & PROGRAMS	Home Rehabilitation Program; Emergency Home Repair Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of homes receiving rehabilitation	12	0	0	3	N/A
	# of homes receiving emergency repair	6	1	4	2	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$250,798	\$116,947	\$51,029	\$130,000	
Charges for Services	\$6,483				
Other Revenue	\$20,171	\$37,483	\$32,659		
Other Financing Sources	\$9,927				
Total Revenues	\$287,379	\$154,430	\$83,688	\$130,000	
Expenditures					
Personnel Services	\$25,147	\$44,247	\$19,571	\$23,594	
Supplies	\$585	\$875	\$179	\$917	
Other Services & Charges	\$275,384	\$100,913	\$61,444	\$105,489	
Total Expenditures	\$301,116	\$146,035	\$81,194	\$130,000	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2748) Workforce Investment Act - 9/30 Grant Programs

Function Statement

The Jobs, Employment, and Training (JET) grant from the State of Michigan provides counseling, job referral, and job placement services.

Mission Statement

Provide employment training to eligible youth, adults, dislocated workers and welfare recipients

TARGET POPULATION	Welfare Recipients					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To increase the employment, retention and earnings of welfare recipients					
	<i>Objective 1) To serve welfare recipients by providing employment and training</i> <i>Objective 2) Track welfare recipients' employment retention and earnings information</i>					
SERVICES & PROGRAMS	Jobs, Employment, and Training (JET) Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of welfare recipients who receive training	-	41	36	39	N/A
OUTCOMES	% of welfare recipients who obtain employment	>40%	30%	34%	30%	N/A
	% of welfare recipients who retain jobs	>40%	35%	34%	35%	N/A
	% of cases closed due to earnings	>40%	22%	21%	22%	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,243,775	\$3,593,548	\$4,526,723	\$4,884,351	
Charges for Services					
Interest	\$19	\$71	\$26		
Other Revenue			\$252,425		
Other Financing Sources			\$44,895		
Total Revenues	\$2,243,794	\$3,593,619	\$4,824,069	\$4,884,351	
Expenditures					
Personnel Services	\$197,414	\$229,525	\$259,725	\$257,972	
Supplies	\$74,945	\$77,955	\$30,950	\$48,372	
Other Services & Charges	\$1,955,463	\$3,298,033	\$4,542,538	\$4,578,007	
Total Expenditures	\$2,227,822	\$3,605,513	\$4,833,213	\$4,884,351	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: 2749 Workforce Investment Act - 3/31 Grant Programs

Function Statement

This fund accounts for various fiscal year ending 3/31 grants.

Resources

Personnel

Personnel information is reported in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$17,500	\$17,500	\$5,490	\$6,699	
Other Revenue		\$5,000			
Total Revenues	\$17,500	\$22,500	\$5,490	\$6,699	
Expenditures					
Personnel Services					
Supplies				\$131	
Other Services & Charges	\$17,500	\$22,500	\$5,490	\$6,568	
Total Expenditures	\$17,500	\$22,500	\$5,490	\$6,699	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: 2750 - Grant Programs - Pass Thru

Function Statement

This fund records grants which the County passes through to other agencies. The prior year budgets included grants for juvenile services, public safety, and economic development.

The County received a federal Energy Efficiency and Conservation Block Grant (ARRA funds) in 2010, and the grant will be finished in 2012. The grant has funded a traffic light study on US 31, energy audits for municipalities in Ottawa County as well as energy audits and capital improvements to various County facilities to make the buildings more energy efficient.

Resources

Personnel

	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Deputy/Road Patrol	1.000	0.000	0.000	\$0

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$69,698	\$1,238,844	\$929,552	\$156,997	
Other Revenue					
Other Financing Sources	\$25,181	\$27,408	\$24,078		
Total Revenues	\$94,879	\$1,266,252	\$953,630	\$156,997	
Expenditures					
Personnel Services	\$69,943	\$76,852	\$67,270		
Supplies	\$1,625	\$15,588			
Other Services & Charges	\$23,312	\$722,660	\$453,372	\$32,726	
Capital Outlay		\$451,153	\$432,988	\$124,271	
Total Expenditures	\$94,880	\$1,266,253	\$953,630	\$156,997	

Fund: (2800) Emergency Feeding

Function Statement

The Emergency Feeding Program distributes surplus USDA food items four months out of the year to eligible applicants. The Commodities Supplemental Food Program (CSFP) distributes twelve months out of the year to eligible seniors and Mothers, Infants and Children program applicants.

Mission Statement

Reduce the effects of poverty within Ottawa County

TARGET POPULATION	Income eligible residents					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To strengthen needy families by providing food assistance					
	<i>Objective 1) To provide USDA supplemental foods to eligible households monthly (CSFP)</i> <i>Objective 2) To provide The Emergency Food Assistance Program (TEFAP) quarterly</i>					
SERVICES & PROGRAMS	Commodity Supplemental Food Program; Emergency Food Assistance Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of individuals obtaining food monthly	400	402	392	400	N/A
	# of individuals receiving food quarterly	2,000	2,062	3,406	3,000	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$375,694	\$365,851	\$366,731	\$65,013	
Other Financing Sources			\$5,199		
Total Revenues	\$375,694	\$365,851	\$371,930	\$65,013	
Expenditures					
Personnel Services	\$16,586	\$12,362	\$27,074	\$29,117	
Supplies	\$328,664	\$305,051	\$309,506	\$4,934	
Other Services & Charges	\$33,966	\$48,238	\$42,464	\$30,962	
Capital Outlay					
Total Expenditures	\$379,216	\$365,651	\$379,044	\$65,013	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: 2810 Federal Emergency Management Agency (FEMA)

Function Statement

This fund is used to account for monies received through the Emergency Food and Shelter National Board program for utility payments to prevent utility disconnection or heating source loss in households that have exhausted all other resources and do not qualify for other Community Action emergency funds.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$24,000	\$2,500		\$2,805	
Interest		\$20			
Other Financing Sources		\$2,480			
Total Revenues	\$24,000	\$5,000		\$2,805	
Expenditures					
Other Services & Charges	\$24,000	\$5,000		\$2,805	
Total Expenditures	\$24,000	\$5,000		\$2,805	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2850) Community Corrections

Function Statement

The functions of the Community Corrections department are to develop alternative sentencing programs appropriate to the County's offender population, thereby reducing commitments to prison and jail and improving utilization of jail space; to evaluate alternative programs for performance and cost effectiveness; to provide a mechanism for communicating and coordinating among the different components of the criminal justice systems; and to gain support of the criminal justice community and general public in the management of alternative programs. Alternative programs managed and supervised include the following: Intensive Supervision Programs (ISP), Court Services Program (Community Service, JAWS), Residential Services, Cognitive Behavioral Therapy, Inmate Case Management and Treatment.

Mission Statement

To provide or refer offenders to programs which divert offenders from traditional jail sentences and promote accountability, reduce criminal/delinquent behaviors and support an environment for change, while balancing the needs and insuring the safety of the people in Ottawa County

TARGET POPULATION	Offenders					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Rehabilitate offenders					
	<i>Objective 1) Eliminate substance abuse</i>					
	<i>Objective 2) Promote restorative justice (e.g. court fees, fines, victim cost, restitution)</i>					
	<i>Objective 3) Encourage offender education and employment</i>					
	<i>Objective 4) Ensure compliance of court order</i>					
	County Goal: Maintain and improve the strong financial position of the County					
	Department Goal 2: Reduce cost of jail and prison operations					
	<i>Objective 1) Divert offenders from jail and/ or prison</i>					
	County Goal: Continually improve the County's organization and services					
SERVICES & PROGRAMS	Department Goal 3: Provide exceptional services/programs					
	<i>Objective 1) Maintain high-efficiency work outputs¹</i>					
	<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>					
	<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>					
Traditional Probation; Intensive Supervision Probation (ISP); Community Service/Jail Alternative Work Service; Cognitive Behavioral Therapy (CBT); Inmate Case Management and Treatment (<i>Goal 1</i>) Jail Diversion (<i>Goal 2</i>) Performance-Based Budgeting (e.g. Workload-Trend Analysis; Benchmark Analysis; Cost-Effectiveness Analysis(<i>Goal 3</i>))						
WORKLOAD	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of probation enrollments	2,600	2,578	2,312	2,400	2,500
	# of ISP enrollments	200	197	178	175	175
	# of enrollments in community service/JAWS	950	915	881	950	950
	# of home visits attempted	20,000	20,028	17,786	18,000	18,000
	# of home visits successful (i.e. probationer contact made)	15,000	15,295	13,925	14,000	14,000
	# of office visits conducted (i.e. probationer reported in-person)	50,000	49,648	47,435	48,000	48,000
	# of drug tests administered	30,000	30,111	29,952	30,000	30,000
# of alcohol tests administered	48,000	46,979	43,814	44,000	44,000	
OUTCOMES	OWI III prison commitment rate	<10%	5.3	6.70%	12.0	12.0
	Straddle Cell offender prison commitment rate	<24%	17.2	16.60%	23	23
	Prison commitment rate (overall County rate)	<10%	9.1	8.00%	12	12

Fund: (2850) Community Corrections

COST ⁵	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	Cost of Community Corrections per capita (total expenses ⁴)		n/a	\$3.17	\$2.79	\$2.84

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. FTE is calculated using Fiscal Service's History of Positions By Fund report
4. Total expenses include all department/division expenses less Data Processing Services (8310.0020) and Indirect Administrative Expenses (8310.0000)
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2011 # of Positions	2012 # of Positions	2013 # of Positions	2013 Budgeted Salary
Director of Probation & Community Correction	0.750	0.750	0.500	\$39,779
Assistant Director of Probation Services	0.250	0.250	0.150	\$9,770
Court Services Coordinator	1.000	1.000	1.000	\$54,063
Court Services Officer	1.625	1.000	1.000	\$46,902
Probation Officer-Substance Abuse	2.800	2.800	2.200	\$117,839
Probation Assistant	0.000	0.000	0.020	\$825
Probation Secretary	0.000	0.000	0.010	\$375
District Court Clerk	0.000	0.000	0.050	\$1,762
Senior Secretary	0.800	0.800	0.320	\$15,631
	7.225	6.600	5.250	\$286,946

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$220,000	\$220,000	\$241,041	\$241,046	\$241,046
Charges for Services	\$209,228	\$197,817	\$187,156	\$193,997	\$177,912
Other Revenue	\$10,274	\$9,896	\$7,846	\$9,374	\$8,400
Other Financing Sources	\$557,701	\$519,991	\$465,509	\$521,810	\$458,663
Total Revenues	\$997,203	\$947,704	\$901,552	\$966,227	\$886,021
Expenditures					
Personnel Services	\$688,415	\$678,230	\$588,719	\$589,603	\$508,306
Supplies	\$22,266	\$18,452	\$11,365	\$22,592	\$15,865
Other Services & Charges	\$266,978	\$266,549	\$266,957	\$354,032	\$361,850
Other Financing Uses	\$19,543	\$31,106	\$135,374		
Total Expenditures	\$997,202	\$994,337	\$1,002,415	\$966,227	\$886,021

Budget Highlights:

Revenues for Charges for Services are decreasing across the State, this is due to a combination of the poor economy, increased awareness and a decrease in the number of police officers. In the last couple years this fund has also subsidized the new Sobriety Treatment Program aimed at addressing the needs of high risk offenders.

Fund: 2855 Revenue Sharing Reserve Fund

Function Statement

The Revenue Sharing Reserve Fund was created in 2004 as required by the State of Michigan. The fund accounts for the additional tax revenue received as a result of the acceleration of the millage levy from December to July. The fund transfers an amount to the General Fund equal to the amount the County would have received from the State for Revenue Sharing Payments had they not been temporarily discontinued.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Taxes					
Interest	\$74,147	\$31,335			
Total Revenues	\$74,147	\$31,335			
Expenditures					
Other Financing Uses	\$4,695,407	\$4,681,321	\$422,130		
Total Expenditures	\$4,695,407	\$4,681,321	\$422,130		

Budget Highlights:

As planned, this fund will be depleted in 2011. Revenue sharing payments have been reinstated by the State of Michigan.

Fund: (2870) Community Action Agency

Function Statement

The Community Action Agency fund is used to account for grant monies to be applied to various community programs for the impoverished residents of Ottawa County. Such grants include employment activities, income management, housing, emergency assistance, and nutrition.

Mission Statement

Reduce the effects of poverty within Ottawa County

TARGET POPULATION	Income Eligible Residents of Ottawa County					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To effectively administer Community Action Agency programs and provide effective customer service by promoting effective partnerships with other agencies					
	<i>Objective 1) To effectively administer Community Action Agency (CAA) programs.</i>					
	<i>Objective 2) To create and maintain partnerships among supporters and providers of service</i>					
SERVICES & PROGRAMS	Management Plan; Community Partnership Program; Application Processing (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of partnerships created/maintained	54	63	62	62	N/A
	# of applicants assisted	5,200	5,298	5,587	5,000	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$576,355	\$936,494	\$519,781	\$364,009	
Rents					
Other Revenue	\$31,017	\$21,904	\$34,902	\$40,000	
Other Financing Sources	\$33,623	\$29,000	\$29,000	\$29,000	
Total Revenues	\$640,995	\$987,398	\$583,683	\$433,009	
Expenditures					
Personnel Services	\$347,341	\$410,852	\$280,460	\$242,681	
Supplies	\$67,041	\$93,489	\$76,779	\$10,041	
Other Services & Charges	\$214,420	\$497,426	\$214,986	\$180,287	
Capital Outlay		\$17,128			
Other Financing Uses	\$450	\$2,480	\$50,094		
Total Expenditures	\$629,252	\$1,021,375	\$622,319	\$433,009	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: (2890) Weatherization

Function Statement

The Weatherization Program supplies funds for weatherizing homes of the disadvantaged, elderly, and impoverished persons. The Weatherization Program also provides energy education.

Mission Statement

Reduce the effects of poverty within Ottawa County

TARGET POPULATION	Income Eligible Ottawa County Residents					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To improve the conditions in which low-income persons live					
	<i>Objective 1) To provide energy education to customers</i> <i>Objective 2) To provide energy-savings measures to eligible participants</i>					
SERVICES & PROGRAMS	Energy Education Program; Energy Reduction Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	# of individuals receiving energy-saving education	250	187	204	85	N/A
	# of homes receiving energy-saving measures	250	153	213	125	N/A

2013 Performance measures (and budgets) for the programs in this fund cannot be determined until the grant award has been received.

Resources

Personnel

Personnel information is recorded in Fund 2740.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$293,630	\$663,686	\$1,684,566	\$1,505,952	
Other Revenue		\$21,282	\$114,083	\$85,000	
Other Financing Sources					
Total Revenues	\$293,630	\$684,968	\$1,798,649	\$1,590,952	
Expenditures					
Personnel Services	\$59,499	\$274,281	\$407,522	\$354,113	
Supplies	\$182,603	\$306,834	\$1,201,349	\$1,045,523	
Other Services & Charges	\$51,531	\$100,277	\$153,836	\$191,316	
Capital Outlay					
Total Expenditures	\$293,633	\$681,392	\$1,762,707	\$1,590,952	

Budget Highlights:

The 2013 budget will be established (via budget adjustment) once the grant award is received.

Fund: 2901 Department of Human Services

Function Statement

This fund is used primarily to account for the State of Michigan Department of Human Services activities in Ottawa County. These services include welfare, child protection services, and various other assistance programs to disadvantaged citizens.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$150,779	\$171,723	\$182,776	\$140,000	\$150,000
Charges for Services					
Rents					
Other Revenue	\$1,452	\$2,315	\$431		
Other Financing Sources	\$135,160	\$74,837	\$73,750	\$73,690	\$43,690
Total Revenues	\$287,391	\$248,875	\$256,957	\$213,690	\$193,690
Expenditures					
Personnel Services					
Supplies	\$7,223	\$3,318	\$1,318	\$1,124	\$593
Other Services & Charges	\$280,168	\$255,998	\$254,402	\$213,197	\$193,097
Operating Transfers			\$250,000		
Total Expenditures	\$287,391	\$259,316	\$505,720	\$214,321	\$193,690

Budget Highlights:

In 2011 the County transferred \$250,000 during the year from this fund in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Fund: (2920) Child Care Fund

Function Statement

The Child Care Fund (CCF) provides programming for delinquent and/or neglect/abuse cases. These programs include specialized treatment programs in the Juvenile Detention Center, general detention, all community-based, in-home treatment programs and residential treatment placement. Approximately 68 full-time staff positions, including administrators, and all treatment programs are included in this budget. The Michigan CCF reimburses the County for 50% of all staff and program expenditures from state funds. This budget and the programs are audited on an annual basis by the Michigan Department of Human Services, Bureau of Juvenile Justice based on specific criteria as reflected in the performance measures.

Mission Statement

To administer justice and restore wholeness in a manner that inspires public trust

TARGET POPULATION	Juvenile Offenders					
	Citizens					
	Law Enforcement					
	Agencies					
	Schools					
	Attorneys					
	State Agencies, e.g. Department of Human Services, Department of Community Health Prosecutor's Office, County Administration, Human Resources and various other County departments					
PRIMARY GOALS & OBJECTIVES	County Goal: Maintain and improve the strong financial position of the County					
	CCF Goal 1: To ensure compliance with Child Care Fund audit requirements					
	<i>Objective 1) Collect required data and review all expenditures for proper authorization, documentation, and eligibility</i>					
	<i>Objective 2) Collect required data and review all program case files for proper authorization, documentation, and eligibility</i>					
SERVICES & PROGRAMS	<i>Objective 3) Collect required data and review all program criteria requirements</i>					
	Management of the Child Care Fund In-Home Care Program, Detention Center and Residential Treatment Services (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% compliance with having the minimum # of face-to-face youth contacts per week	100%	100%	100%	100%	100%
	% compliance with having the required ratio of 1:20 (for what?)	100%	100%	100%	100%	100%
	% compliance with having a copy of the agreement between the juvenile, parent(s) and Court that is signed and dated by all parties in response to settling a complaint	100%	100%	100%	100%	100%
	% compliance with having documentation reflecting a preliminary hearing and temporary order for services	100%	100%	100%	100%	100%
	% compliance with all additional petitions	100%	100%	100%	100%	100%
	% compliance with having adjudication and dispositional orders reflecting dates and offense(s)	100%	100%	100%	100%	100%
	% compliance with having face sheets reflecting case demographic data and offense record	100%	100%	100%	100%	100%
	% compliance with having a family case assessment reflecting the problem and need for specific-component services	100%	100%	100%	100%	100%
	% compliance with having a treatment plan with objectives and action steps stated signed by the worker	100%	100%	100%	100%	100%
	% compliance with having a Court order reflect the requirement of a juvenile's participation	100%	100%	100%	100%	100%

Fund: (2920) Child Care Fund

	ANNUAL MEASURES	TARGET	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATED	2013 PROJECTED
	% compliance with submitting quarterly progress reports	100%	100%	100%	100%	100%
	% compliance with the length of time each youth has been involved in a program funded by the CCF	100%	100%	100%	100%	100%
	% compliance with termination criteria, dismissal orders	100%	100%	100%	100%	100%
OUTCOMES	% compliance with Child Care Fund audit	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of attorneys satisfied with department services	90%	94%	N/A	90%	N/A
	% of public customers indicating interaction with staff was courteous, respectful, and friendly	90%	90%	N/A	90%	N/A

1. Survey completed biannually

Resources						
Personnel		2011	2012	2013	2013	
	Position Name	# of Positions	# of Positions	# of Positions	Budgeted Salary	
	Detention Superintendent	1.000	1.000	1.000	\$78,458	
	Assistant Superintendent	1.000	1.000	1.000	\$64,057	
	Director of Juvenile Services	0.850	0.850	0.850	\$87,850	
	Assistant Director of Juvenile Services	0.875	0.875	0.875	\$68,652	
	Training Coordinator	1.000	0.000	0.000	\$0	
	Treatment Program Supervisor	0.000	1.000	1.000	\$60,132	
	Administrative Aide	3.000	1.000	1.000	\$37,494	
	Group Leader - Juvenile	6.000	7.000	7.000	\$283,045	
	Youth Specialist	18.650	17.650	17.650	\$624,111	
	Shift Supervisor	5.000	5.000	5.000	\$246,349	
	Casework Services Manager	1.000	1.000	1.000	\$65,817	
	Senior Caseworker	2.000	2.000	2.000	\$102,363	
	Treatment Specialist	6.000	5.000	5.000	\$258,465	
	Programs Supervisor	1.000	1.000	1.000	\$60,132	
	Treatment Services Manager	1.000	1.000	1.000	\$68,517	
	Caseworker	11.000	11.000	11.000	\$578,337	
	Assistant Juvenile Register	1.000	1.000	1.000	\$32,369	
	Treatment Services Clerk	1.000	0.000	0.000	\$0	
	Circuit Court Administrator	0.340	0.340	0.340	\$37,812	
	Juvenile Court Clerk II	0.000	1.000	1.000	\$36,055	
	Administrative Clerk	0.000	1.000	1.000	\$32,237	
	Juvenile Community Justice Supr	1.000	1.000	1.000	\$60,132	
	Lieutenant	0.300	0.300	0.300	\$23,115	
	Deputy	3.000	3.000	3.000	\$179,119	
		66.015	64.015	64.015	\$3,084,618	
Funding				2012	2013	
		2009	2010	2011	2012	
		Actual	Actual	Actual	Current Year	
					Estimated	
					Adopted	
					by Board	
Revenues						
	Intergovernmental Revenue	\$3,824,845	\$3,648,170	\$3,321,634	\$3,514,191	\$3,877,044
	Other Revenue	\$567,524	\$528,276	\$719,227	\$730,375	\$735,236
	Other Financing Sources	\$4,045,802	\$3,992,884	\$3,491,647	\$3,764,820	\$3,976,291
	Total Revenues	\$8,438,171	\$8,169,330	\$7,532,508	\$8,009,386	\$8,588,571
Expenditures						
	Personnel Services	\$3,891,369	\$4,292,219	\$4,143,298	\$4,082,306	\$4,563,773
	Supplies	\$179,390	\$179,283	\$154,708	\$224,927	\$210,422
	Other Services & Charges	\$4,269,280	\$3,215,059	\$3,234,504	\$3,682,153	\$4,014,376
	Other Financing Uses			\$750,000		
	Total Expenditures	\$8,340,039	\$7,686,561	\$8,282,510	\$7,989,386	\$8,788,571

Budget Highlights:

2012 saw a decrease in positions due to not funding open positions, and transfers to other funds. The Operating Transfer in 2011 (Other Financing Uses) was a one time transfer to help fund the DB/DC changeover. The 2013 budget plans for \$200,000 use of fund balance.

Fund: 2921 Child Care-Social Services

Function Statement

The Child Care - Social Services fund is used to account for the foster care of children under the direction of the Michigan Department of Human Services - Ottawa County office.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$259	\$271		\$1,000	\$1,000
Other Revenue					
Other Financing Sources	\$409			\$1,000	\$1,500
Total Revenues	\$668	\$271		\$2,000	\$2,500
Expenditures					
Other Services & Charges	\$668	\$796		\$2,000	\$2,500
Other Financing Uses			\$73,260		
Total Expenditures	\$668	\$796	\$73,260	\$2,000	\$2,500

Budget Highlights:

During 2011, the County transferred \$73,260 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for future hires.

Fund: 2930 Soldiers & Sailors Relief

Function Statement

The Soldiers & Sailors Relief Commission determines the eligibility of claims from indigent veterans and authorizes the requested payments. Eligibility is determined by the time and length of service during an armed conflict, honorable discharge, and length of residency in Ottawa County.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Other Financing Sources	\$36,426	\$45,725			
Total Revenues	\$36,426	\$45,725			
Expenditures					
Other Services & Charges	\$36,426	\$45,725			
Total Expenditures	\$36,426	\$45,725			

Budget Highlights:

The County has implemented Governmental Accounting Standards Board Statement 54 in 2011 which requires that a substantial portion of a fund's inflows be derived from restricted or committed revenue sources in order to be accounted for separately in a Special Revenue fund. This fund did not meet the requirement, so it has been combined with the General Fund in 2011.

Fund: 2941 Veterans Trust

Function Statement

The Veterans' Trust fund was established under Section 35.607 of the State of Michigan Compiled Laws of 1970. It is used to account for monies received by the state and distributed to veterans in need of assistance.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Intergovernmental Revenue	\$26,220	\$21,872	\$53,048	\$54,704	\$50,000
Other Financing Sources					
Total Revenues	\$26,220	\$21,872	\$53,048	\$54,704	\$50,000
Expenditures					
Other Services & Charges	\$25,981	\$23,353	\$53,048	\$54,704	\$50,000
Total Expenditures	\$25,981	\$23,353	\$53,048	\$54,704	\$50,000

Budget Highlights:

The County Board approved the hiring of a new part-time contractual position paid out of the General Fund to assist the veterans in completing paperwork. The above costs include only costs incurred by the veterans and paid by the State of Michigan, but the additional assistance has had a positive effect on the veterans.

Fund: 2970 DB/DC Conversion

Function Statement

The DB/DC Conversion fund was established in 2011 to account for funds earmarked for the extra initial costs of the County changing from a defined benefit pension system to a defined contribution pension system for new hires. Once the new pension has been implemented, funds will be drawn from this fund to cover the resulting higher retirement costs for employees remaining in the defined benefit system.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services			\$341,471		
Interest			\$18,115	\$33,617	\$52,597
Other Revenue					
Other Financing Sources			\$4,271,524		
Total Revenues			\$4,631,110	\$33,617	\$52,597
Expenditures					
Other Services & Charges			\$7,600		
Total Expenditures			\$7,600		

Budget Highlights:

Above costs are comprised of a full projection study completed in 2011.

Fund: 2980 Compensated Absences

Function Statement

The Compensated Absences fund is used to account for future payments of accumulated sick pay of County employees under the sick days/short and long-term disability plan. This fund is also used to accrue vacation pay.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2009 Actual	2010 Actual	2011 Actual	2012 Current Year Estimated	2013 Adopted by Board
Revenues					
Charges for Services	\$39,212	\$69,431	\$82,410	\$76,122	\$63,684
Interest	\$45,642	\$45,845	\$37,703	\$24,828	\$38,792
Total Revenues	\$84,854	\$115,276	\$120,113	\$100,950	\$102,476
Expenditures					
Personnel Services	\$131,317	\$71,125	\$26,140	\$76,074	\$43,560
Other Financing Uses	\$500,000		\$375,000		
Total Expenditures	\$631,317	\$71,125	\$401,140	\$76,074	\$43,560

Budget Highlights:

Expenditures can vary depending on the number and size of sick bank payoffs in a given year. During 2011, the County transferred \$375,000 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for future hires.