

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Thursday, September 22, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the September 6, 2011 Finance and Administration Committee Meeting.

Action Items:

3. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #590, #591, #615, #633, #641, #642, #643, #678 and #679.
4. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of August, 2011.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of August, 2011.
6. Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.
7. Setting of Public Hearing on the 2012 Ottawa County Budget
Suggested Motion:
To recommend to the Board of Commissioners to set a public hearing on the 2012 Ottawa County budget for Tuesday, October 11, 2011, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
8. Wage and Benefit Adjustments for County and Court Unclassified and Group T Employees for 2012
Suggested Motion:
To approve and forward to the Board of Commissioners the following wage adjustments for County and Court Unclassified Employees (Excluding Elected Officials, Judges and the Board of Commissioners) and Group T Employees for 2012:
 - a. Wages: Effective January 1, 2012, increase the existing salary schedule by 1%.
9. Tuition Reimbursement
Suggested Motion:

To approve and forward to the Board of Commissioners a recommendation to suspend Tuition Reimbursement for the year 2012 and to review this recommendation in 2012 for the 2013 budget year.

Discussion Items:

10. Treasurers Financial Month End Update for August 2011
11. 3 Year Dog License ½ Year Review
12. Review 2012 Budgets

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: September 6, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Roger Rycenga, Donald Disselkoen, Robert Karsten,
Joseph Baumann

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Connie VanderSchaaf,
Fiscal Services; Sherri Sayles, Deputy Clerk; Alan Vanderberg,
Administrator; Keith VanBeek, Assistant Administrator; Brad Slagh,
Treasurer; Greg Rappleye, Corporation Counsel

SUBJECT: CONSENT ITEMS

FC 11-109 Motion: To approve the agenda of today as presented and to approve the
minutes of the August 16, 2011, meeting as presented.
Moved by: Disselkoen UNANIMOUS

SUBJECT: LEASE EXTENSION/AMENDMENT FOR MI WORKS! AT 115 CLOVER STREET

FC 11-110 Motion: To approve and forward to the Board of Commissioners an
extension and amendment of the current MiWorks! lease with Huntington
Bank at 115 Clover Street from October 1, 2012 through September 30,
2014, with funding from MiWorks!
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Proposed Budget – Robert Spaman gave a brief explanation on the proposed 2012 General Fund Budget including revenues, expenditures, personnel and equipment requests. There was also a brief discussion on the health care plan including wellness incentives and disincentives. Approximately 50% of the county employees completed the wellness assessment that was offered this year.
2. DB/DC Funding – The Administration gave an update on the Defined Benefit to Defined Contribution plan. The first planned implementation would be for new hires of the Unclassified and Group T groups to go into a new DC Plan effective July 1, 2012.

3. Next Finance & Administration Meeting - The next Finance and Administration Meeting is being rescheduled to Thursday, September 22nd.
4. ERP Update – Robert Spaman gave a brief update on the new ERP Finance System. An explanation memo will be going out to the Commissioners explaining the contract before the full Board meets at a Work Session.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:32 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Budget Adjustments Greater than \$50,000

SUGGESTED MOTION:

To approve budget adjustments #590, #591, #615, #633, #641, #642, #643, #678 and #679.

SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document.
Date: 2011.09.15 09:12:43 -0400

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
590	General	Survey & Remon	Reflect grant contract with State. The State will no longer pay for certain administrative costs.	\$ 54,976
591	Health	Agency Support	Transfer 2004-2007 Medicaid Cost Based Reimbursement Settlement to DB/DC Conversion.	\$ 871,527
615	9/30 Judicial Grants	State Court Administrator's Office Mental Health Services	Reduce allocation - under utilized.	\$ 66,500
633	Friend of the Court	Friend of the Court	Increase fees; disability leave; referee vacations.	\$ 151,427
641	Health	Various	Year End Adjustment - Personnel, rent & telephone, miscellaneous.	\$ 356,469
642	W.E.M.E.T.	W.E.M.E.T. Operations	Adjust based on estimated costs for W.E.M.E.T. Teams paid by other Municipalities.	\$ 1,735,850
643	Child Care - Circuit Court	Various	To cover expenses through end of year.	\$ 75,000
678	General	State Justice Institute Technology Assistance Grant	Establish Michigan Juvenile Justice Vision 20/20 State Justice Institute Grant.	\$ 50,000
679	Parks	Parks & Recreation	Connor Bayou Improvements and other various adjustments.	\$ 320,159

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

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County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.09.15 09:16:12 -0400

Committee/Governing/Advisory Board Approval Date:

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

Page 1
BUD101R
BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ FOR TAA_CSH_STMNT</u>							
BA 493	8/17/2011	2748	7430	0014	5610.0000	State Of Mich - Welfare	320,000.00-
BA 493	8/17/2011	2748	7430	0014	8440.0050	Administration-Sub Agents	320,000.00
<u>CVR_BDG_FOR_ADMIN_EXP</u>							
BA 494	8/17/2011	2920	6621		8270.0022	Priv Agency-Abused/Neg FC	115,000.00
BA 494	8/17/2011	2920	6621		8280.0010	Private Institutional Cst	130,100.00-
BA 494	8/17/2011	2920	6621		8280.0020	State Institutional Costs	15,000.00
BA 494	8/17/2011	2920	6621		8310.0000	Administrative Expense	100.00
<u>ADJ FOR 1/2_ACTL_GRNT</u>							
BA 509	8/01/2011	2744	7479		5610.0000	State Of Mich - Welfare	40,000.00-
BA 509	8/01/2011	2744	7479		9370.0000	Building Repairs	40,000.00
<u>ADJUST INSURANCE_BUDG</u>							
BA 515	8/09/2011	1010	1310		9100.0000	Insurance & Bonds	3,028.00-
BA 515	8/09/2011	1010	1360		9100.0000	Insurance & Bonds	11,317.00-
BA 515	8/09/2011	1010	1480		9100.0000	Insurance & Bonds	1,170.00-
BA 515	8/09/2011	1010	1490		9100.0000	Insurance & Bonds	645.00-
BA 515	8/09/2011	1010	2290		8680.0000	Vehicle Insurance	140.00-
BA 515	8/09/2011	1010	2290		9100.0000	Insurance & Bonds	5,112.00-
BA 515	8/09/2011	1010	2651		8680.0000	Vehicle Insurance	140.00-
BA 515	8/09/2011	1010	2651		9100.0000	Insurance & Bonds	310.00-
BA 515	8/09/2011	1010	2652		8680.0000	Vehicle Insurance	87.00-
BA 515	8/09/2011	1010	2652		9100.0000	Insurance & Bonds	222.00-
BA 515	8/09/2011	1010	2653		9100.0000	Insurance & Bonds	80.00-
BA 515	8/09/2011	1010	2654		8680.0000	Vehicle Insurance	283.00-
BA 515	8/09/2011	1010	2654		9100.0000	Insurance & Bonds	1,428.00-
BA 515	8/09/2011	1010	2655		8680.0000	Vehicle Insurance	87.00-
BA 515	8/09/2011	1010	2655		9100.0000	Insurance & Bonds	289.00-
BA 515	8/09/2011	1010	2656		8680.0000	Vehicle Insurance	87.00-
BA 515	8/09/2011	1010	2656		9100.0000	Insurance & Bonds	48.00-
BA 515	8/09/2011	1010	2658		8680.0000	Vehicle Insurance	87.00-
BA 515	8/09/2011	1010	2659		9100.0000	Insurance & Bonds	151.00-
BA 515	8/09/2011	1010	2660		9100.0000	Insurance & Bonds	406.00-
BA 515	8/09/2011	1010	2665		8680.0000	Vehicle Insurance	140.00-
BA 515	8/09/2011	1010	2665		9100.0000	Insurance & Bonds	1,772.00-
BA 515	8/09/2011	1010	2667		8680.0000	Vehicle Insurance	1,540.00-
BA 515	8/09/2011	1010	2667		9100.0000	Insurance & Bonds	1,084.00-
BA 515	8/09/2011	1010	2668		8680.0000	Vehicle Insurance	87.00-
BA 515	8/09/2011	1010	2668		9100.0000	Insurance & Bonds	472.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJUST INSURANCE BUDG</u>							
BA 515	8/09/2011	1010	2750		8680.0000	Vehicle Insurance	559.00-
BA 515	8/09/2011	1010	3020		8680.0000	Vehicle Insurance	10,147.00-
BA 515	8/09/2011	1010	3020		9100.0000	Insurance & Bonds	30,791.00
BA 515	8/09/2011	1010	3100		9100.0000	Insurance & Bonds	2,649.00
BA 515	8/09/2011	1010	3113		8680.0000	Vehicle Insurance	569.00-
BA 515	8/09/2011	1010	3113		9100.0000	Insurance & Bonds	270.00-
BA 515	8/09/2011	1010	3119		8680.0000	Vehicle Insurance	1,699.00-
BA 515	8/09/2011	1010	3119		9100.0000	Insurance & Bonds	1,350.00-
BA 515	8/09/2011	1010	3120		8680.0000	Vehicle Insurance	2,259.00-
BA 515	8/09/2011	1010	3120		9100.0000	Insurance & Bonds	1,621.00-
BA 515	8/09/2011	1010	3170		8680.0000	Insurance & Bonds	270.00-
BA 515	8/09/2011	1010	3310		8680.0000	Vehicle Insurance	485.00-
BA 515	8/09/2011	1010	3310		9100.0000	Insurance & Bonds	332.00
BA 515	8/09/2011	1010	3510		8680.0000	Vehicle Insurance	1,680.00-
BA 515	8/09/2011	1010	3510		9100.0000	Insurance & Bonds	33,675.00
BA 515	8/09/2011	1010	4260		8680.0000	Vehicle Insurance	140.00-
BA 515	8/09/2011	1010	4260		9100.0000	Insurance & Bonds	13.00-
BA 515	8/09/2011	1010	4263		8680.0000	Vehicle Insurance	423.00-
BA 515	8/09/2011	1010	4300		8680.0000	Vehicle Insurance	81.00-
BA 515	8/09/2011	1010	4300		9100.0000	Insurance & Bonds	423.00-
BA 515	8/09/2011	1010	8650		9100.0000	Insurance & Bonds	1,330.00
BA 515	8/09/2011	1010	8650		9100.0000	Insurance & Bonds	28,129.00-
<u>CVR_LGL BILL-FARM PRK</u>							
BA 516	8/09/2011	1010	2100		8070.0000	Legal/Trial Ct Apt Att Fe	4,450.00
BA 516	8/09/2011	1010	2530		5740.0000	State Revenue Sharing	4,450.00-
<u>REFLECT_CNTRCT_W/GH_CTY</u>							
BA 517	8/09/2011	1010	2250		6080.0000	Departmental Services	49,479.00-
BA 517	8/09/2011	1010	2250		7040.0000	Salaries - Regular	17,149.00
BA 517	8/09/2011	1010	2250		7050.0000	Salaries - Temporary	6,520.00
BA 517	8/09/2011	1010	2250		7150.0000	Social Security	1,422.00
BA 517	8/09/2011	1010	2250		7160.0000	Hospitalization	3,107.00
BA 517	8/09/2011	1010	2250		7160.0020	OPEB - Health Care	326.00
BA 517	8/09/2011	1010	2250		7170.0000	Life Insurance	34.00
BA 517	8/09/2011	1010	2250		7180.0000	Retirement & Sick Leave	1,568.00
BA 517	8/09/2011	1010	2250		7180.0010	457 Plan Contribution	200.00
BA 517	8/09/2011	1010	2250		7190.0000	Dental Insurance	210.00
BA 517	8/09/2011	1010	2250		7200.0000	Worker'S Compensation	6.00
BA 517	8/09/2011	1010	2250		7220.0000	Unemployment	84.00
BA 517	8/09/2011	1010	2250		7230.0000	Optical Insurance	31.00

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RFLCT_CNTRCT W/GH_CTY</u>							
BA 517	8/09/2011	1010	2250		7240.0000	Disability Insurance	47.00
<u>RECV'D_FDS FOR SURVEY</u>							
BA 521	8/09/2011	2210	6311		6710.0000	Other Revenue	1,500.00-
BA 521	8/09/2011	2210	6311		8210.0000	Contractual - Other	1,500.00
<u>ADJ_DC_DRG_CRT_BDGT</u>							
BA 536	8/17/2011	2170	1361		5410.0040	State of MI - Judicial	61,909.00
BA 536	8/17/2011	2170	1361		6070.0000	Chrgs. For Serv. - Fees	25,000.00-
BA 536	8/17/2011	2170	1361		6990.1010	Oper Trans-General Fund	6,538.00
BA 536	8/17/2011	2170	1361		6990.2850	Oper Trans In - Comm Corr	34,513.00-
BA 536	8/17/2011	2170	1361		7040.0000	Salaries - Regular	223.00
BA 536	8/17/2011	2170	1361		7050.0000	Salaries - Temporary	2,643.00-
BA 536	8/17/2011	2170	1361		7150.0000	Social Security	2,304.00-
BA 536	8/17/2011	2170	1361		7160.0000	Hospitalization	3,617.00-
BA 536	8/17/2011	2170	1361		7160.0020	OPFB - Health Care	28.00-
BA 536	8/17/2011	2170	1361		7200.0000	Worker'S Compensation	73.00
BA 536	8/17/2011	2170	1361		7220.0000	Unemployment	323.00
BA 536	8/17/2011	2170	1361		7230.0000	Optical Insurance	48.00-
BA 536	8/17/2011	2170	1361		7240.0000	Disability Insurance	80.00-
BA 536	8/17/2011	2170	1361		7390.0000	Operational Supplies	7,042.00-
BA 536	8/17/2011	2170	1361		8030.0060	Interpreter Fees	395.00
BA 536	8/17/2011	2170	1361		8600.0000	Travel - Mileage	100.00-
BA 536	8/17/2011	2170	1361		8650.0000	Gas And Oil	1,900.00
BA 536	8/17/2011	2170	1361		8680.0000	Vehicle Insurance	594.00-
<u>ADJ_EECBG GRNT TO CY</u>							
BA 537	8/17/2011	2750	2930		5050.0000	Fed. Grants-Public Safety	30,000.00
BA 537	8/17/2011	2750	2930		8080.0000	Service Contracts	379,599.00
BA 537	8/17/2011	2750	2930		9800.0000	Office Furniture & Equip.	409,599.00-
<u>INC_IN_FEE_ACTIVITY</u>							
BA 538	8/17/2011	6360	2580		6080.0060	e-Comm.- Convenience Fees	13,000.00-
BA 538	8/17/2011	6360	2580		7160.0000	Hospitalization	110,617.00-
BA 538	8/17/2011	6360	2580		7180.0000	Retirement & Sick Leave	7,955.00-
BA 538	8/17/2011	6360	2580		7190.0000	Dental Insurance	2,986.00-
BA 538	8/17/2011	6360	2580		7220.0000	Unemployment	2,994.00
BA 538	8/17/2011	6360	2580		8500.0000	Telephone	2,000.00-
BA 538	8/17/2011	6360	2580		9100.0000	Insurance & Bonds	3,574.00-

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<u>INC IN FEE ACTIVITY</u>							
BA 538	8/17/2011	6360	2580		9400.0000	Equipment Rental	4,597.00-
<u>IN-KIND CONTRIBUTION</u>							
BA 539	8/17/2011	2602	3110		5820.0000	Contrib Local-Pub. Safety	279,285.00-
BA 539	8/17/2011	2602	3110		8850.0000	On Behalf Payments-Local	279,285.00
<u>OVERGE IN OFFICE SUPL</u>							
BA 541	8/17/2011	2210	6020		4560.0010	Sewage Permits - Private	1,300.00-
BA 541	8/17/2011	2210	6020		7270.0000	Office Supplies	1,300.00
<u>RCVD ADDL FDS FRM LCC</u>							
BA 543	8/17/2011	2210	6048		6710.0000	Other Revenue	4,346.00-
BA 543	8/17/2011	2210	6048		7390.0000	Operational Supplies	250.00
BA 543	8/17/2011	2210	6048		8210.0000	Contractual - Other	989.00
BA 543	8/17/2011	2210	6049		7280.0000	Printing & Binding	100.00
BA 543	8/17/2011	2210	6049		8210.0000	Contractual - Other	3,007.00
<u>PUR CAMERAS W/GRNT \$</u>							
BA 544	8/17/2011	2210	6310		6710.0000	Other Revenue	209.00-
BA 544	8/17/2011	2210	6310		7390.0000	Operational Supplies	209.00
<u>REFLECT TRNSFR TO DB/DC</u>							
BA 569	8/17/2011	2210	6010		9990.2970	DB/DC Conversion	871,527.00
BA 569	8/17/2011	2970	8610		6420.0000	Sales	342,571.00-
BA 569	8/17/2011	2970	8610		6990.2210	Oper Trans In - Health	871,527.00-
<u>HLS 2009 GRANT PROG.</u>							
BA 573	8/22/2011	1010	4262		5050.0000	Fed. Grants-Public Safety	41,749.00-
BA 573	8/22/2011	1010	4262		7040.0000	Salaries - Regular	27,680.00
BA 573	8/22/2011	1010	4262		7150.0000	Social Security	1,961.00
BA 573	8/22/2011	1010	4262		7160.0000	Hospitalization	5,367.00
BA 573	8/22/2011	1010	4262		7160.0020	OPFB - Health Care	562.00
BA 573	8/22/2011	1010	4262		7170.0000	Life Insurance	55.00
BA 573	8/22/2011	1010	4262		7180.0000	Retirement & Sick Leave	2,502.00
BA 573	8/22/2011	1010	4262		7190.0000	Dental Insurance	363.00
BA 573	8/22/2011	1010	4262		7200.0000	Worker'S Compensation	10.00
BA 573	8/22/2011	1010	4262		7220.0000	Unemployment	120.00

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
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Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

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<u>HLS_2009 GRANT PROG.</u>							
BA 573	8/22/2011	1010	4262		7230.0000	Optical Insurance	54.00
BA 573	8/22/2011	1010	4262		7240.0000	Disability Insurance	75.00
BA 573	8/22/2011	1010	4262		7390.0000	Operational Supplies	1,000.00
BA 573	8/22/2011	1010	4262		8600.0000	Travel - Mileage	1,500.00
BA 573	8/22/2011	1010	4262		8610.0000	Conferences & Othr Travel	500.00
<u>INC TO INC.FUTURE DST</u>							
BA 576	8/22/2011	2550	2530		4450.0000	Int. & Penalties On Taxes	4,500.00-
<u>SCAN ARCHVED PLAT MPS</u>							
BA 577	8/22/2011	2560	2360		8080.0000	Service Contracts	1,400.00
<u>ADJ BDG FOR ICA GRANT</u>							
BA 581	8/22/2011	2744	7296		5610.0000	State Of Mich - Welfare	31,500.00-
BA 581	8/22/2011	2744	7296		8430.0000	Client Assistance Pymts	31,500.00
<u>ADJ BDG TO ACTL STATE</u>							
BA 589	8/22/2011	2800	7482		5610.0000	State Of Mich - Welfare	1,974.00
BA 589	8/22/2011	2800	7482		7160.0000	Hospitalization	1,974.00-
<u>TRNSFR_04-07.MEDICAIDE</u>							
BA 591	8/22/2011	2210	6010		9990.2970	DB/DC Conversion	871,527.00
<u>CVR_FURNITURE_REMDLNG</u>							
BA 600	8/25/2011	1010	1490		6010.0000	Court Filing Fees	4,000.00-
BA 600	8/25/2011	1010	1490		6020.0000	Misc Court Costs & Fees	10,000.00-
BA 600	8/25/2011	1010	1490		6070.0000	Chrgs. For Serv. - Fees	2,625.00-
BA 600	8/25/2011	1010	1490		7040.0000	Salaries - Regular	8,233.00-
BA 600	8/25/2011	1010	1490		7050.0000	Salaries - Temporary	4,202.00-
BA 600	8/25/2011	1010	1490		7160.0000	Hospitalization	3,000.00-
BA 600	8/25/2011	1010	1490		8080.0000	Service Contracts	2,200.00
BA 600	8/25/2011	1010	1490		9800.0000	Office Furniture & Equip.	41,456.00
BA 600	8/25/2011	1010	2010		6999.3900	Rev. (Over)Under Expend.	20,000.00-
<u>MILGE SPNT ON SYNAR_CK</u>							
BA 605	8/25/2011	2210	6049		6710.0000	Other Revenue	80.00-

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>MLGE SPNT ON SYNAR CK</u>							
BA 605	8/25/2011	2210	6049		8600.0000	Travel - Mileage	80.00
<u>UPGRD FOR DOC_ROUTER</u>							
BA 612	8/25/2011	2560	2360		7390.0000	Operational Supplies	400.00
<u>RDC ALLOC-UNDR UTILIZD</u>							
BA 615	8/25/2011	2170	1374		5410.0040	State of MI - Judicial	66,500.00
BA 615	8/25/2011	2170	1374		7390.0000	Operational Supplies	3,989.00-
BA 615	8/25/2011	2170	1374		8080.0000	Service Contracts	62,511.00-
<u>TRANSFER OF FDS FRM HOL</u>							
BA 620	8/25/2011	2609	3091		5050.0000	Fed. Grants-Public Safety	1,100.00
BA 620	8/25/2011	2609	3091		7090.0000	Overtime	1,000.00-
BA 620	8/25/2011	2609	3091		7150.0000	Social Security	100.00-
BA 620	8/25/2011	2609	3140		5050.0000	Fed. Grants-Public Safety	5,514.00-
BA 620	8/25/2011	2609	3140		7090.0000	Overtime	3,575.00
BA 620	8/25/2011	2609	3140		7150.0000	Social Security	373.00
BA 620	8/25/2011	2609	3140		7180.0000	Retirement & Sick Leave	1,544.00
BA 620	8/25/2011	2609	3140		7200.0000	Worker'S Compensation	10.00
BA 620	8/25/2011	2609	3140		7220.0000	Unemployment	12.00
<u>ADJ BASED ON ACTL HRS</u>							
BA 629	8/31/2011	2850	1520		6070.0150	Intensive Supervision Fee	31,904.00-
BA 629	8/31/2011	2850	1520		6070.0190	OUIL Reimbursement Fee	247.00-
BA 629	8/31/2011	2850	1520		6070.0300	Chgs/Serv-Comnty. Service	2,842.00-
BA 629	8/31/2011	2850	1520		6760.0090	Reimb - Drug Testing	1,735.00-
BA 629	8/31/2011	2850	1520		7040.0000	Salaries - Regular	23,923.00-
BA 629	8/31/2011	2850	1520		7050.0000	Salaries - Temporary	4,125.00
BA 629	8/31/2011	2850	1520		7090.0000	Overtime	430.00-
BA 629	8/31/2011	2850	1520		7100.0000	Holiday	100.00-
BA 629	8/31/2011	2850	1520		7150.0000	Social Security	3,855.00-
BA 629	8/31/2011	2850	1520		7160.0000	Hospitalization	1,410.00-
BA 629	8/31/2011	2850	1520		7160.0020	OPEB - Health Care	458.00-
BA 629	8/31/2011	2850	1520		7170.0000	Life Insurance	175.00-
BA 629	8/31/2011	2850	1520		7180.0000	Retirement & Sick Leave	4,169.00-
BA 629	8/31/2011	2850	1520		7190.0000	Dental Insurance	1,248.00-
BA 629	8/31/2011	2850	1520		7200.0000	Worker'S Compensation	51.00-
BA 629	8/31/2011	2850	1520		7210.0000	Longevity	76.00
BA 629	8/31/2011	2850	1520		7220.0000	Unemployment	222.00-

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ_BSED_ON_ACTL_HRS</u>							
BA 629	8/31/2011	2850	1520		7230.0000	Optical Insurance	509.00-
BA 629	8/31/2011	2850	1520		7270.0000	Office Supplies	500.00-
BA 629	8/31/2011	2850	1520		7300.0000	Postage	960.00-
BA 629	8/31/2011	2850	1520		7390.0000	Operational Supplies	1,055.00-
BA 629	8/31/2011	2850	1520		8300.0000	Memberships & Dues	220.00-
BA 629	8/31/2011	2850	1520		8500.0000	Telephone	3,100.00-
BA 629	8/31/2011	2850	1520		8600.0000	Travel - Mileage	3,000.00-
BA 629	8/31/2011	2850	1520		8610.0000	Conferences & Othr Travel	335.00-
BA 629	8/31/2011	2850	1520		8650.0000	Gas And Oil	506.00-
BA 629	8/31/2011	2850	1520		8680.0000	Vehicle Insurance	646.00-
BA 629	8/31/2011	2850	1520		9100.0000	Insurance & Bonds	1,497.00-
BA 629	8/31/2011	2850	1520		9300.0000	Equipment Repairs	50.00-
BA 629	8/31/2011	2850	1520		9990.2170	9/30 Judicial Grants	34,513.00
<u>HGHR_THN_ANTCPTD_CSTS</u>							
BA 630	8/31/2011	2081	7510		9400.0000	Equipment Rental	3,000.00
<u>CVR_BDG_EXCPTN 8/2011</u>							
BA 631	8/31/2011	2870	7293		7160.0000	Hospitalization	5.00-
BA 631	8/31/2011	2870	7293		7160.0020	OPEB - Health Care	5.00
BA 631	8/31/2011	2870	7293	1000	6710.0000	Other Revenue	500.00-
BA 631	8/31/2011	2870	7293	1000	6760.0000	Reimbursements	8,000.00
BA 631	8/31/2011	2870	7293	3000	7040.0000	Salaries - Regular	1,517.00
BA 631	8/31/2011	2870	7293	3000	7150.0000	Social Security	61.00
BA 631	8/31/2011	2870	7293	3000	7160.0000	Hospitalization	1,578.00-
BA 631	8/31/2011	2870	7293	3000	7180.0000	Retirement & Sick Leave	98.00-
BA 631	8/31/2011	2870	7293	3000	7190.0000	Dental Insurance	98.00-
BA 631	8/31/2011	2870	7293	3000	7330.0010	WX Mat-Emer.Optimization	7,500.00-
<u>ADJ_BDG_TO_CUR_YR_EST</u>							
BA 632	8/31/2011	6360	2580		6080.0060	e-Comm.- Convenience Fees	10,000.00-
BA 632	8/31/2011	6360	2580		7040.0000	Salaries - Regular	5,805.00
BA 632	8/31/2011	6360	2580		7150.0000	Social Security	1,121.00-
BA 632	8/31/2011	6360	2580		7160.0020	OPEB - Health Care	934.00
BA 632	8/31/2011	6360	2580		7170.0000	Life Insurance	195.00
BA 632	8/31/2011	6360	2580		7200.0000	Worker's Compensation	3.00
BA 632	8/31/2011	6360	2580		7230.0000	Optical Insurance	31.00
BA 632	8/31/2011	6360	2580		7240.0000	Disability Insurance	175.00

Date 9/06/11
Time 9:09:31

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 8/01/2011 Thru 8/31/2011

Adjustment Number	G/L Date	Fund	DEPT	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>INC FEES;STD LEAVE</u>							
<u>INC FEES;STD LEAVE</u>							
BA 633	8/31/2011	2160	1410		5410.0040	State of MI - Judicial	2,100.00-
BA 633	8/31/2011	2160	1410		5630.0000	ADC Incentive Payments	11,773.00-
BA 633	8/31/2011	2160	1410		5700.0000	Co-Op Reimbursement	69,294.00
BA 633	8/31/2011	2160	1410		6020.0000	Misc Court Costs & Fees	104,000.00-
BA 633	8/31/2011	2160	1410		6020.0020	Misc Court Costs - FOC	9,000.00-
BA 633	8/31/2011	2160	1410		6020.0030	Drivers Lic Reinstatement Fee	700.00-
BA 633	8/31/2011	2160	1410		6070.0330	Chg for Serv-Non IV-D	6,000.00-
BA 633	8/31/2011	2160	1410		6990.1010	Chg for Serv-IV-D Judgmt	1,410.00
BA 633	8/31/2011	2160	1410		7040.0000	Oper Trans-General Fund	34,386.00
BA 633	8/31/2011	2160	1410		7150.0000	Salaries - Regular	34,736.00
BA 633	8/31/2011	2160	1410		7160.0000	Social Security	460.00-
BA 633	8/31/2011	2160	1410		7160.0020	Hospitalization	52.00
BA 633	8/31/2011	2160	1410		7170.0000	OPEB - Health Care	1,508.00
BA 633	8/31/2011	2160	1410		7180.0000	Life Insurance	257.00-
BA 633	8/31/2011	2160	1410		7180.0010	Retirement & Sick Leave	8,699.00
BA 633	8/31/2011	2160	1410		7190.0000	457 Plan Contribution	1,608.00-
BA 633	8/31/2011	2160	1410		7200.0000	Dental Insurance	3,067.00-
BA 633	8/31/2011	2160	1410		7220.0000	Worker'S Compensation	22.00
BA 633	8/31/2011	2160	1410		7230.0000	Unemployment	520.00
BA 633	8/31/2011	2160	1410		7240.0000	Optical Insurance	1,941.00-
BA 633	8/31/2011	2160	1410		7270.0000	Disability Insurance	2,235.00-
BA 633	8/31/2011	2160	1410		8090.0000	Office Supplies	2,000.00-
BA 633	8/31/2011	2160	1410		8610.0000	Counseling	800.00
BA 633	8/31/2011	2160	1410		9100.0000	Conferences & Othr Travel	1,321.00-
BA 633	8/31/2011	2160	1410			Insurance & Bonds	4,965.00-
<u>PURCHASE WORK STATION</u>							
BA 638	8/31/2011	2560	2360		7390.0000	Operational Supplies	800.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review

SUGGESTED MOTION:

To approve the Statement of Review for the month of August, 2011.

SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per the Officers Compensation Commission.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=City of Ottawa, ou=Administrator's Office, email=vanderberg@cityofottawa.org
Reason: I am approving this document
Date: 2011.09.15 09:28:58 -0400

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: August

Baumann	<u> / </u>
DeJong	<u> / </u>
Disselkoen	<u> / </u>
Holtrop	<u> / </u>
Holtvluwer	<u> / </u>
Karsten	<u> / </u>
Kuyers	<u> / </u>
Ruiter	<u> / </u>
Rycenga	<u> / </u>
Swartout	<u> / </u>
Visser	<u> / </u>

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Joseph Baumann** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/16/2011	09:30 AM - 11:15 AM	Finance & Administration Committee	26.0	\$40.00
08/22/2011	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	14.0	\$40.00
08/23/2011	01:30 PM - 02:30 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	66.0
			Total Voucher:	\$156.63

09/09/2011

Revision History

Created by Joseph Baumann on 08/16/2011 10:33:21 PM
Modified by Joseph Baumann on 08/22/2011 09:40:21 PM
Modified by Joseph Baumann on 08/24/2011 12:39:14 AM
Modified by Joseph Baumann on 08/24/2011 12:40:34 AM

1010 - 1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Greg DeJong** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/08/2011	07:00 PM - 07:15 PM	Chester board meeting - mileage only	30.0	-
-	07:45 PM - 08:00 PM	meeting with coopersville city council - mileage only	15.0	-
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	32.0	\$40.00
-	07:00 PM - 07:45 PM	Meeting with Talimadge board - mileage only	11.0	-
08/10/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	32.0	\$40.00
-	07:30 PM - 08:00 PM	meeting with wright townshioip board - mileage only	26.0	-
08/15/2011	06:00 PM - 07:00 PM	Trail meeting with Tom Byle Kent co road commission, Joann Becker Wright Township supervisor, Jeff Depulka, Marne RR Dave & Mary Peck property owners - mlieage only	30.0	-
-	-	-	-	-
-	-	-	-	-
08/23/2011	01:30 AM - 02:14 AM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			208.0	\$115.44
Total Voucher:				\$235.44

09/09/2011

Revision History

Created by Greg DeJong on 08/17/2011 02:47:10 PM
Modified by Elizabeth Lyyski on 09/09/2011 09:48:21 AM

1010-1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/01/2011	03:00 PM - 04:15 PM	Community Mental Health Board	6.0	\$40.00
08/03/2011	09:00 AM - 04:30 PM	MDOT Asset Management Council	.0	\$70.00
08/05/2011	09:00 AM - 10:30 AM	Lakeshore Coordinating Council	23.0	\$40.00
08/08/2011	11:30 AM - 01:00 PM	West Michigan Airport Authority (Tulip City Airport)	13.0	\$40.00
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	23.0	\$40.00
08/11/2011	03:18 PM - 04:30 PM	CMH Board Community Relations Committee	6.0	\$40.00
08/16/2011	09:30 AM - 10:56 AM	Finance & Administration Committee	23.0	\$40.00
08/19/2011	09:30 AM - 11:45 AM	West Michigan Regional Planning Committee	58.0	\$40.00
08/22/2011	03:00 PM - 04:30 PM	Community Mental Health Board	6.0	\$40.00
08/23/2011	07:30 AM - 09:00 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
-	01:30 PM - 02:14 PM	Board of Commissioners Meeting	23.0	\$30.00
08/25/2011	08:30 AM - 02:00 PM	MDOT Asset Management Council	.0	\$70.00
08/30/2011	09:30 AM - 10:30 AM	Holland Sentinel Editorial Board with M. Brashears - mileage only	6.0	-
-	-	-	-	-
Total Per Diem:				\$530.00
Total Mileage:			193.0	\$107.12
Total Voucher:				\$637.12

09/13/2011

Revision History

Created by Elizabeth Lyyski on 09/13/2011 09:26:10 AM

<p><i>Per diem</i></p> <p>2220-6495-5020 \$60</p> <p>-5029 60</p> <p>1010 - 1010 410</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p>\$530</p>	<p><i>Mileage</i></p> <p>9mi = \$5.00</p> <p>9mi = 5.00</p> <p>175mi = 97.12</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p>\$107.12</p>
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**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtrop** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/03/2011	09:30 AM - 10:00 AM	GVMC Technical Committee	35.0	\$40.00
08/04/2011	08:30 AM - 09:45 AM	Grand Valley Metro Council	28.0	\$40.00
08/09/2011	11:30 AM - 12:30 PM	Holland Chamber Legislative Lunch - mileage only	6.0	-
-	01:30 PM - 02:10 PM	Board of Commissioners Meeting	37.0	\$40.00
08/10/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	37.0	\$40.00
08/17/2011	09:30 AM - 09:45 AM	GVMC Policy Committee	35.0	\$40.00
-	05:15 PM - 07:00 PM	Consumers Energy reception - Ford Museum - mileage only	33.0	-
08/18/2011	08:00 AM - 09:00 AM	Breakfast with township officials - mileage only	2.0	-
08/22/2011	12:45 PM - 02:30 PM	Meeting with director of Michigan Dept. of Public Health - mileage only	26.0	-
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	37.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			276.0	\$153.18
Total Voucher:				\$393.18

09/09/2011

Revision History

Created by James Holtrop on 08/03/2011 11:27:01 AM
 Modified by James Holtrop on 08/04/2011 11:06:23 AM
 Modified by James Holtrop on 08/09/2011 05:29:43 PM
 Modified by James Holtrop on 08/17/2011 12:06:11 PM
 Modified by James Holtrop on 08/17/2011 08:27:10 PM
 Modified by James Holtrop on 08/18/2011 09:23:19 PM
 Modified by James Holtrop on 08/22/2011 03:41:00 PM
 Modified by Elizabeth Lyyski on 09/09/2011 09:50:14 AM

1010-1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtvluwer** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/08/2011	03:30 PM - 05:15 PM	CMH Board QI/Planning/Program Committee	50.0	\$40.00
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	32.0	\$40.00
08/10/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	32.0	\$40.00
08/11/2011	09:30 AM - 10:17 AM	Planning and Policy Committee	32.0	\$40.00
08/16/2011	03:00 PM - 05:00 PM	Parks & Rec Public Relations Committee	32.0	\$40.00
08/22/2011	03:00 PM - 05:00 PM	Community Mental Health Board	50.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	32.0	\$40.00
08/24/2011	03:00 PM - 04:45 PM	Parks & Rec Planning Committee	32.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$320.00
Total Mileage:			292.0	\$162.06
Total Voucher:				\$482.06

09/09/2011

Revision History

Created by James Holtvluwer on 08/09/2011 04:22:21 PM
Modified by James Holtvluwer on 08/18/2011 12:51:41 PM
Modified by James Holtvluwer on 08/25/2011 12:06:08 PM
Modified by Elizabeth Lyyski on 09/09/2011 09:52:42 AM

Per diem

2081-7510	\$80
2220-6495 - 5020	40
- 5029	40
1010-1010	160
	<hr/>
	\$ 320

Mileage

64mi =	\$35.52
50mi =	27.75
50mi =	27.75
128mi =	71.04
	<hr/>
	\$162.06

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Robert Karsten** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/01/2011	03:00 PM - 04:15 PM	Community Mental Health Board	6.0	\$40.00
08/05/2011	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	30.0	\$40.00
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	24.0	\$40.00
08/10/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	24.0	\$40.00
08/16/2011	09:30 AM - 10:56 AM	Finance & Administration Committee	24.0	\$40.00
08/22/2011	03:00 PM - 04:30 PM	Community Mental Health Board	6.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$280.00
Total Mileage:			138.0	\$76.59
Total Voucher:				\$356.59

09/09/2011

Revision History

Created by Robert Karsten on 08/01/2011 09:49:45 PM
Modified by Robert Karsten on 08/07/2011 06:40:07 PM
Modified by Robert Karsten on 08/30/2011 10:49:39 PM
Modified by Elizabeth Lyyski on 09/09/2011 09:54:52 AM

Per diem

2220-6495-5020	140
-5029	40
1010-1010	200
	\$280

Mileage

6mi =	\$3.33
6mi =	3.33
126mi =	69.93
	\$76.59

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Philip Kuyers** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/03/2011	04:00 PM - 05:15 PM	Parks & Recreation Commission	2.0	\$40.00
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	2.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	2.0	\$40.00
08/30/2011	08:30 AM - 09:00 AM	Aeronautics Subcommittee of Kent County Board - mileage only	46.0	-
08/31/2011	03:00 PM - 04:15 PM	Ottawa County Economic Development Office Board (Qtrly)	15.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$160.00
			Total Mileage:	67.0 \$37.19
			Total Voucher:	\$197.19

09/09/2011

Revision History

Created by Philip Kuyers on 08/03/2011 09:32:01 PM
Modified by Philip Kuyers on 08/31/2011 08:52:23 PM
Modified by Elizabeth Lyyski on 09/09/2011 09:56:03 AM

Per diem
2081-7510 \$40
1010 - 1010 120
\$160

Mileage
2mi = \$1.11
65mi = 36.08
\$37.19

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Jane Ruiter** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	30.0	\$40.00
08/11/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	30.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	90.0 \$49.95
			Total Voucher:	\$169.95

09/09/2011

Revision History

Created by Jane Ruiter on 08/11/2011 12:18:49 PM
Modified by Elizabeth Lyyski on 09/09/2011 09:57:25 AM

1010-1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Roger Rycenga** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/08/2011	08:55 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	14.0	\$40.00
08/11/2011	09:30 AM - 10:17 AM	Planning and Policy Committee	14.0	\$40.00
08/16/2011	09:30 AM - 10:56 AM	Finance & Administration Committee	14.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	14.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$200.00
			Total Mileage:	70.0 \$38.85
			Total Voucher:	\$238.85

09/09/2011

Revision History

Created by Elizabeth Lyyski on 09/09/2011 09:57:07 AM

1010-1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Dennis Swartout** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/09/2011	01:30 PM - 02:10 PM	Board of Commissioners Meeting	26.0	\$40.00
08/11/2011	09:30 AM - 10:17 AM	Planning and Policy Committee	26.0	\$40.00
08/16/2011	09:30 AM - 10:56 AM	Finance & Administration Committee	26.0	\$40.00
08/23/2011	01:30 PM - 02:14 PM	Board of Commissioners Meeting	26.0	\$40.00
08/25/2011	10:30 AM - 11:00 AM	WCTC Radio interview - mileage only	44.0	-
-	-	-	-	-
			Total Per Diem:	\$160.00
			Total Mileage:	148.0 \$82.14
			Total Voucher:	\$242.14

09/09/2011

Revision History

Created by Dennis Swartout on 09/06/2011 11:39:55 AM
Modified by Elizabeth Lyyski on 09/09/2011 10:02:50 AM

1010-1010

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Stu Visser** For the month beginning August 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
08/08/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	28.0	\$40.00
08/09/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
08/10/2011	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
08/11/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	28.0	\$40.00
08/18/2011	09:00 AM - 10:30 AM	OCCDA Policy Board	28.0	\$40.00
08/23/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			168.0	\$93.24
Total Voucher:				\$333.24

09/09/2011

Revision History

Created by Stu Visser on 08/28/2011 02:10:39 PM

1010-1010

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.

SUMMARY OF REQUEST:

Annual resolution detailing the use of convention facility tax revenue.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.09.15 09:52:42 -0400

Committee/Governing/Advisory Board Approval Date:

The Ottawa County Board of Commissioners
of the County of Ottawa
Grand Haven, Michigan

RESOLUTION REGARDING THE DISTRIBUTION OF CONVENTION FACILITY TAX
REVENUES TO COUNTIES UNDER PUBLIC ACTS 106 AND 107 OF 1985.

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on September 27, 2011, at 1:30 p.m. local time.

PRESENT: Members -

ABSENT: Members -

The following preamble and resolution were offered by and supported by:

WHEREAS, Public Act 106 and 107 of 1985, authorizes the distribution of convention facility tax revenues and County liquor tax rebates; and

WHEREAS, Public Act 2 of 1986, amends the Truth and Taxation Law to require Counties to reduce their base tax rate by the revenues received under Public Act 106 and 107; and

WHEREAS, the Counties may follow the Truth and Taxation hearings process to use the revenues for increased spending, but 50% of the revenues not used to reduce the millage rate is required to be used for substance abuse programs; and

WHEREAS, the appropriate calculations were made, and a Truth and Taxation hearing was not required; and

WHEREAS, it is currently estimated that approximately \$1,167,623 will be available for the County, subject to final action by the Michigan Legislature on the state budget,

THEREFORE, BE IT RESOLVED, to use the revenues from the convention facilities tax in accordance with the Public Act which mandates 50% allocation for substance abuse programs, and

BE IT FURTHER RESOLVED, that the County will strive to use the 50% County portion as matched dollars for substance abuse programs within Ottawa County or for general County operations.

YEAS: Members -

NAYS: Members -

ABSTAIN: Members -

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on September 27, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day of _____, A.D., 2011.

County Clerk, Daniel Krueger

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Setting of Public Hearing on the 2012 Ottawa County Budget

SUGGESTED MOTION:

To recommend to the Board of Commissioners to set a public hearing on the 2012 Ottawa County budget for Tuesday, October 11, 2011, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.

SUMMARY OF REQUEST:

The Uniform Budgeting and Accounting Act requires a public hearing before the adoption of the budget.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: 2: Implement processes and strategies to deal with operational budget deficits.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document.
Date: 2011.09.15 10:07:01 -0400

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Wage and Benefit Adjustments for County and Court Unclassified and Group T Employees for 2012

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the following wage adjustments for County and Court Unclassified Employees (Excluding Elected Officials, Judges and the Board of Commissioners) and Group T Employees for 2012:

- a. Wages: Effective January 1, 2012, increase the existing salary schedule by 1%.

SUMMARY OF REQUEST:

This recommendation is to provide for a 1% wage increase effective January 1, 2012 for County and Court Unclassified and Group T Employees. The wage adjustments for 2011 and 2012 for the Elected Officials and the Board of Commissioners was completed by the Officer's Compensation Committee and approved by the Board of Commissioners on July 27, 2010.

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 5: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.09.15 09:47:50 -0400

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Finance and Administration Committee

Meeting Date: 9/22/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Tuition Reimbursement

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners a recommendation to suspend Tuition Reimbursement for the year 2012 and to review this recommendation in 2012 for the 2013 budget year.

SUMMARY OF REQUEST:

Request is to continue to suspend the Tuition Reimbursement Program for the 2012 budget year in response to the current budget situation.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: 2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.09.15 09:51:01 -0400

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

12220 Fillmore St., Room 155, West Olive, MI 49460

bslagh@miottawa.org

Phone: (616) 994-4505
1-800-764-4111, ext. 4505

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: September 8, 2011

Re: Financial month end update for August 31, 2011

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of August 31, 2011. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy.

I am including a memorandum on the status of our changes to animal licensing that began January 2011. Although no one likes to see a fee increase on a service they use, there has been very little negative reaction to the dog license fee increase. The greatest numbers of calls and questions have come from people who wanted to buy their license at the same time of year they always did and not wait until the month of their pet's rabies shot. Details regarding the financial impact are in the attached memo.

I will not be at the Finance Committee meeting so please feel free to call or email me if you have any questions during your review of this material.

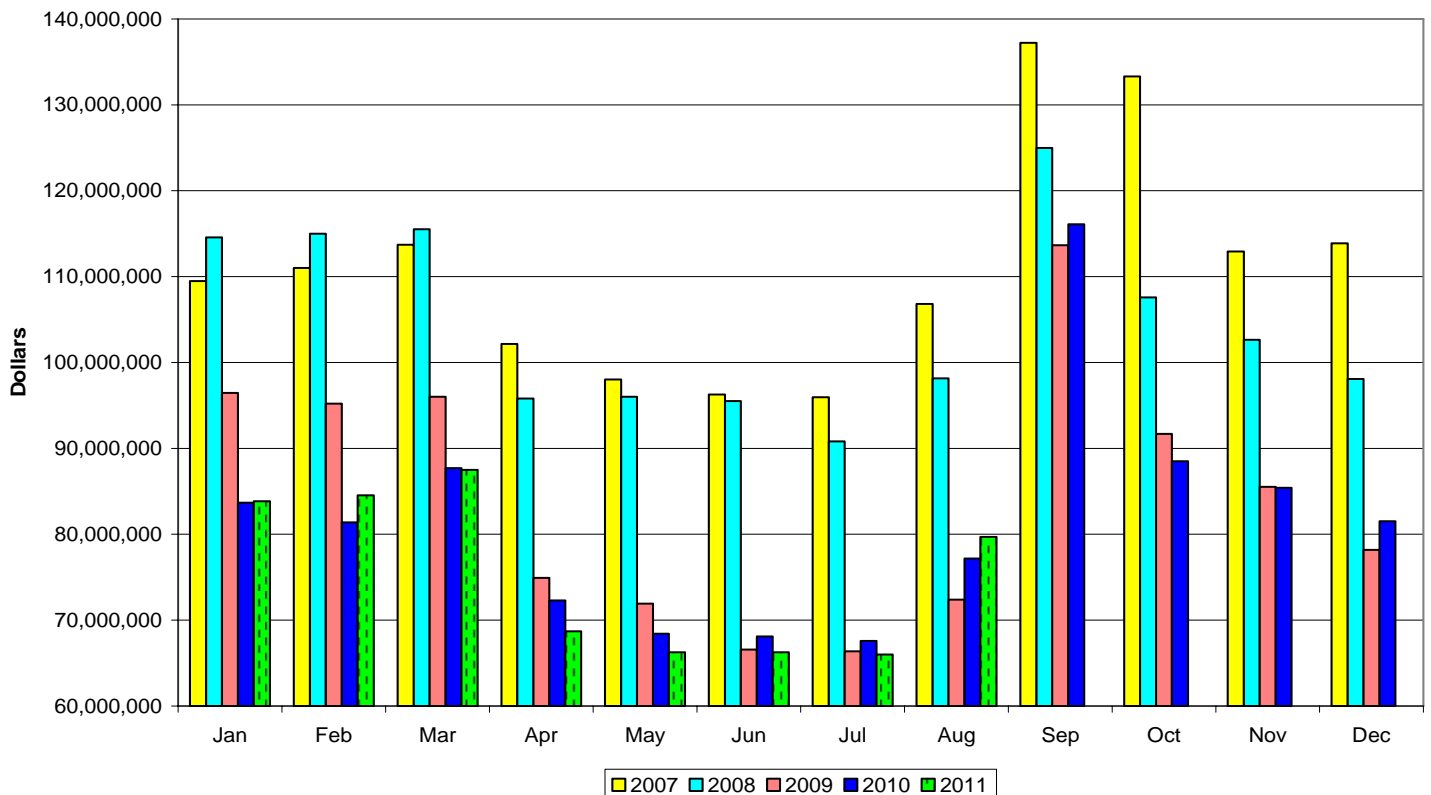
Ottawa County General Pooled Funds

Current Portfolio Size

August 31, 2011

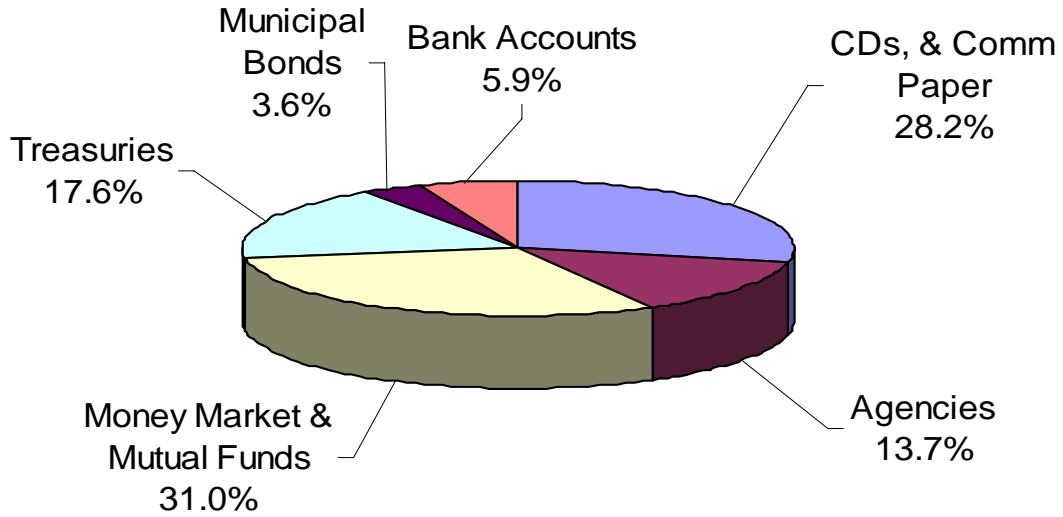
<i>CDs, & Comm Paper</i>	\$22,540,366.64
<i>Agencies</i>	\$10,922,204.33
<i>Money Market & Mutual Funds</i>	\$24,757,635.10
<i>Treasuries</i>	\$14,056,618.99
<i>Municipal Bonds</i>	\$2,875,055.46
<i>Bank Accounts</i>	\$4,698,294.32
Total	\$79,850,174.84

Historical Comparison By Month

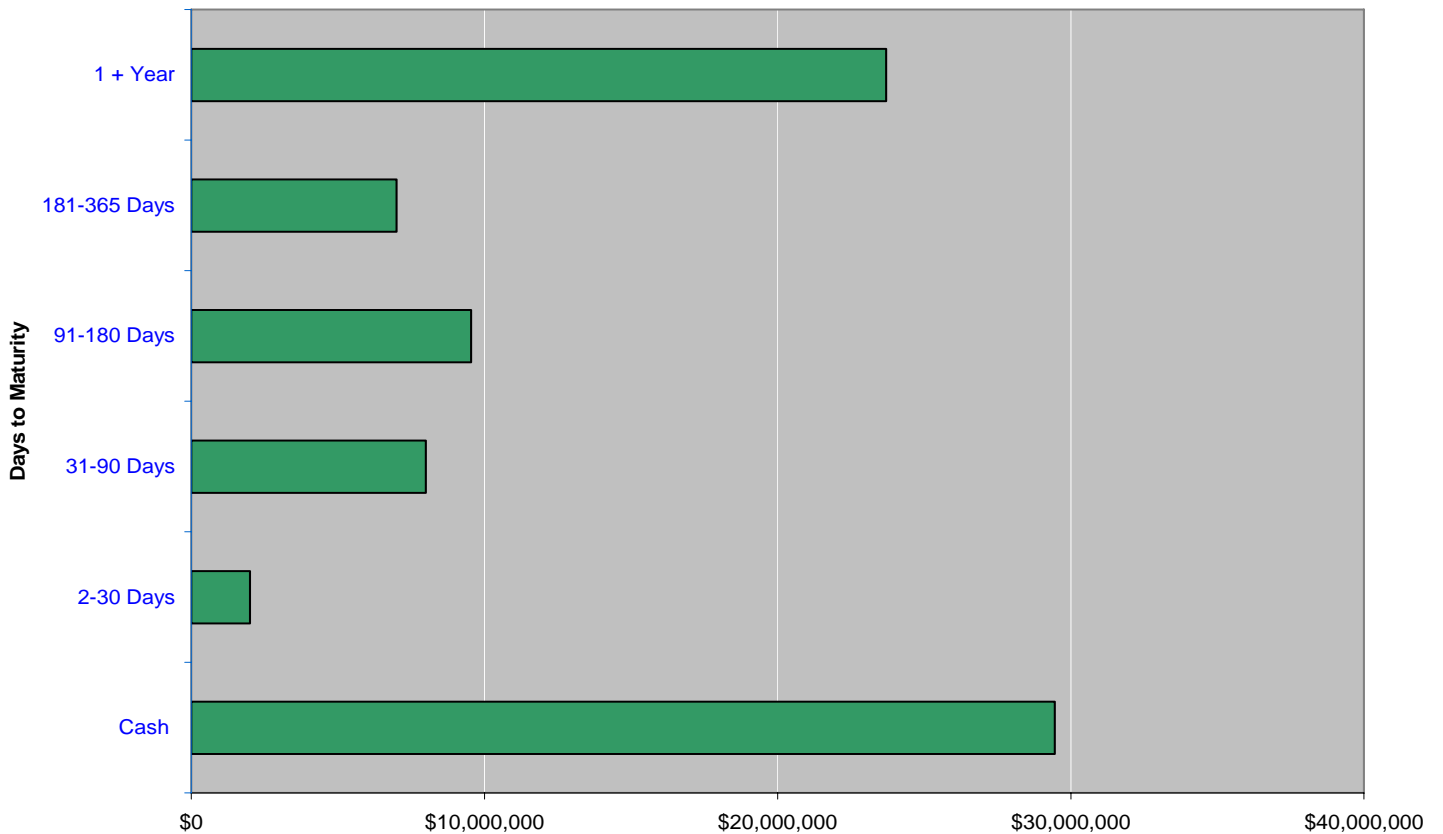


Ottawa County General Pooled Funds

Diversification by Investment August 31, 2011



Diversification By Maturity Date - August 31, 2011





Memorandum

BRADLEY SLAGH Ottawa County Treasurer

DATE: September 6, 2011
TO: County Commissioners
FROM: Bradley Slagh
RE: **3 Year Dog License ½ Year Review**

January 2011 began a year of significant change regarding dog licensing in Ottawa County. Our license fee per animal had the first increase in over 10 years, and we added the ability to license “mans best friend” for three years or choosing a one-year license. By adding the three-year license, it enables us to spread out the licensing effort over 12 months rather than just 3 months as was required before. In light of all of those changes, this memo is an attempt to provide an update on the dog-licensing program and the differences it made financially and in staffing.

For baseline purposes, we sold 18,850 licenses in 2010, for total revenues of \$145,460.00, which is very close to the amount sold in 2009. Ninety percent of all licenses were sold in December, January and February, which created a significant processing backlog.

Through the end of June 2011, 11,362 licenses were purchased (23% were three year licenses) for a total revenue of \$ 164,398.00. Continuing licenses being sold each month lead me to believe that we will sell about 19,000 licenses this year at total revenue of \$278,000. Please remember that selling a 3-year license front-loads the revenue into this first year of sales, so these revenue figures will settle back to the \$165,000 per year range.

The other benefit we have experienced is the consistent number of licenses being requested and issued each month. Our processing costs are down approximately \$3,500 as we now hand stuff and mail out the renewal notices, rather than sub-contract this work. Additionally, the workload in the Treasurer’s Office is better balanced throughout the year.

Two side benefits have been the inclusion of veterinarians in the group that sells licenses and the ability of local units of governments to opt not to sell. Many of the veterinarians appreciate the opportunity to offer one more service to their customers.

The only less than ideal circumstance we have discovered to this point is the monthly settlement with each group selling licenses.

If your review of this update raises questions, please contact me at (616) 994-4505

Cc: Al Vanderberg

COUNTY OF OTTAWA
GENERAL FUND COMPARATIVE ANALYSIS
ACTUAL 2008 & 2009
BUDGET 2011 & 2012

REVENUES

DEPT	DEPARTMENT NAME	ACTUAL 2009	ACTUAL 2010	ADOPTED BUDGET 2011	CURRENT	AMENDED BUDGET 2011	2012 BUDGET	2012 BUDGET	\$ CHANGE
					YEAR 2011 ESTIMATED		PROPOSED BY DEPARTMENT	PROPOSED BY ADMINISTRATOR/ FISCAL SERV DIRECTOR	
1310	Circuit Court	\$226,731	\$244,730	\$249,350	\$288,456	\$249,350	\$249,350	\$264,250	\$14,900
1360	District Court	\$2,889,338	\$3,260,025	\$3,558,600	\$3,373,986	\$3,558,600	\$3,491,500	\$3,377,000	-\$181,600
1370	Circuit Court - Legal Self-Help Center	\$26,000	\$8,309	\$0	\$71,123	\$71,123	\$0	\$0	-\$71,123
1373	State Justice Institute	\$0	\$4,500	\$0	\$25,500	\$25,500	\$0	\$0	-\$25,500
1380	Circuit Court Strategic Planning Initiative	\$52,073	\$32,340	\$0	\$0	\$0	\$0	\$0	\$0
1480	Probate Court	\$60,064	\$63,987	\$62,100	\$63,860	\$62,360	\$62,100	\$62,100	-\$260
1490	Circuit Court - Juvenile Services	\$124,703	\$173,874	\$158,496	\$175,198	\$175,121	\$162,948	\$162,948	-\$12,173
1492	Juvenile Accountability Incentive Block Grant	\$10,254	\$9,472	\$0	\$9,392	\$9,392	\$0	\$0	-\$9,392
1660	Family Counseling	\$23,505	\$24,263	\$23,000	\$25,000	\$21,000	\$21,000	\$25,000	\$4,000
1910	Elections	\$22,909	\$25,244	\$23,150	\$23,150	\$23,150	\$39,125	\$19,000	-\$4,150
1920	Canvassing Board	\$0	\$1,266	\$100	\$100	\$100	\$3,008	\$2,300	\$2,200
2010	Fiscal Services	\$3,601,224	\$3,725,709	\$4,291,188	\$5,283,580	\$4,386,660	\$5,941,484	\$6,756,309	\$2,369,649
2150	County Clerk	\$526,235	\$548,087	\$644,245	\$539,500	\$644,245	\$572,545	\$542,745	-\$101,500
2250	Equalization	\$1,608	\$314	\$600	\$51,479	\$51,279	\$600	\$149,788	\$98,509
2290	Prosecuting Attorney	\$176,109	\$170,843	\$198,640	\$169,548	\$198,640	\$184,372	\$174,286	-\$24,354
2360	Register of Deeds	\$1,593,248	\$1,787,783	\$1,521,500	\$1,619,900	\$1,521,500	\$1,548,078	\$1,639,578	\$118,078
2450	Survey & Remonumentation	\$33,594	\$86,346	\$68,000	\$97,045	\$68,000	\$97,045	\$97,045	\$29,045
2530	County Treasurer	\$38,246,217	\$36,943,898	\$40,155,300	\$42,589,341	\$40,162,920	\$38,875,446	\$38,987,027	-\$1,175,893
2570	MSU Extension	\$31,195	\$21,813	\$22,868	\$21,538	\$22,868	\$21,538	\$21,538	-\$1,330
2590	Geographic Information Systems	\$96,981	\$96,688	\$104,450	\$95,000	\$104,450	\$100,250	\$95,000	-\$9,450
2651	Facilities Maintce - Hudsonville Human Serv	\$63,269	\$60,934	\$66,359	\$62,296	\$66,359	\$67,382	\$65,224	-\$1,135
2652	Facilities Maintce - Holland Human Serv	\$200,789	\$193,104	\$210,673	\$203,241	\$210,673	\$227,308	\$217,526	\$6,853
2653	Facilities Maintce - Fulton Street	\$67,679	\$63,757	\$74,908	\$75,348	\$74,908	\$76,111	\$75,698	\$790
2655	Facilities Maintce - Holland Health Facility	\$200,302	\$167,562	\$191,652	\$179,026	\$191,652	\$193,882	\$195,966	\$4,314
2658	Facilities Maintce - Grand Haven Health	\$136,876	\$142,563	\$146,334	\$144,724	\$146,334	\$149,818	\$148,684	\$2,350
2659	Facilities Maintce - CMH Facility	\$231,194	\$220,584	\$242,095	\$233,884	\$242,095	\$263,848	\$257,494	\$15,399
2665	Facilities Maintce - Juvenile Serv Complex	\$1,474,617	\$1,465,736	\$1,515,800	\$1,543,289	\$1,515,800	\$1,525,059	\$1,682,989	\$167,189
2667	Facilities Maintce - Administrative Annex	\$49,509	\$339,662	\$342,830	\$342,088	\$342,830	\$40,534	\$343,461	\$631
2668	Facilities Maintce - FIA	\$236,386	\$265,494	\$264,867	\$235,196	\$264,867	\$251,130	\$259,505	-\$5,362
2750	Drain Commission	\$26,123	\$36,294	\$31,600	\$54,600	\$36,100	\$35,000	\$35,000	-\$1,100
3020	Sheriff	\$225,653	\$241,833	\$239,000	\$265,650	\$244,000	\$243,700	\$243,700	-\$300
3100	West Mi Enforcement Team - Operations	\$2,944	\$1,295	\$14,935	\$5,000	\$16,077	\$15,000	\$1,500	-\$14,577
3113	COPS Holland/West Ottawa	\$55,026	\$62,597	\$67,439	\$70,209	\$67,439	\$0	\$0	-\$67,439
3119	City of Coopersville	\$502,923	\$508,450	\$519,106	\$369,973	\$519,106	\$0	\$0	-\$519,106
3120	City of Hudsonville	\$552,304	\$632,384	\$623,379	\$465,181	\$623,379	\$0	\$0	-\$623,379

**COUNTY OF OTTAWA
GENERAL FUND COMPARATIVE ANALYSIS
ACTUAL 2008 & 2009
BUDGET 2011 & 2012**

REVENUES

DEPT	DEPARTMENT NAME	ACTUAL 2009	ACTUAL 2010	ADOPTED BUDGET 2011	CURRENT	AMENDED BUDGET 2011	2012 BUDGET	2012 BUDGET	\$ CHANGE 2011 BUDGET TO PROPOSED 2012
					YEAR 2011 ESTIMATED		PROPOSED BY DEPARTMENT	PROPOSED BY ADMINISTRATOR/ FISCAL SERV DIRECTOR	
3170	Blendon/Holland/Robinson/Zeeland (CITE)	\$42,296	\$43,266	\$44,804	\$32,403	\$44,804	\$0	\$0	-\$44,804
3200	Sheriff Training	\$27,511	\$20,466	\$30,000	\$30,000	\$30,000	\$20,500	\$20,500	-\$9,500
3250	Central Dispatch	\$4,374,007	\$4,409,879	\$4,234,630	\$4,227,230	\$4,234,630	\$4,130,926	\$4,130,926	-\$103,704
3310	Marine Safety	\$210,789	\$146,526	\$151,565	\$149,826	\$151,565	\$130,000	\$130,000	-\$21,565
3510	Jail	\$769,334	\$673,894	\$841,939	\$631,500	\$841,939	\$681,791	\$778,619	-\$63,320
4260	Emergency Services	\$62,276	\$42,896	\$40,141	\$40,391	\$40,391	\$41,000	\$41,000	\$609
4261	HLS Grant	\$0	\$256,459	\$0	\$0	\$0	\$0	\$0	\$0
4262	Solution Area Planner Grant	\$93,853	\$20,875	\$0	\$33,629	\$41,749	\$0	\$0	-\$41,749
4263	Haz Mat Response Team	\$38,720	\$29,575	\$34,175	\$35,290	\$37,133	\$44,911	\$44,981	\$7,848
4264	Training Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4265	Homeland Security Grant	\$0	\$80,264	\$60,000	\$23,513	\$60,000	\$60,000	\$72,715	\$12,715
6039	Jail Health Services	\$9,954	\$9,777	\$0	\$0	\$0	\$0	\$0	\$0
6300	Substance Abuse	\$944,420	\$972,813	\$956,755	\$1,045,808	\$956,755	\$1,167,623	\$1,167,623	\$210,868
6480	Medical Examiners	\$14,460	\$23,217	\$31,225	\$36,600	\$31,225	\$32,275	\$32,275	\$1,050
6890	Veterans Affairs	\$0	\$0	\$0	\$750	\$750	\$3,000	\$3,000	\$2,250
7210	Planning & Transportation	\$25,007	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7211	Planning and Performance Improvement	\$441	\$17,552	\$30	\$30	\$30	\$0	\$0	-\$30
9300	Transfers In Control	\$5,299,447	\$4,904,581	\$442,351	\$454,412	\$440,593	\$0	\$1,125,000	\$684,407
TOTAL REVENUE		\$63,680,097	\$63,283,780	\$62,500,179	\$65,513,783	\$62,829,441	\$60,771,187	\$63,449,300	\$619,859

**COUNTY OF OTTAWA
GENERAL FUND COMPARATIVE ANALYSIS
ACTUAL 2009 & 2010
BUDGET 2011 & 2012**

EXPENDITURES

DEPT	DEPARTMENT NAME	ACTUAL 2009	ACTUAL 2010	ADOPTED BUDGET 2011	CURRENT	AMENDED BUDGET 2011	2012 BUDGET	2012 BUDGET	\$ CHANGE 2011 BUDGET TO PROPOSED 2012
					YEAR 2011 ESTIMATED		PROPOSED BY DEPARTMENT	PROPOSED BY ADMINISTRATOR/ FISCAL SERV DIRECTOR	
1010	Commissioners	\$539,273	\$484,717	\$463,493	\$425,591	\$463,493	\$463,743	\$464,543	\$1,050
1290	Tax Allocation Board	\$1,210	\$1,292	\$8,026	\$8,295	\$8,026	\$1,835	\$1,477	-\$6,549
1310	Circuit Court	\$2,129,694	\$2,049,849	\$2,448,013	\$2,430,000	\$2,444,985	\$3,032,582	\$3,110,148	\$665,163
1360	District Court	\$6,043,707	\$5,983,703	\$6,118,516	\$5,814,536	\$6,107,199	\$6,041,535	\$6,052,425	-\$54,774
1370	Circuit Court - Legal Self-Help Center	\$902	\$28,310	\$0	\$64,231	\$71,123	\$0	\$0	-\$71,123
1373	State Justice Institute	\$0	\$4,500	\$0	\$28,500	\$28,500	\$0	\$0	-\$28,500
1380	Circuit Court Strategic Planning Initiative	\$50,679	\$34,551	\$0	\$0	\$0	\$0	\$0	\$0
1480	Probate Court	\$773,903	\$760,190	\$759,840	\$767,667	\$761,766	\$740,200	\$778,097	\$16,331
1490	Circuit Court - Juvenile Services	\$826,100	\$768,427	\$828,799	\$850,130	\$864,779	\$870,396	\$847,727	-\$17,052
1492	Juvenile Accountability Block Grant	\$11,395	\$10,525	\$0	\$9,392	\$9,392	\$0	\$0	-\$9,392
1520	Adult Probation	\$64,621	\$66,539	\$132,924	\$125,924	\$132,924	\$217,976	\$217,976	\$85,052
1660	Family Counseling	\$38,530	\$18,096	\$27,086	\$17,086	\$22,086	\$18,000	\$18,000	-\$4,086
1670	Jury Board	\$3,530	\$7,864	\$4,640	\$4,640	\$4,640	\$4,910	\$4,910	\$270
1910	Elections	\$76,813	\$266,264	\$106,413	\$95,142	\$107,313	\$274,713	\$234,957	\$127,644
1920	Canvassing Board	\$0	\$6,233	\$960	\$960	\$960	\$9,400	\$7,000	\$6,040
2010	Fiscal Services	\$1,277,390	\$1,222,865	\$1,270,623	\$1,194,014	\$1,270,623	\$1,256,659	\$1,277,508	\$6,885
2100	Corporate Counsel	\$212,299	\$214,456	\$211,646	\$218,024	\$216,096	\$214,450	\$223,430	\$7,334
2150	County Clerk	\$1,674,810	\$1,624,980	\$1,626,259	\$1,570,959	\$1,626,259	\$1,612,366	\$1,612,334	-\$13,925
2230	Administrator	\$427,489	\$401,337	\$414,781	\$394,177	\$414,781	\$400,039	\$402,290	-\$12,491
2250	Equalization	\$1,026,795	\$1,018,345	\$1,018,458	\$1,039,285	\$1,050,362	\$1,020,476	\$1,121,639	\$171,277
2260	Human Resources	\$553,384	\$538,412	\$518,321	\$487,442	\$518,321	\$487,160	\$499,431	-\$18,890
2290	Prosecuting Attorney	\$3,204,689	\$3,250,770	\$3,295,099	\$3,200,975	\$3,298,782	\$3,440,732	\$3,434,594	\$135,812
2360	Register of Deeds	\$665,015	\$671,714	\$656,011	\$631,471	\$656,011	\$630,124	\$631,093	-\$24,918
2450	Survey & Remonumentation	\$349,931	\$79,601	\$68,027	\$57,270	\$68,027	\$98,094	\$97,045	\$29,018
2470	Plat Board	\$473	\$1,175	\$2,368	\$1,684	\$2,368	\$2,283	\$1,138	-\$1,230
2530	County Treasurer	\$867,803	\$834,621	\$839,948	\$831,858	\$850,118	\$772,808	\$768,363	-\$81,755
2570	MSU Extension	\$538,911	\$365,681	\$369,242	\$365,152	\$369,242	\$370,900	\$351,424	-\$17,818
2590	Geographic Information System	\$486,373	\$498,940	\$496,224	\$461,944	\$496,224	\$471,966	\$473,403	-\$22,821
2610	Building Authority	\$866	\$50	\$1,460	\$485	\$1,460	\$250	\$250	-\$1,210
2651	Facilities Maintce - Hudsonville Human Ser	\$170,008	\$156,265	\$169,189	\$165,707	\$168,739	\$174,664	\$175,076	\$6,337
2652	Facilities Maintce - Holland Human Serv	\$184,246	\$171,540	\$186,529	\$179,097	\$186,220	\$199,196	\$193,382	\$7,162
2653	Facilities Maintce - Fulton Street	\$63,005	\$57,616	\$66,568	\$67,008	\$66,488	\$68,789	\$67,358	\$870
2654	Facilities Maintce - Grand Haven	\$703,836	\$606,251	\$608,236	\$606,753	\$628,525	\$627,061	\$611,836	-\$16,689
2655	Facilities Maintce - Holland Health Facility	\$203,596	\$168,192	\$188,094	\$175,468	\$187,718	\$193,098	\$192,408	\$4,690
2656	Facilities Maintce - Holland District Court	\$224,700	\$190,149	\$206,322	\$189,607	\$206,235	\$215,316	\$209,783	\$3,548
2658	Facilities Maintce - Grand Haven Health	\$65,869	\$70,371	\$132,116	\$70,756	\$132,068	\$77,029	\$134,716	\$2,648
2659	Facilities Maintce - CMH Facility	\$184,893	\$170,122	\$187,675	\$179,464	\$187,437	\$288,050	\$288,074	\$100,637
2660	Facilities Maintce - Coopersville	\$34,828	\$19,691	\$25,580	\$10,668	\$25,174	\$0	\$0	-\$25,174

**COUNTY OF OTTAWA
GENERAL FUND COMPARATIVE ANALYSIS
ACTUAL 2009 & 2010
BUDGET 2011 & 2012**

EXPENDITURES

DEPT	DEPARTMENT NAME	ACTUAL 2009	ACTUAL 2010	ADOPTED BUDGET 2011	CURRENT	AMENDED BUDGET 2011	2012 BUDGET	2012 BUDGET	\$ CHANGE 2011 BUDGET TO PROPOSED 2012
					YEAR 2011 ESTIMATED		PROPOSED BY DEPARTMENT	PROPOSED BY ADMINISTRATOR/ FISCAL SERV DIRECTOR	
2661	Facilities Maintce - Emergency Services	\$1,881	\$1,527	\$4,500	\$3,500	\$4,500	\$2,500	\$2,500	-\$2,000
2664	Facilities Maintce - 4th & Clinton	\$26,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2665	Facilities Maintce - Juvenile Serv Complex	\$908,283	\$896,639	\$901,277	\$928,766	\$899,365	\$917,456	\$1,065,377	\$166,012
2666	Facilities Maintce - 434 Franklin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2667	Facilities Maintce - Administrative Annex	\$700,330	\$668,418	\$686,730	\$679,979	\$684,106	\$670,849	\$716,083	\$31,977
2668	Facilities Maintce - FIA	\$286,265	\$314,708	\$303,746	\$269,726	\$303,187	\$291,906	\$297,596	-\$5,591
2750	Drain Commission	\$644,778	\$674,093	\$634,929	\$643,767	\$638,870	\$617,180	\$642,894	\$4,024
2800	Ottawa Soil & Water Conservation Dist.	\$28,596	\$29,916	\$20,766	\$20,766	\$20,766	\$20,000	\$20,000	-\$766
3020	Sheriff	\$8,158,447	\$8,165,319	\$8,230,169	\$8,106,748	\$8,260,640	\$8,763,402	\$8,474,344	\$213,704
3100	West Mi Enforcement Team - Operations	\$620,976	\$621,162	\$646,078	\$597,604	\$649,869	\$577,590	\$649,530	-\$339
3113	COPS Holland/West Ottawa	\$82,130	\$93,428	\$100,329	\$70,209	\$99,490	\$0	\$0	-\$99,490
3119	City of Coopersville	\$502,925	\$508,452	\$519,106	\$369,973	\$516,057	\$0	\$0	-\$516,057
3120	City of Hudsonville	\$552,303	\$632,383	\$623,379	\$465,181	\$619,499	\$0	\$0	-\$619,499
3170	Blendon/Holland/Robinson/Zeeland (CITE)	\$85,966	\$88,487	\$91,835	\$66,765	\$91,565	\$0	\$0	-\$91,565
3200	Sheriff Training	\$27,511	\$20,961	\$30,000	\$30,000	\$30,000	\$21,000	\$20,500	-\$9,500
3250	Central Dispatch	\$4,369,930	\$4,403,718	\$4,235,780	\$4,231,819	\$4,235,780	\$4,132,626	\$4,132,626	-\$103,154
3310	Marine Safety	\$328,976	\$220,928	\$221,782	\$218,441	\$221,629	\$221,491	\$204,780	-\$16,849
3510	Jail	\$7,938,113	\$7,878,578	\$8,723,501	\$8,595,930	\$8,755,496	\$9,249,931	\$8,774,791	\$19,295
3540	Local Corrections Academy Grant	\$0	\$724	\$0	\$0	\$0	\$0	\$0	\$0
3550	Excelling - Corr Env Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4260	Emergency Services	\$305,573	\$319,750	\$284,842	\$272,327	\$284,939	\$346,785	\$343,189	\$58,250
4261	HLS Grant	\$0	\$256,459	\$0	\$0	\$0	\$0	\$0	\$0
4262	Solution Area Planner Grant	\$92,053	\$19,249	\$0	\$33,629	\$41,749	\$0	\$0	-\$41,749
4263	Haz Mat Response Team	\$74,893	\$58,651	\$68,349	\$63,544	\$70,803	\$89,822	\$89,961	\$19,158
4265	Homeland Security Grant	\$0	\$84,432	\$60,000	\$23,513	\$60,000	\$72,299	\$72,715	\$12,715
4300	Animal Control	\$372,576	\$381,106	\$403,378	\$386,580	\$404,285	\$402,010	\$372,817	-\$31,468
4450	Drain Assessments	\$283,211	\$344,229	\$461,000	\$227,308	\$461,000	\$747,800	\$747,800	\$286,800
6039	Jail Health Services	\$627,251	\$781,005	\$0	\$0	\$0	\$0	\$0	\$0
6300	Substance Abuse	\$407,929	\$414,953	\$413,378	\$454,904	\$435,473	\$515,812	\$515,812	\$80,339
6480	Medical Examiners	\$251,513	\$276,323	\$257,439	\$296,964	\$257,439	\$257,006	\$261,066	\$3,627
6810	Veterans Burial	\$50,178	\$61,395	\$63,000	\$63,000	\$63,000	\$0	\$0	-\$63,000
6890	Veterans Affairs	\$0	\$0	\$42,140	\$56,949	\$61,949	\$131,558	\$131,558	\$69,609
7210	Planning - Transportation	\$24,973	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7211	Planning and Performance Improvement	\$600,397	\$575,050	\$683,165	\$639,867	\$683,165	\$774,554	\$747,584	\$64,419
7212	Road Salt Management	\$6,018	\$0	\$5,933	\$5,933	\$5,933	\$5,953	\$5,953	\$20
8650	Insurance	\$149,627	\$225,829	\$165,815	\$176,389	\$176,389	\$113,020	\$133,020	-\$43,369
8900	Contingency	\$0	\$0	\$660,483	\$100,000	\$621,780	\$295,453	\$470,454	-\$151,326

**COUNTY OF OTTAWA
GENERAL FUND COMPARATIVE ANALYSIS
ACTUAL 2009 & 2010
BUDGET 2011 & 2012**

EXPENDITURES

DEPT	DEPARTMENT NAME	ACTUAL 2009	ACTUAL 2010	ADOPTED BUDGET 2011	CURRENT YEAR 2011 ESTIMATED	AMENDED BUDGET 2011	2012 BUDGET PROPOSED BY DEPARTMENT	2012 BUDGET PROPOSED BY ADMINISTRATOR/ FISCAL SERV DIRECTOR	\$ CHANGE 2011 BUDGET TO PROPOSED 2012
9010	Equipment Pool	\$0	\$0	\$20,000	\$0	\$9,379	\$20,000	\$20,000	\$10,621
9650	Operating Transfers Out	\$16,860,154	\$10,175,164	\$10,479,864	\$10,739,727	\$10,526,364	\$10,599,006	\$10,570,032	\$43,668
TOTAL EXPENDITURES		\$69,051,583	\$62,017,240	\$63,500,179	\$61,581,170	\$63,848,930	\$64,153,809	\$63,986,817	\$137,887
TOTAL REVENUE		\$63,680,097	\$63,283,780	\$62,500,179	\$65,513,783	\$62,829,441	\$60,771,187	\$63,449,300	
FUND BALANCE (USE)		-\$5,371,486	\$1,266,540	-\$1,000,000	\$3,932,613	-\$1,019,489	-\$3,382,622	-\$537,517	

Assumes fund balance designation use of \$814,825: \$689,000 from 2010 revenue over expenditures designated 4/2011; \$145,000 from the building designation for new roofs; \$92,500 from the planning reserve for a water resources study and urban smart growth project; and additions to fund balance designations/reserves for elections equipment, tower rental revenues, and jail booking fees.

Note: These figures reflect personal property taxes under current legislation, however this revenue is under consideration for changes at the State level. In addition, health insurance budgets do not reflect legislation proposed to limit the local share of health insurance costs.

**COUNTY OF OTTAWA
2012 BUDGET SUMMARY
SPECIAL REVENUE FUNDS**

FUND NUMBER	FUND NAME	2011 PROJECTED FUND BALANCE	2012 REVENUE/ OPERATING TRANSFERS	2012 EXPENDITURES/ OPERATING TRANSFERS	2012 PROJECTED FUND BALANCE
2081	Parks and Recreation	\$4,001,167	\$3,740,966	\$3,477,831	\$4,264,302
2160	Friend of the Court		3,233,139	3,233,139	
2170	9/30 Judicial Grants	8,929	219,663	219,663	8,929
2210	Health	952,574	8,970,159	8,970,159	952,574
2220	Mental Health	27,051	36,296,356	36,296,356	27,051
2271	Solid Waste Clean-Up	2,495,370	13,699	292,100	2,216,969
2272	Landfill Tipping Fees	941,905	376,500	345,409	972,996
2320	Transportation System		157,569	157,569	
2340	Farmland Preservation	1,200			1,200
2420	Planning Commission				
2430	Brownfield Redevelopment Authority		1,500	1,500	
2444	Infrastructure	1,988,134	26,379	125,000	1,889,513
2450	Public Improvement	3,289,037	400,075	210,875	3,478,237
2550	Homestead Property Tax	32,278	6,777	12,967	26,088
2560	Register of Deeds Technology	430,717	261,757	203,352	489,122
2570	Stabilization	8,269,673			8,269,673
2601	Prosecuting Attorney Grants		208,945	208,945	
2609	Sheriff Grant Programs		54,000	54,000	
2610	Sheriff Contracts	1,241	6,221,799	6,221,799	1,241
2661	Sheriff Road Patrol		339,167	339,167	
2740	Workforce Investment Act (WIA)- Administration	948	425,114	425,114	948
2741	WIA - Youth		1,203,599	1,203,599	
2742	WIA - Adult	511	1,185,636	1,185,636	511
2743	WIA - 6/30 Grant Programs	46,104	1,675,362	1,714,374	7,092
2744	WIA - 12/31 Grant Programs	51,060	129,100	129,100	51,060
2748	WIA - 9/30 Grant Programs	21,371	1,270,000	1,270,000	21,371
2749	WIA - 3/31 Grant Programs		8,834	8,834	
2750	Grant Programs - Pass Thru		30,000	30,000	
2800	Emergency Feeding	18,885	65,000	65,000	18,885
2850	Community Corrections Program	106,694	1,000,339	1,000,339	106,694
2870	Community Action Agency	118,715	453,364	453,364	118,715
2890	Weatherization	4,250	1,518,170	1,518,170	4,250
2901	Department of Human Services	19,773	248,690	248,690	19,773
2920	Child Care - Circuit Court	1,172,093	8,259,354	8,259,354	1,172,093
2921	Child Care-Social Services		1,500	1,500	
2941	Veterans Trust		24,704	24,704	
2970	DB/DC Conversion	4,635,459	22,712		4,658,171
2980	Compensated Absences	3,390,969	94,970	55,000	3,430,939
TOTAL SPECIAL REVENUE FUNDS		\$32,026,108	\$78,144,898	\$77,962,609	\$32,208,397

**COUNTY OF OTTAWA
2012 BUDGET SUMMARY**

DEBT SERVICE FUNDS

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>2011 PROJECTED FUND BALANCE</u>	<u>2012 REVENUE/ OPERATING TRANSFERS</u>	<u>2012 EXPENDITURES/ OPERATING TRANSFERS</u>	<u>2012 PROJECTED FUND BALANCE</u>
5692 - 5695	Ottawa County Building Authority	\$0	\$2,585,920	\$2,585,920	\$0

CAPITAL PROJECTS FUNDS

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>2011 PROJECTED FUND BALANCE</u>	<u>2012 REVENUE/ OPERATING TRANSFERS</u>	<u>2012 EXPENDITURES/ OPERATING TRANSFERS</u>	<u>2012 PROJECTED FUND BALANCE</u>
5692 - 5695	Ottawa County Building Authority	\$0	\$0	\$0	\$0

PERMANENT FUNDS

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>2011 PROJECTED FUND BALANCE</u>	<u>2012 REVENUE/ OPERATING TRANSFERS</u>	<u>2012 EXPENDITURES/ OPERATING TRANSFERS</u>	<u>2012 PROJECTED FUND BALANCE</u>
1500	Cemetery Trust	\$5,769	\$20	\$0	\$5,789

COUNTY OF OTTAWA
2012 BUDGET SUMMARY
OTHER FUNDS

FUND NUMBER	FUND NAME	2011 PROJECTED RETAINED EARNINGS	2012 REVENUE/ OPERATING TRANSFERS	2012 EXPENSES/ OPERATING TRANSFERS	2012 PROJECTED RETAINED EARNINGS
5160	Delinquent Tax Revolving Fund	\$23,586,210	\$2,126,526	\$2,923,279	22,789,457
5360	Land Bank Authority	0	1,000	1,000	0
6360	Information Technology	2,755,851	2,817,079	2,934,707	2,638,223
6450	Duplicating	674,895	82,738	87,194	670,439
6550	Telecommunications	3,132,378	627,927	756,924	3,003,381
6641	Equipment Pool	4,615,146	899,198	923,844	4,590,500
6770	Protected Self-Funded Programs	3,731,092	380,570	362,436	3,749,226
6771	Employee Insurance	2,079,066	10,323,462	10,497,194	1,905,334
6772	Protected Self-Funded Unemployment Insurance	576,021	188,229	192,703	571,547
6775	Long Term Disability Insurance	106,900	111,268	113,539	104,629
6780	Ottawa County, Michigan Insurance Authority Fund	\$12,995,695	2,123,720	1,708,132	13,411,283
6782	Protected Self-Funded Insurance - Mental Health	1,667,523	1,000	0	1,668,523
TOTAL OTHER FUNDS		<u>\$55,920,777</u>	<u>\$19,682,717</u>	<u>\$20,500,952</u>	<u>\$55,102,542</u>