

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

FEBRUARY 13, 2020 SESSION

JOURNAL 68

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FEBRUARY 13, 2020 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on February 13, 2020 at 9:02 A.M. in accordance with the motion for adjournment of January 23, 2020, and rules of this board; Chairman Storey presiding.

The Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	DEAN KAPENGA - Absent	DIST #5	TOM JESSUP - Absent
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

PUBLIC PARTICIPATION - NO COMMENTS

2/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

AGENDA - ADOPTED AS PRESENTED

3/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

DISCUSSION ITEMS:

2020 BOARD PLANNING

4/ Discussions continued on the 2020 Board Planning with emphasis on current properties that are County owned that would be available for expansion needs.

BREAK - 10:35 A.M.

5/ Upon reconvening at 10:45 A.M., the following Commissioners were present: Commissioner Storey, Thiele, DeYoung, Dugan and Cain. Absent: Kapenga and Jessup.

2020 BOARD PLANNING CONTINUED - (11/3/2020 BALLOT)

6/ Board planning continued on stable funding and the filing deadlines if the County puts a millage or Headlee request on the August 4, 2020 Primary Election or the November 3, 2020 General Election.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to place the Headlee Reset and any other county millages on the November 3, 2020 ballot.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to amend the motion to strike "and any other county millages" from the motion. Amendment motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

Amended motion to place the Headlee Reset on the November 3, 2020 ballot carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes. **Motion corrected during the 2/27/2020 Planning Session**

AMEND MEETING AGENDA

7/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to amend the meeting agenda and move the 4th quarter Capital Report to the afternoon session. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

PUBLIC PARTICIPATION - NO COMMENTS

8/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL FEBRUARY 27, 2020 AT 9:00 A.M.

9/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adjourn until February 27, 2020 at 9:00 A.M. The motion carried and the meeting was adjourned at 11:50 A.M.

AFTERNOON SESSION

FEBRUARY 13, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

10/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on February 13, 2020 at 1:00 P.M. in accordance with the motion for adjournment of January 23, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #2 Commissioner Storey.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

- | | | | |
|---------|-----------------------|---------|---------------------|
| DIST #1 | DEAN KAPENGA - Absent | DIST #5 | TOM JESSUP - Absent |
| DIST #2 | JIM STOREY | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE | DIST #7 | RICK CAIN |
| DIST #4 | MARK DeYOUNG | | |

COMMUNICATIONS

11/ Deputy Clerk Tien noted to the board that they received the following resolutions:

1. Cheboygan County, Mackinac County - resolution declaring the County to be a second amendment sanctuary county
2. Menominee County - resolution requesting the Great Lakes shoreline be declared a disaster area and seeking assistance
3. Sanilac County - resolution affirming the Second Amendment of the United States Constitution

JANUARY 23, 2020 SESSION MINUTES - ADOPTED

12/ Moved by Commissioner Thiele, seconded by Commissioner DeYoung to approve the minutes for the January 23, 2020 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

PUBLIC PARTICIPATION - COMMENTS

13/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Steve DeYoung from the Allegan County 2nd Amendment Sanctuary Group addressed the board regarding a resolution that was submitted to Commissioners for their review
2. Judge Baillargeon congratulated Commissioner DeYoung on his service to Allegan County
3. Tyler Augst from the MSU Extension Office introduced himself to the board and his new role as the government & community vitality educator
4. Tim Ross of 2115 Fox Mountain Drive in Otsego addressed the board regarding Second Amendment rights
5. Steve Peterson from Martin addressed the board regarding Second Amendment rights
6. Dave Levett of 2633 116th Street in Allegan addressed the board regarding his support for the board to adopt the resolution that was submitted to Commissioners

AGENDA - ADDITIONS

14/ Chairman Storey asked if there were any additions or changes to the agenda. He noted that the 4th quarter Capital Report will be added to discussion item #6 from the morning session.

AGENDA - ADOPTED AS AMENDED

15/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

PRESENTATIONS

16/ Chairman Storey presented Mark DeYoung with a certificate of appreciation for his twenty years of service as County Commissioner for District 3.

ADMINISTRATIVE REPORTS & 4th QUARTER CAPITAL REPORT

17/ Administrator Rob Sarro referenced his written report that was sent to Commissioners. Project Manager Valdis Kalnins addressed the board with the 4th quarter Capital Report and a list of the 2020 Capital Report.



2019 Capital Project Report - 4th Quarter

Status of Approved 2019 Capital Projects and Projects Remaining to be Completed from Previous Years								
	Projects	Unscheduled	Queued	Development	Contracting	Execution	Closure	Completed
Status at end of 4th Quarter	59	0	0	1	6	10	3	39
Status at end of 3rd Quarter	57	0	0	8	5	15	6	23
Status at end of 2nd Quarter	53	0	4	10	3	15	3	18
Status at end of 1st Quarter	52	0	10	8	3	18	4	9
Status at start of 2019	49	1	15	14	3	8	8	0
Status at end of 2018	79	3	5	13	9	10	4	35
Status at end of 2017	65	8	2	6	5	9	0	35
Status at end of 2016	81	11	6	13	9	5	5	32
Status at end of 2015	62	12	0	5	4	16	4	24

Multi-Year CIP Project Data	Capital Project Funding Approved In:							TOTAL
	2013	2014	2015	2016	2017	2018	2019	
Capital Projects:	30	37	25	28	27	37	34	218
Completed in 2013	10							10
Completed in 2014	11	12						23
Completed in 2015	3	11	10					24
Completed in 2016	3	9	8	12				32
Completed in 2017	0	2	3	10	18			35
Completed in 2018	2	1	1	4	6	21		35
Completed in 2019	0	2	0	0	2	12	23	39
Total Completed	29	37	24	26	26	33	23	198
Remaining to be Completed	1	0	1	2	1	4	11	20

Cumulative Project Metrics for 2019	Actual	# On Schedule	# On Budget	# In Scope	% On Schedule	% On Budget	% In Scope
1st Quarter Completed	8	7	4	7	88%	50%	88%
2nd Quarter Completed	13	10	9	10	77%	69%	77%
3rd Quarter Completed	23	19	17	19	83%	74%	83%
4th Quarter Completed	39	27	29	30	69%	74%	77%
Carryover Projects	19						

On Schedule - Project was completed in the month that was projected when the project schedule was established.
 On Budget - Project did not require a new or an additional appropriation mid-year.
 In Scope - Project scope was well developed and held true to that scope through remaining project stages.

Status of Projects with Budgets over 100K - 12/31/2019 Projects Sorted by Total Approved Funding

#	Proj ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Overall Success	Jan19	Feb19	Mar19	Apr19	May19	Jun19	Jul19	Aug19	Sep19	Oct19	Nov19	Dec19		
1	11024-18							Roof Replacement at ACSO - Section 1	2018	\$ 800,000	94%	X	X	X	E	E	E	E	E	E	E	E	E	Done	
								Scope: Replace roofing materials on 2/3 of largest section of roof at the ACSO. Update: Roof replacement of Section 1A completed. Completion of Section 1B planned for 2020.																	
2	13074							911 Radio System Replacement - Procure New System	2016	\$ 2,415,000	66%	M	M	M	M	M	M	M	M	M	M	M	M	Completion Q1, 2020	
								Scope: Replace central dispatch radio system with 800MHz equipment, replace mobile and portable radios used by public safety, integrate new radio system with MPSCS and decommission old equipment. Update: Waiting for resolution of 2 items by Motorola. 10% of final billing retained pending completion.																	
3	13086							DOC Probation / Parole Move Construction	2017	\$ 643,000	75%	M	M	M	M	M	M	M	M	M	M	M	M	Done	
								Scope: Construct new office space at the south end of the Sheriff's Office building in which to relocate Probation / Parole from the Courthouse. Update: Project completed.																	
4	11204-18							GL - Watercraft Launch and Pavilion	2018	\$ 283,629	88%	X	X	X	X	X	X	X	X	X	X	D	C	C	C
								Scope: This project combines the following three major projects - ramp improvements, launch access road improvements and pavilion replacement along with necessary engineering services. Update: Four bids received, all higher than budgeted. Parks Advisory Board is reviewing and will be making a recommendation.																	
5	15030							ROO Public Records Management System Upgrade	2018	\$ 270,000	44%	E	E	E	E	E	E	E	E	M	M	M	M	M	
								Scope: Replace current software solution used by Register of Deeds to manage public land records and Clerk to manage vital records. Update: Working on a small integration piece with Treasury to close out.																	
6	14007-17							Annual Heat Pump Replacements (15, 16, 17)	2015	\$ 220,000	84%	X	X	D	C	X	X	X	C	C	C	C	C	E	
								Scope: Replace up to 60 heat pumps in an ongoing effort to refurbish all 133 heat pumps at the courthouse. Replacement projects for 2015, 2016 and 2017 have been combined into a single project. Update: Contract signed to replace 17 Heat Pumps. Work scheduled for mid-January.																	
7	14006-17A							ACSO Parking Lot - Construction	2015	\$ 198,000	72%	X	X	S	S	S	S	S	S	D	D	D	D	Execution in 2020	
								Scope: Determine needs for ACSO parking lots and grounds to improve accessibility, increase parking proximity and reduce maintenance costs. Implement selected portions of comprehensive plan. Update: Contract finalized for execution in spring of 2020.																	
8	12081-18							Court Recording Solution Upgrade	2018	\$ 172,500	91%	X	X	C	C	E	E	E	E	E	E	E	E	E	
								Scope: Upgrade court recording system and replace aging equipment. Carryover funding from 2018 combined with new funding appropriated with 2019 capital. Update: Seven Courtrooms finished. Quoted pricing for the remaining three small hearing rooms is being reviewed. Completion will exceed remaining budgeted appropriation.																	
9	13079-18A							Upgrade CISCO Phone System	2018	\$ 155,000	69%	E	E	E	E	E	M	M	M	M	M	M	M	Done	
								Scope: System is 5-years old and needs to be upgraded to support County's E911 implementation required by January 2019. Update: Project completed.																	
10	14013-17C							YH Surveillance and Intercom System Replacement	2013	\$ 140,000	47%	D	D	C	C	C	C	C	C	C	E	E	E	E	
								Scope: Replace and enhance aging video surveillance and room intercom systems. Update: Implementation is underway and expected to be completed in February, 2020.																	
11	11019-19A							Dispatch Console Replacement	2019	\$ 120,000	91%	X	X	X	X	X	X	X	D	D	C	C	E	E	
								Scope: Replace aging dispatch consoles. Update: Implementation is underway and expected to be completed by February, 2020.																	
12	11026-17A							Scan Civil and Criminal Court Documents	2014	\$ 115,000	66%	X	X	X	X	X	X	X	D	C	E	E	E	Done	
								Scope: There are about 1.5 million pages of documents in the Courthouse vaults that are full and causing space need issues for the Clerk. Once scanned and verified, the paper copies can be destroyed. Update: Project completed.																	
13	11002-18							HSB Boiler Replacement	2018	\$ 100,000	84%	M	M	Done											
								Scope: Replace aging boilers at HSB, one of which has a broken heat exchanger and is not cost effective to repair. Update: Project completed. Energy rebate in the amount of \$890 received.																	

Project Budget Status - 12/31/2019
 Projects sorted by Fund, then Total Approved Funding (Highest to Lowest)

#	Prj ID	Project Name	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
#2118										
CENRTAL DISPATCH CIP										
1	13074	911 Radio System Replacement - Procure New System	\$ 2,415,000	\$ -	\$ 2,415,000	\$ 2,164,134	\$ 240,459	\$ 10,407	\$ -	No
2	11019-19A	Dispatch Console Replacement	\$ 120,000	\$ -	\$ 120,000	\$ 56,168	\$ -	\$ 7,665	\$ -	No
3	16012-12	Dispatch Tower Conversion to LED	\$ 100,000	\$ -	\$ 100,000	\$ 75,819	\$ -	\$ -	\$ 24,185	Yes
4	130026	MCT - Microport Licenses	\$ 38,000	\$ -	\$ 38,000	\$ 37,563	\$ -	\$ -	\$ 435	Yes
5	11005-18	Dispatch PPN SIP Card Purchase	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	No
6	14004-19	Pavement Maintenance 2019	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	No
TOTALS FOR #2118 - CENTRAL DISPATCH CIP			\$ 2,687,000	\$ -	\$ 2,687,000	\$ 2,333,681	\$ 308,627	\$ 20,072	\$ 24,620	
#2300										
TRANSPORTATION GRANT										
7	11031-18	800MHz Radio Replacement - ACT	\$ 94,903	\$ 30,764	\$ 125,667	\$ 110,383	\$ -	\$ -	\$ 15,284	Yes
#2450										
PUBLIC IMPROVEMENT FUND										
8	11024-19	Roof Replacement at ACSO - Section 1	\$ 800,000	\$ -	\$ 800,000	\$ 648,970	\$ -	\$ -	\$ 151,030	Yes
9	13028	DOC Probation / Parole Move Construction	\$ 560,000	\$ 85,000	\$ 645,000	\$ 642,750	\$ -	\$ -	\$ 2,250	Yes
10	14007-17	Annual Heat Pump Replacements (15, 16, 17)	\$ 220,000	\$ -	\$ 220,000	\$ -	\$ 118,694	\$ 101,306	\$ -	No
11	14008-17A	ACSO Parking Lot - Design and Construction	\$ 198,000	\$ (31,000)	\$ 167,000	\$ -	\$ 157,583	\$ 9,415	\$ -	No
12	12081-15	Court Recording Solution Upgrade (Part II - 2019)	\$ 172,500	\$ -	\$ 172,500	\$ 154,173	\$ -	\$ -	\$ 18,327	Yes
13	13079-18A	Upgrade CISCO Phone System and Infrastructure	\$ 52,000	\$ 103,000	\$ 155,000	\$ 150,650	\$ -	\$ -	\$ 4,350	Yes
14	11002-18	HSB Boiler Replacement	\$ -	\$ 100,000	\$ 100,000	\$ 88,037	\$ -	\$ -	\$ 11,963	Yes
15	14004-18A	Resurface Front Lot at County Services Building	\$ 63,000	\$ 31,000	\$ 96,000	\$ -	\$ 95,228	\$ 772	\$ -	No
16	14050-19A	Vehicles - Replace 3 Facilities Pick-ups	\$ 87,000	\$ -	\$ 87,000	\$ 86,787	\$ -	\$ -	\$ 213	Yes
17	11026-17A	Scan Civil and Criminal Court Documents - Phase II	\$ 82,890	\$ -	\$ 82,890	\$ 79,118	\$ -	\$ -	\$ 3,772	Yes
18	12030	ROD Public Records Management System Upgrade (Vitals)	\$ -	\$ 70,000	\$ 70,000	\$ 43,000	\$ 22,500	\$ -	\$ 2,500	Yes
19	11209-19	West Side Park Boardwalk Removal	\$ -	\$ 63,000	\$ 63,000	\$ -	\$ -	\$ -	\$ -	Yes
20	14049-19E	Vehicles - Replace 2 Marine Pick-ups	\$ 58,000	\$ -	\$ 58,000	\$ 56,736	\$ -	\$ -	\$ 1,264	Yes
21	13004-18	Pictometry Imagery (2019)	\$ 58,000	\$ -	\$ 58,000	\$ -	\$ 55,560	\$ -	\$ 2,440	Yes
22	TBD	Courthouse Improvements - Design	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	No
23	11154	EHR Implementation	\$ 40,000	\$ -	\$ 40,000	\$ 37,981	\$ -	\$ -	\$ 2,019	Yes
24	14040-19B	Vehicles - Replace 2 Court Vehicles	\$ 39,000	\$ -	\$ 39,000	\$ 38,440	\$ -	\$ -	\$ 560	Yes
25	11033-19B	Animal Shelter - HVAC Improvements	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	No
26	14040-19D	Vehicles - Replace 1 Sheriff Debt Crew Van	\$ 32,000	\$ -	\$ 32,000	\$ 30,787	\$ -	\$ -	\$ 1,213	Yes
27	11030-19	HVAC System Replacements - CSB	\$ 40,000	\$ -	\$ 40,000	\$ 32,030	\$ -	\$ -	\$ 7,970	Yes
28	11033-19A	Animal Shelter - Floor Refinishing	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	No
29	14004-19	Pavement Maintenance 2019	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
30	11028-19	Medical Care Fire Protection System Improvements	\$ 30,000	\$ -	\$ 30,000	\$ 20,411	\$ -	\$ 9,589	\$ -	Yes
31	14049-19	CH Chair Replacement (2018 & 2019)	\$ 60,000	\$ -	\$ 60,000	\$ 59,832	\$ -	\$ -	\$ 168	Yes
32	14049-19C	Vehicles - Replace 1 Sheriff Transit Van	\$ 26,500	\$ -	\$ 26,500	\$ 26,639	\$ -	\$ -	\$ (139)	Yes
33	14040-19G	FM Tractor and Snow Blower - 2019	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ 24,817	\$ -	\$ 1,183	Yes
34	11018-18A	Detective Bureau Interview Room Improvements	\$ 25,000	\$ -	\$ 25,000	\$ 15,049	\$ -	\$ -	\$ 9,951	Yes
35	12046-19	Network Security Audit - Required	\$ 21,000	\$ -	\$ 21,000	\$ 16,280	\$ -	\$ -	\$ 4,720	Yes
36	11067-19	HSB Elevator Repair	\$ -	\$ 20,000	\$ 20,000	\$ 19,286	\$ -	\$ -	\$ 714	Yes
37	13096-18	Repair Pumpouse Retaining Wall	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No
38	11033-19	County Website Redesign	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
39	14004-17B	HSB Parking Lot Study	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No

Project Budget Status - 12/31/2019
 Projects sorted by Fund, then Total Approved Funding (Highest to Lowest)

#	Prj ID	Project Name	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
40	11024-18A	Roof Replacement at ACSO and HSB Awnings	\$ 6,000	\$ 8,408	\$ 14,408	\$ 4,908	\$ 9,063	\$ -	\$ 437	Yes
41	14040-19F	Vehicles - Equip 2 Sheriff's Vehicles	\$ 12,000	\$ -	\$ 19,480	\$ 19,021	\$ -	\$ -	\$ 458	Yes
42	15014-19	Network File Server Replacement - Maple	\$ 12,000	\$ -	\$ 12,000	\$ 11,483	\$ -	\$ -	\$ 517	Yes
43	11074-19	EDEN Web HR Implementation	\$ 11,000	\$ -	\$ 11,000	\$ 7,403	\$ -	\$ -	\$ 3,595	Yes
44	14050-19J	Facilities Trailer Replacement	\$ 10,000	\$ -	\$ 10,000	\$ 5,245	\$ -	\$ -	\$ 4,755	Yes
45	11033-19C	Animal Shelter - Sink Replacement	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
46	11028-17A	Mass Notification System	\$ -	\$ 10,000	\$ 10,000	\$ 8,070	\$ -	\$ -	\$ 1,930	Yes
TOTALS FOR #2450 - PUBLIC IMPROVEMENT FUND			\$ 2,872,890	\$ 544,408	\$ 3,424,778	\$ 2,305,104	\$ 483,447	\$ 287,082	\$ 236,145	
#2465										
CHILD CARE CAPITAL										
47	15013-17C	YH Surveillance and Intercom System Replacement	\$ 70,000	\$ 70,000	\$ 140,000	\$ 43,000	\$ 65,808	\$ 31,192	\$ -	No
48	14004-19	Pavement Maintenance 2019	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	No
TOTALS FOR #2465 - CHILD CARE CAPITAL			\$ 75,000	\$ 70,000	\$ 145,000	\$ 43,000	\$ 65,808	\$ 36,192	\$ -	
#2470										
LOCAL GOVERNMENT REVENUE SHARING (PARKS)										
49	11204-18	Gun Lake Watercraft Launch and Pavilion	\$ 283,629	\$ -	\$ 283,629	\$ 18,629	\$ 13,350	\$ 251,650	\$ -	No
50	15039-18	Tree Management- Cutting at Various Parks	\$ 38,025	\$ -	\$ 38,025	\$ 38,025	\$ -	\$ -	\$ -	Yes
51	14040-19I	Wood Chipper for Parks	\$ 25,000	\$ -	\$ 25,000	\$ 22,489	\$ -	\$ -	\$ 2,511	Yes
52	14004-19	Pavement Maintenance 2019	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No
53	14040-19H	New Dump Trailer for Parks	\$ 13,000	\$ -	\$ 13,000	\$ 8,455	\$ -	\$ -	\$ 4,545	Yes
54	14030-19L	Parks Water Tank Trailer	\$ -	\$ 12,000	\$ 12,000	\$ 8,750	\$ -	\$ -	\$ 3,250	Yes
55	15039-18	Tree Management - Planting at Various Parks	\$ 11,975	\$ -	\$ 11,975	\$ 8,200	\$ -	\$ -	\$ 3,775	Yes
56	14040-19K	Lawn Tractor / Mower Replacement for Parks	\$ 7,000	\$ -	\$ 7,000	\$ 6,131	\$ -	\$ -	\$ 869	Yes
57	12017-19	DNR Trust Fund - Silver Creek Grant Application	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	Yes
TOTALS FOR #2470 - LOCAL GOV. REV. SHARING (PARKS)			\$ 403,629	\$ 18,000	\$ 421,629	\$ 116,679	\$ 13,350	\$ 276,650	\$ 14,950	
#2550										
ANIMAL SHELTER (DONATIONS)										
58	1033-19	Animal Shelter Projects - Dog Run	\$ 33,000	\$ -	\$ 33,000	\$ -	\$ -	\$ 33,000	\$ -	No
MISC										
MISCELLANEOUS CAPITAL PROJECT FUNDING										
59	12030	ROD Public Records Management System Upgrade	\$ 300,000	\$ (100,000)	\$ 200,000	\$ 175,363	\$ 6,000	\$ 18,637	\$ -	No

Note: Total number of projects may not match the summary as some projects are counted once in the summary but may be represented here by several rows to account for multiple funding sources.

Project Schedule and Status as of 12/31/2019

Typ	Proj ID	S	D	C	E	M	F	Project Name	Jan19	Feb19	Mar19	Apr19	May19	Jun19	Jul19	Aug19	Sep19	Oct19	Nov19	Dec19	Start	End	Overall	Schedule	Budget	Scope	Process	
	1	11051-18						800MHz Radio Replacement - ACT	M	Done											Jan	Feb	69%	90%	60%	5.7%	60%	
	2	15039-18						Tree Management - Cutting at Various Parks	E	Done												Jan	Feb	94%	100%	80%	80%	100%
	3	14040-18						Facilities Trailer Replacement	E	Done												Jan	Feb	81%	100%	80%	80%	60%
	4	14040-18						RM Tractor and Snow Blower - 2019	E	Done												Jan	Feb	94%	90%	100%	100%	90%
	5	11000-18						HSB Boiler Replacement	M	M	Done											Jan	Feb	84%	90%	80%	100%	70%
	6	11067-19	X					HSB Elevator Repair	C	E	Done											Jan	Mar	91%	100%	80%	100%	80%
	7	12017-19	X					DNR Trust Fund - Silver Creek Grant Application	E	E	Done											Jan	Mar	72%	70%	80%	80%	60%
	8	14040-18						Lawn Tractor / Mower Replacement for Parks	D	C	Done											Jan	Mar	94%	80%	100%	100%	100%
	9	14040-18						New Dump Trailer for Parks	D	C	E	Done										Jan	Apr	88%	100%	80%	80%	80%
	10	12056						MCT - Microsoft License	M	M	M	Done										Jan	Feb	75%	70%	100%	80%	60%
	11	11018-18A						Detective Bureau Interview Room Improvements	C	C	C	E	E	Done							Jan	Jul	56%	80%	60%	80%	80%	
	12	14040-18						Wood Chipper for Parks	D	C	E	E	M	Done							Jan	Jun	97%	100%	100%	100%	90%	
	13	11019-18						Oil Chair Replacement - 2018	D	C	E	E	E	Done							Jan	Jul	72%	60%	100%	71%	70%	
	14	14040-18	X					Parks Water Tank Trailer	X	X	X	D	C	E	Done						Jan	Jul	84%	90%	60%	100%	80%	
	15	15035-19						Tree Management - Planting at Various Parks	S	D	C	C	E	M	Done						Jan	Jul	81%	90%	80%	71%	90%	
	16	14040-18						Vehicles - Replace 2 Court Vehicles	D	C	M	M	M	M	Done						Jan	Sep	97%	90%	100%	100%	100%	
	17	14040-18						Vehicles - Replace 2 Marine Pick-ups	D	C	M	M	M	M	Done						Jan	Sep	94%	90%	100%	100%	90%	
	18	14040-18A						Vehicles - Replace 3 Facilities Pick-ups	D	C	M	M	M	M	Done						Jan	Sep	97%	90%	100%	100%	100%	
	19	11028-19	X					Medical Care Fire Protection System Improvements	S	D	C	E	E	E	Done						Feb	Jul	81%	90%	80%	80%	70%	
	20	11029-19A						Scan Oul and Criminal Court Documents - Phase II	D	C	E	E	E	E	Done						Jan	Aug	66%	50%	100%	71%	60%	
	21	14040-18C						Vehicles - Replace 1 Sheriff Transit Van	D	C	M	M	M	M	Done						Jan	Sep	97%	90%	100%	100%	100%	
	22	14079-18A						Upgrade Cisco Phone System and Infrastructure	E	E	E	E	E	M	M	Done					Jan	Jul	69%	60%	80%	71%	70%	
	23	14040-18D						Vehicles - Replace 1 Sheriff Debt Crew Van	D	C	M	M	M	M	M	Done					Jan	Sep	97%	90%	100%	100%	100%	
	24	15046-19						Network Security Audit - Required	X	X	D	D	C	C	E	E	E	Done			Mar	Oct	94%	100%	80%	100%	90%	
	25	11074-19						RDEN Web HR Implementation	X	X	X	S	D	D	C	E	Done				Mar	Oct	88%	90%	80%	80%	80%	
	26	13084						DOC Probation / Parole Move Construction	M	M	M	M	M	M	M	Done					Jan	Dec	75%	60%	60%	71%	100%	
	27	12088-18						Court Recording Solution Upgrade (Part II - 2018)	X	X	C	C	E	E	E	E	Done				Mar	Nov	91%	90%	100%	80%	90%	
	28	11154						DIR Implementation	E	E	E	E	E	E	E	E	E	Done			Jan	2020	47%	70%	80%	80%	80%	
	29	15014-19						Network File Server Replacement - Maple	X	X	X	X	X	X	C	C	C	E	E	Done	Jul	2020	88%	80%	100%	100%	80%	
	30	13004-18						Pictometry Imagery (2019)	X	X	X	X	X	X	M	M	M	M	Done		Jan	Dec	75%	60%	100%	71%	80%	
	31	11024-19						Roof Replacement at ACSO - Section 1	X	X	X	E	E	E	E	E	E	Done			Feb	2020	94%	80%	100%	100%	100%	
	32	11020-19						CSB HVAC Unit Replacement	X	X	X	S	D	C	E	E	M	Done			Apr	2020	70%	60%	80%	100%	80%	
	33	11024-19A						Scan Oul and Criminal Court Documents - Phase III	X	X	X	X	X	X	D	C	E	E	Done		Jul	Dec	84%	90%	100%	100%	80%	
	34	11028-19A						Mass Notification System	E	E	E	E	E	E	E	E	E	Done			Jan	2020	63%	60%	80%	5.7%	80%	
	35	11019-18						Oil Chair Replacement - 2019	X	X	X	X	X	D	D	C	C	E	Done		Jul	Dec	91%	100%	100%	71%	90%	
	36	14040-18F						Vehicles - Equip 2 Sheriff's Vehicles	M	M	M	M	M	M	M	M	M	Done			Jan	2020	91%	100%	80%	71%	100%	
	37	11024-18A						Roof Replacement at ACSO and HSB Awnings	X	X	X	E	E	E	E	E	E	Done			Apr	2020	70%	80%	80%	80%	70%	
	38	11209-19	X					West Side Park Boardwalk Removal	X	X	X	X	X	X	X	X	S	C	Done		Oct	Dec	88%	100%	80%	100%	70%	
	39	14024-19	X					Dispatch Tower Conversion to LED	X	X	C	E	E	E	M	M	M	Done			Mar	2020	81%	90%	60%	100%	70%	
	PROJECTS IN MONITORING																											
	40	15033						KOD Public Records Management System Upgrade	E	E	E	E	E	E	M	M	M	M	Done		Jan	2020	64%	100%	60%	5.7%	50%	
	41	11204-18						Gun Lake Watercraft Launch and Pavilion - Engineering	S	D	D	D	D	D	C	E	E	M	Done		Jan	2020	88%	70%	100%	100%	90%	
	42	13024						911 Radio System Replacement - Procure New System	M	M	M	M	M	M	M	M	M	Completion Q1, 2020			Jan	2020	66%	50%	100%	5.7%	70%	
	PROJECTS IN EXECUTION																											
	43	15013-19C						VII Surveillance and Intercom System Replacement	D	D	C	C	C	C	E	E	E	E	E	Done		Jan	Nov	47%	80%	60%	20%	60%
	44	11019-18A						Dispatch Console Replacement	X	X	X	X	X	X	D	D	C	C	E	E	Sep	2020	91%	100%	100%	71%	90%	
	45	700	X					Courthouse Improvements - Design	X	X	X	X	X	X	X	D	C	C	E	E	Sep	2020	72%	80%	100%	5.7%	60%	
	46	11033-18C	X					Animal Shelter - Sink Replacement	X	X	X	X	X	X	X	D	D	C	E	E	Sep	2020	81%	90%	80%	100%	60%	
	47	11033-18D	X					Animal Shelter - HVAC Improvements	X	X	X	X	X	X	X	D	D	C	E	E	Sep	2020	81%	90%	80%	100%	60%	
	48	14007-17						Annual Heat Pump Replacements (15, 16, 17)	X	X	D	C	X	X	X	C	C	C	E	Done		Jul	2020	84%	60%	100%	80%	100%
	49	11033-18A	X					Animal Shelter - Floor Refinishing	X	X	X	X	X	X	X	D	D	C	E	Done		Sep	2020	81%	90%	80%	100%	60%
	50	11005-18						Dispatch PPN SIP Card Purchase	C	C	E	E	E	E	E	E	Execution In 2020				Jan	Jul	66%	50%	100%	71%	60%	
	51	14004-18A						Reurface Front Lot at County Services Building	X	X	S	D	D	D	D	C	E	Execution In 2020			Mar	Dec	72%	50%	80%	80%	80%	
	52	14004-17A						ACSO Parking Lot Improvements	X	X	S	S	S	S	S	D	E	Execution In 2020			Mar	2020	72%	50%	60%	80%	90%	
	PROJECTS IN CONTRACTING																											
	53	14054-19						Pavement Maintenance 2019	X	X	D	D	D	D	D	D	D	Delayed to 2020			Mar	2020	81%	70%	80%	80%	80%	
	54	12095-18						Remediate Courthouse Retaining Wall	X	X	X	X	D	D	D	D	C	E	Rebid In 2020		May	2020	72%	60%	80%	71%	80%	
	55	1033-19						Animal Shelter Dog Run	X	X	X	X	D	D	D	D	C	E	Rebid In 2020		May	2020	81%	90%	100%	80%	60%	
	56	11204-18						Gun Lake Watercraft Launch and Pavilion - Construction	X	X	X	X	X	X	X	D	C	C	C	Done		Jan	2020	91%	80%	100%	80%	100%
	57	14004-17D						HSB Parking Lot Study	X	X	X	X	X	X	D	D	C	C	Done		Jul	Nov	72%	60%	80%	71%	80%	
	PROJECTS IN DEVELOPMENT																											
	58	11073-19						County Website Redesign	X	X	X	X	X	X	X	X	D	D	D	Done		Sep	2020	97%	100%	100%	100%	90%
	PROJECTS QUEUED FOR DEVELOPMENT																											

X = Unplanned Project



2020 Capital Project Report - Start of Year

	Projects	Unscheduled	Queued	Development	Contracting	Execution	Closure	Completed
Status at end of 4th Quarter								
Status at end of 3rd Quarter								
Status at end of 2nd Quarter								
Status at end of 1st Quarter								
Status at start of 2020	62	0	2	36	8	12	3	1
Status at end of 2019	59	0	0	1	6	10	3	39
Status at end of 2018	79	3	5	13	9	10	4	35
Status at end of 2017	65	8	2	6	5	9	0	35
Status at end of 2016	81	11	6	13	9	5	5	32
Status at end of 2015	62	12	0	5	4	16	4	24

	Capital Project Funding Approved In:									TOTAL
	2013	2014	2015	2016	2017	2018	2019	2020		
Capital Projects:	30	37	25	29	27	37	32	44	261	
Completed in 2013	10								10	
Completed in 2014	11	12							23	
Completed in 2015	3	11	10						24	
Completed in 2016	3	9	8	12					32	
Completed in 2017	0	2	5	10	18				35	
Completed in 2018	2	1	1	4	6	21			35	
Completed in 2019	0	2	0	0	2	12	23		39	
Completed in 2020	0	0	0	0	0	0	0	1	1	
Total Completed	29	37	24	26	26	33	23	1	199	
Remaining to be Completed	1	0	1	3	1	4	9	43	62	

	Actual	# On Schedule	# On Budget	# In Scope	% On Schedule	% On Budget	% In Scope
1st Quarter Completed					#DIV/0!	#DIV/0!	#DIV/0!
2nd Quarter Completed					#DIV/0!	#DIV/0!	#DIV/0!
3rd Quarter Completed					#DIV/0!	#DIV/0!	#DIV/0!
4th Quarter Completed					#DIV/0!	#DIV/0!	#DIV/0!
Carryover Projects							

On Schedule - Project was completed in the month that was projected when the project schedule was established.
 On Budget - Project did not require a new or an additional appropriation mid-year.
 In Scope - Project scope was well developed and held true to that scope through remaining project stages.

Status of Projects with Budgets over 100K - 01/01/2020 Projects Sorted by Total Approved Funding

#	Proj ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Overall Success	Jan20	Feb20	Mar20	Apr20	May20	Jun20	Jul20	Aug20	Sep20	Oct20	Nov20	Dec20	
1	13074							911 Radio System Replacement - Procure New System	2016	\$ 2,415,000	66%	D	C	C	E	E	Done							
								Scope: Replace central dispatch radio system with 800MHz equipment, replace mobile and portable radios used by public safety, integrate new radio system with MPSCS and decommission old equipment. Update: Waiting for resolution of 2 items by Motorola. 10% of final billing retained pending completion.																
2	12093-20							Courthouse Improvements - Construction	2020	\$ 935,300	100%	S	S	D	D	C	C	E	E	E	E	E	E	E
								Scope: Construct a new security entrance, add a sally port and improve holding cells. Update: Team has been meeting with GMS Architects and Engineers to review design options before work begins on design drawings and the development of construction specifications.																
3	14025-20A							Roof Replacement at ACSO - Section 1B	2020	\$ 520,000	100%	C	C	E	E	E	E	E	E	E	E	E	E	Done
								Scope: Replace roofing materials on remaining 1/3 of Section 1. 2/3 completed in 2019 project. Update: Garland issued RFP and has secured bids from three contractors. Contract award pending.																
4	14018-20							Indigent Defense Offices	2020	\$ 366,300	100%	C	C	E	E	E	E	Done						
								Scope: Replace roofing materials on remaining 1/3 of Section 1. 2/3 completed in 2019 project. Update: RFP issued to make minor renovations at the Human Services building. Bids due 2/3.																
5	11204-18							GL - Watercraft Launch and Pavilion	2018	\$ 283,629	91%	C	C	E	E	E	E	E	E	E	E	E	E	Done
								Scope: This project combines the following three major projects - ramp improvements, launch access road improvements and pavilion replacement along with necessary engineering services. Update: Four bids received, all higher than budgeted. Parks Advisory Board is reviewing and will be making a recommendation on 2/4.																
6	13030							ROD Public Records Management System Upgrade	2018	\$ 270,000	44%	E	E	Done										
								Scope: Replace current software solution used by Register of Deeds to manage public land records and Clerk to manage vital records. Update: Working on a small integration piece with Treasury to close out.																
7	14000-13							Annual Heat Pump Replacements (Phase I and II)	2015	\$ 220,000	84%	C	C	E	E	E	E	E	E	E	E	E	Done	
								Scope: Replace up to 60 heat pumps in an ongoing effort to refurbish all 133 heat pumps at the courthouse. Replacement projects for 2015, 2016 and 2017 have been combined into a single project. Update: Replacement of 17 heat pumps completed in January. Contract being finalized to use remaining funds to replace approx. 13 to 20 additional heat pumps.																
8	14024-20B							Roof Replacement at Courthouse - Section 2 and 4	2020	\$ 215,000	97%	S	D	C	C	C	E	E	E	E	E	E	E	Done
								Scope: Replace roofing materials on Section 2 and 4 of the County Courthouse. Update: Reviewing strategy for procuring services.																
9	14040-20D							Vehicles - Replace 6 Sheriff's Utility Vehicles	2020	\$ 201,000	100%	C	C	M	M	M	M	M	Done					
								Scope: Purchase 6 replacement Utility Vehicles for Sheriff's Patrol Update: Specifications and options being finalized.																
10	12081-18							Court Recording Solution Upgrade (Phase III)	2018	\$ 172,500	91%	C	C	E	E	E	E	E	Done					
								Scope: Upgrade court recording system and replace aging equipment. Carryover funding from 2018 combined with new funding appropriated with 2019 capital. Update: Seven Courtrooms finished. Quoted pricing for the remaining three small hearing rooms is being reviewed. Completion will require an additional appropriation of approximately \$21K.																
11	14005-17A							ACSO Parking Lot - Construction	2016	\$ 167,000	72%			E	E	E	E	M	Done					
								Scope: Front lot reconstruction to add parking spaces, improve ADA parking, pedestrian safety and signage. Update: Contract finalized for execution in spring of 2020.																
12	16013-20							Dispatch CAD Upgrade	2020	\$ 160,000	100%	C	C			E	E	E	E	E	E	E	E	
								Scope: Upgrade New World Computer Aided Dispatch System hardware and software. Update: Quote from Tyler received. Award pending Board approval.																
13	14025-20A							Body Scanner Replacement	2020	\$ 180,000	91%					S	S	D	C	C	E	E	Done	
								Scope: Purchase a body scanner to replace the one acquired through federal surplus. Update: Projects scheduled to kick-off in May.																
14	13013-17C							VH Surveillance and Intercom System Replacement	2013	\$ 140,000	47%	E	E	E	M	Done								
								Scope: Replace and enhance aging video surveillance and room intercom systems. Update: Implementation is underway and expected to be completed in February, 2020.																

Status of Projects with Budgets over 100K - 01/01/2020
Projects Sorted by Total Approved Funding

#	Prj ID	S	D	C	E	M	F	Project Name	Funding Year	Total Approved Funding	Overall Success	Jan20	Feb20	Mar20	Apr20	May20	Jun20	Jul20	Aug20	Sep20	Oct20	Nov20	Dec20
15	14019-19A							Dispatch Console Replacement	2019	\$ 120,000	91%	E	M	Done									
		Scope: Replace aging dispatch consoles.																					
		Update: New consoles installed. Project wrapping up.																					
16	16021-20							Jail Security System Upgrade	2020	\$ 115,000	100%	C	C				E	E	E	M	Done		
		Scope: Replace jail security system servers, other critical equipment and upgrade software to ensure continued reliability of the system.																					
		Update: Quote received from Stanley. Considering and evaluating alternatives.																					
17	14028-20B							YH Fire Safety System Improvements	2020	\$ 100,000	91%	S	S	D	D	C	C	E	E	E	E	Done	
		Scope: Upgrade the fire suppression system in the Youth Home.																					
		Update: Evaluating options and procurement strategies.																					
18	14073-20							Emergency Siren Activation Solution	2020	\$ 100,000	94%		D	D	C	C	C	E	E	E	E	Done	
		Scope: Research and implement an alternate method to for siren activation that does not rely on maintaining any VHF infrastructure.																					
		Update: Project set to kick-off in February.																					

Project Schedule and Status as of 01/01/2020

#	Prj ID	Project Name	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
		#2118 CENTRAL DISPATCH CIP								
1	13074	911 Radio System Replacement - Procure New System	\$ 2,415,000	\$ -	\$ 2,415,000	\$ 2,164,134	\$ 240,459	\$ 10,407	\$ -	No
2	16013-20	Dispatch CAD Upgrade	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ -	\$ 160,000	\$ -	No
3	11019-19A	Dispatch Console Replacement	\$ 120,000	\$ -	\$ 120,000	\$ 96,168	\$ 96,168	\$ 7,665	\$ -	No
4	11073-20	Emergency Siren Activation Solution	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No
5	11006-20	911 Audio Call Recorder Upgrade	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No
6	14013-20A	Dispatch Surveillance Camera Replacement	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No
7	14005-18	Dispatch PPN SIP Card Purchase	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	No
8	14004-20	Pavement Maintenance 2020 - Dispatch	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	No
		TOTALS FOR #2118 - CENTRAL DISPATCH CIP	\$ 2,839,000	\$ -	\$ 2,839,000	\$ 2,220,301	\$ 308,627	\$ 310,072	\$ -	
		#2300 TRANSPORTATION GRANT								
9	11023-20B	ACT Tire Changer and Wheel Balancer Replacement	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
10	11023-20C	Vehicle Diagnostic Scanner Replacement	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	No
11	14004-20	Pavement Maintenance 2020 - Transportation	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	No
		TOTALS FOR #2300 - TRANSPORTATION GRANT	\$ 23,500	\$ -	\$ 23,500	\$ -	\$ -	\$ 23,500	\$ -	
		#2450 PUBLIC IMPROVEMENT FUND								
12	12033-20	Courthouse Improvements - Construction (see note at bottom)	\$ 935,300	\$ -	\$ 935,300	\$ -	\$ -	\$ 935,300	\$ -	No
13	11024-20A	Roof Replacement at ACSO - Section 1B	\$ 520,000	\$ -	\$ 520,000	\$ -	\$ -	\$ 520,000	\$ -	No
14	11024-20B	Roof Replacement at Courthouse - Section 2 and 4	\$ 215,000	\$ -	\$ 215,000	\$ -	\$ -	\$ 215,000	\$ -	No
15	14040-20D	Vehicles - Replace 6 Sheriff's Utility Vehicles	\$ 201,000	\$ -	\$ 201,000	\$ -	\$ -	\$ 201,000	\$ -	No
16	12081-18	Court Recording Solution Upgrade (Part III - 2020)	\$ 172,500	\$ -	\$ 172,500	\$ 154,173	\$ -	\$ 18,327	\$ -	No
17	14004-17A	ACSO Parking Lot Improvements	\$ 198,000	\$ (31,000)	\$ 167,000	\$ -	\$ 157,383	\$ 9,415	\$ -	No
18	11023-20A	Body Scanner Replacement	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ -	\$ 160,000	\$ -	No
19	14000-13	Annual Heat Pump Replacements - Phase I (2015)	\$ 118,694	\$ -	\$ 118,694	\$ -	\$ 118,694	\$ -	\$ -	No
20	16021-20	Jail Security System Upgrade	\$ 115,000	\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000	\$ -	No
21	14000-17	Annual Heat Pump Replacements - 2016, 17 -Phase II	\$ 101,306	\$ -	\$ 101,306	\$ -	\$ -	\$ 101,306	\$ -	No
22	14004-18A	Resurface Front Lot at County Services Building	\$ 65,000	\$ 31,000	\$ 96,000	\$ -	\$ -	\$ 95,228	\$ 772	No
23	14009-20A	Vehicles - Replace 3 Facilities Pick-ups	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	No
24	14073-20	eTicket Solution Implementation	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ -	No
25	12033-20	Courthouse Improvements - Design	\$ 64,700	\$ -	\$ 64,700	\$ -	\$ 64,700	\$ -	\$ -	No
26	11026-20A	Probate Court Microfilm Scanning	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	No
27	13004-18	Pictometry Imagery (2020)	\$ 56,000	\$ -	\$ 56,000	\$ -	\$ 55,560	\$ 440	\$ -	No
28	14030-20B	CSB HVAC Unit Replacement - 2020	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
29	13096-20A	Pump House 1 Reconstruction	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	No
30	11033-19A	Animal Shelter - Floor Refinishing	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 35,229	\$ 4,771	\$ -	No
31	14040-20E	Vehicles - Equip Sheriff's Vehicles	\$ 39,000	\$ -	\$ 39,000	\$ -	\$ -	\$ 39,000	\$ -	No
32	14040-20B	Vehicles - Replace 2 Court Vehicles	\$ 38,500	\$ -	\$ 38,500	\$ -	\$ -	\$ 38,500	\$ -	No
33	11033-19B	Animal Shelter - HVAC Improvements	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 29,940	\$ 5,060	No
34	14033-20	Vehicles - Marine Shallow Water Boat and Trailer	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
35	14034-20	Pavement Maintenance 2020 - County	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
36	11019-20	CH Chair Replacement - 2020	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
37	13096-18	Repair Pump House Retaining Wall	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No
38	13013-20	Scanner Replacements	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 12,800	\$ 7,200	\$ -	No
39	13096-20B	Water Tower - Clean and Re-paint Interior	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	No
40	13096-20C	Lagoon Structure Valve Replacement	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
41	11033-19	County Website Redesign	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
42	13017-20	Copier Replacements	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 3,068	\$ 12,932	\$ -	No
43	11030-20A	ACSO Relocate and Repair / Replace Heat Pumps	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	No
44	14004-17B	HSB Parking Lot Study	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No

Project Schedule and Status as of 01/01/2020

#	Prj ID	Project Name	Initial Funding Requested	Additional Funds Needed	Total Approved Funding	Expenditures To Date	Committed Funds	Available Funds	Turnback to Fund Balance	Project Completed?
43	13014-20	Server Replacements	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No
46	11002-20	ACSO Repair Domestic Water Boiler	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	No
47	11033-19C	Animal Shelter - Sink Replacement	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 5,803	\$ 4,193	\$ -	No
48	11035-20	Inmate Lookup Tool	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
49	11039-20C	ACSO Dehumidification Controls for Air Handlers	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
50	11039-20	Friend of the Court Vault Renovation	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	No
51	11007-20A	UPS Battery Replacement - CH	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	No
52	13013-20B	ACT Surveillance Camera Replacement	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	No
TOTALS FOR #2450 - PUBLIC IMPROVEMENT FUND			\$ 3,617,000	\$ 85,000	\$ 3,702,000	\$ 154,173	\$ 578,609	\$ 2,969,218	\$ -	
#2465 CHILD CARE CAPITAL										
53	13013-12C	YH Surveillance and Intercom System Replacement	\$ 70,000	\$ 70,000	\$ 140,000	\$ 43,000	\$ 65,808	\$ 31,192	\$ -	No
54	11028-20B	Youth Home Fire Safety System	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	No
55	11030-20C	Youth Home AC Replacement	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	No
56	11019-20B	Cheever Wardrobe Replacement	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
57	14004-20	Pavement Maintenance 2020 - Youth Home	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	No
58	11007-20B	UPS Battery Replacement - YH	\$ 2,300	\$ -	\$ 2,300	\$ -	\$ -	\$ -	\$ 2,300	Yes
TOTALS FOR #2465 - CHILD CARE CAPITAL			\$ 202,300	\$ 70,000	\$ 272,300	\$ 43,000	\$ 65,808	\$ 161,192	\$ 2,300	
#2470 LOCAL GOVERNMENT REVENUE SHARING (PARKS)										
59	11204-18	Gun Lake Watercraft Launch and Pavilion - Engineering	\$ 31,979	\$ -	\$ 31,979	\$ 18,629	\$ 13,350	\$ -	\$ -	No
60	11204-18	Gun Lake Watercraft Launch and Pavilion - Construction	\$ 231,630	\$ -	\$ 231,630	\$ -	\$ -	\$ 231,630	\$ -	No
61	14040-20C	Vehicles - Replace 3 Parks Vehicles	\$ 93,000	\$ -	\$ 93,000	\$ -	\$ -	\$ 93,000	\$ -	No
62	11208-20	Vault Outhouse Venting and Roof Replacement	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	No
63	14004-20	Pavement Maintenance 2020 - Parks	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	No
TOTALS FOR #2470 - LOCAL GOV. REV. SHARING (PARKS)			\$ 431,629	\$ -	\$ 431,629	\$ 18,629	\$ 13,350	\$ 399,650	\$ -	
#VARIOUS OTHER CAPITAL PROJECTS										
64	11033-20B	Animal Shelter Dog Run	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	No
65	13030	ROD Public Records Management System Upgrade	\$ 300,000	\$ (100,000)	\$ 200,000	\$ 122,940	\$ 42,014	\$ 35,046	\$ -	No
66	11018-20	Indigent Defense Offices	\$ 366,300	\$ -	\$ 366,300	\$ -	\$ -	\$ 366,300	\$ -	No

Notes: Total number of projects may not match the summary as some projects are counted once in the summary but may be represented here by several rows to account for multiple funding sources.
Project #12 Courthouse Improvements - Construction: Budget amount includes \$500,000 transfer in from Self-Insurance Fund #6770.

Capital Project Report - Start of Year - 2020 - Page 5 of 6

Project Schedule and Status as of 01/01/2020

Typ	Prj ID	S	D	C	E	M	F	Project Name	Jan20	Feb20	Mar20	Apr20	May20	Jun20	Jul20	Aug20	Sep20	Oct20	Nov20	Dec20	Start	End	Overall	Schedule	Budget	Scope	Process
PROJECTS COMPLETED																											
1	11007-20B							UPS Battery Replacement - YH	Done												2019	Jan	95%	100%	80%	100%	80%
PROJECTS IN MONITORING																											
2	13030							ROD Public Records Management System Upgrade	E	E	Done										2019	Mar	44%	20%	60%	5%	50%
3	13074							911 Radio System Replacement - Procure New System	M	M	M	M	Done								2019	May	66%	50%	100%	5%	70%
4	11204-18							Gun Lake Watercraft Launch and Pavilion - Engineering	M	M	M	M	Done								2019	May	83%	70%	100%	100%	90%
PROJECTS IN EXECUTION																											
5	11033-19B							Animal Shelter - HVAC Improvements	E	M	Done										2019	Mar	81%	90%	80%	100%	60%
6	11033-19C							Animal Shelter - Sink Replacement	E	M	Done										2019	Mar	81%	90%	80%	100%	60%
7	11033-19A							Animal Shelter - Floor Refinishing	E	M	Done										2019	Mar	81%	90%	80%	100%	60%
8	11019-19A							Dispatch Console Replacement	E	M	Done										2019	Mar	91%	100%	100%	100%	71%
9	13013-20B							YH Surveillance and Intercom System Replacement	E	E	E	M	Done								2019	May	47%	49%	60%	29%	60%
10	14004-20							Annual Heat Pump Replacements - Phase I (2019)	E	E	E	E	Done								2019	Jun	94%	60%	100%	80%	100%
11	14004-18A							Resurface Front Lot at County Services Building	E	E	E	E	E	M	Done						2019	Aug	72%	50%	80%	80%	80%
12	14004-17A							ACSO Parking Lot Improvements	E	E	E	E	E	M	Done						2019	Aug	72%	50%	60%	80%	90%
13	13004-18							Dispatch PRT SIP Card Purchase	E	E	E	E	Done								2019	Oct	66%	50%	100%	71%	60%
14	13004-18							Pilotometry Imagery (2020)	M	E	E	E	E	E	M	M	Done				2019	Dec	75%	60%	100%	100%	71%
15	14040-20C							Vehicles - Equip Sheriff's Vehicles	E	E	E	E	E	E	E	E	E	Done			2019	Dec	100%	100%	100%	100%	100%
16	13004-18							Courthouse Improvements - Design	E	E	E	E	E	E	E	E	E				2019	2021	72%	80%	100%	5%	60%
PROJECTS IN CONTRACTING																											
17	13004-20							ACSO Repair Domestic Water Boiler	C	E	E	M	Done								Jan	May	100%	100%	100%	100%	100%
18	13004-20C							Lagoon Structure Valve Replacement	C	C	E	E	M	Done							Jan	Jun	100%	100%	100%	100%	100%
19	12001-18							Court Recording Solution Upgrade (Part II - 2020)	C	C	E	E	E	Done							2019	Jul	91%	90%	100%	90%	90%
20	13006-20							911 Audio Call Recorder Upgrade	C	C	E	E	E	Done							Jan	Jul	100%	100%	100%	100%	100%
21	13004-18							HSB Parking Lot Study	E	E	E	E	M	Done							2019	Jul	72%	60%	80%	71%	80%
22	13004-18							Repair Furnishings Retaining Wall	C	C	E	E	E	Done							2019	Jul	72%	60%	80%	71%	80%
23	11033-20B							Animal Shelter Dog Run	C	C	E	E	E	Done							2019	Jul	81%	90%	100%	86%	60%
24	11204-18							Gun Lake Watercraft Launch and Pavilion - Construction	C	C	E	E	E	E	E	E	E	Done			2019	Dec	91%	80%	100%	80%	100%
PROJECTS IN DEVELOPMENT																											
25	13014-20							Scanner Replacements	C	C	E	E	Done								Jan	May	97%	100%	100%	100%	90%
26	13014-20							Copier Replacements	C	C	E	E	M	Done							Jan	Jun	97%	100%	100%	100%	90%
27	13014-20							Server Replacements	C	C	E	E	Done								Jan	Jun	97%	100%	100%	100%	90%
28	11019-20B							Cheever Wardrobe Replacement	C	C	E	E	M	Done							Jan	Jun	97%	100%	100%	100%	90%
29	11030-20C							Youth Home AC Replacement	D	C	C	E	E	Done							Jan	Jun	94%	100%	100%	80%	90%
30	11035-20							Vehicles - Marine Shallow Water Boat and Trailer	D	C	C	E	E	M	Done						Jan	Jul	94%	100%	100%	80%	90%
31	11039-20C							ACSO Dehumidification Controls for Air Handlers	D	C	C	E	E	Done							Jan	Jul	100%	100%	100%	100%	100%
32	11030-20B							ACSO Relocate and Repair / Replace Heat Pumps	D	C	C	E	E	E	Done						Jan	Aug	100%	100%	100%	100%	100%
33	14004-20C							Vehicles - Replace 6 Sheriff's Utility Vehicles	C	C	M	M	M	M	M	Done					Jan	Aug	100%	100%	100%	100%	100%
34	14004-20C							Vehicles - Replace 3 Facilities Pick-ups	C	C	M	M	M	M	M	Done					Jan	Aug	100%	100%	100%	100%	100%
35	14004-20B							Vehicles - Replace 2 Court Vehicles	C	C	M	M	M	M	M	Done					Jan	Aug	100%	100%	100%	100%	100%
36	14040-20C							Vehicles - Replace 3 Parks Vehicles	C	C	M	M	M	M	M	Done					Jan	Aug	100%	100%	100%	100%	100%
37	14004-20							Friend of the Court Vault Renovation	S	D	C	E	E	M	Done						Feb	Aug	100%	100%	100%	100%	100%
38	11208-20							Vault Outhouse Venting and Roof Replacement	D	C	C	E	E	M	Done						Feb	Aug	100%	100%	100%	100%	100%
39	11030-20B							CSB HVAC Unit Replacement - 2020	D	C	C	E	E	E	Done						Jan	Sep	94%	100%	100%	80%	90%
40	13004-20							Jail Security System Upgrade	C	C	C	E	E	E	M	Done					Jan	Oct	100%	100%	100%	100%	100%
41	11028-20B							ACT The Charger and Wheel Balancer Replacement	S	D	C	C	E	E	M	Done					Mar	Oct	100%	100%	100%	100%	100%
42	11028-20C							Vehicle Diagnostic Scanner Replacement	S	D	C	C	E	E	M	Done					Mar	Oct	100				

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

18/ WHEREAS, Administration has compiled the following claims for January 31, 2020; February 7, 2020 and February 14, 2020; and

WHEREAS, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

WHEREAS, said claims are listed in the 2020 Claims folder of the Commissioners' Record of Claims.

JANUARY 31, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	156,664.14	156,664.14	
Park/Recreation Fund - 2080	1,580.33	1,580.33	
Central Dispatch/E911 Fund – 2110	1,124.00	1,124.00	
Friend of the Court Office – 2151	23.07	23.07	
Health Department Fund – 2210	1,122.97	1,122.97	
Solid Waste – 2211	6,853.35	6,853.35	
Transportation Grant – 2300	3,522.18	3,522.18	
Indigent Defense – 2600	31,383.75	31,383.75	
Grants – 2790	14,363.83	14,363.83	
Victims Rights Grant - 2791	20.37	20.37	
Child Care-Circuit/Family – 2921	8,467.57	8,467.57	
Soldiers Relief Fund – 2930	1,368.71	1,368.71	
Senior Millage – 2950	1,150.18	1,150.18	
Fleet Management – 6612	15.66	15.66	
Self-Insurance Fund – 6770	5,306.42	5,306.42	
Drain Fund – 8010	15,498.03	15,498.03	
TOTAL	\$248,464.56	\$248,464.56	

FEBRUARY 7, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	217,338.80	217,338.80	
Park/Recreation Fund - 2080	4,142.30	4,142.30	
Friend of the Court Office – 2151	414.00	414.00	
Health Department Fund – 2210	1,514.15	1,514.15	
Solid Waste – 2211	611.00	611.00	
Transportation Grant – 2300	5,589.93	5,589.93	
Capital Improvement Fund - 2450	37,143.90	37,143.90	
Register of Deeds Automation Fund – 2560	6,194.45	6,194.45	
Indigent Defense – 2600	670.05	670.05	

Palisades Emergency Planning Facility UP - 2630	249.10	249.10	
Concealed Pistol Licensing Fund - 2635	2,355.62	2,355.62	
Local Corrections Officers Training Fund - 2640	264.40	264.40	
Justice Training Fund – P.A.302, 1982 - 2660	745.00	745.00	
Law Library Fund - 2690	2,739.66	2,739.66	
CDBG Loan Repayment - 2771	30.00	30.00	
Grants – 2790	13,285.10	13,285.10	
Child Care-Circuit/Family – 2921	8,762.50	8,762.50	
Senior Millage – 2950	3,267.15	3,267.15	
Delinquent Tax Revolving Fund - 6160	1,296.04	1,296.04	
Tax Reversion – 6200	13,591.78	13,591.78	
Fleet Management – 6612	4.44	4.44	
Self-Insurance Fund – 6770	393,890.59	393,890.59	
Drain Fund – 8010	8,810.12	8,810.12	
TOTAL	722,910.08	722,910.08	

FEBRUARY 14, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	120,657.53	120,657.53	
Park/Recreation Fund - 2080	1,113.34	1,113.34	
Central Dispatch/E911 Fund - 2110	5,438.75	5,438.75	
Central Dispatch CIP – 2118	56,167.50	56,167.50	
Friend of the Court Office - 2151	517.62	517.62	
Health Department Fund - 2210	3,941.39	3,941.39	
Transportation Grant – 2300	66,369.04	66,369.04	
Public Improvement Fund - 2450	46,487.19	46,487.19	
Register of Deeds Automation Fund - 2560	83.76	83.76	
Indigent Defense - 2600	237.60	237.60	
Grants – 2790	3,272.54	3,272.54	
Victims Rights Grants - 2791	369.21	369.21	
Fillmore Township – 2804	97.35	97.35	
Child Care-Circuit/Family - 2921	5,664.63	5,664.63	
Soldiers Relief Fund - 2930	1,727.67	1,727.67	
Senior Millage – 2950	1,489.54	1,489.54	
Tax Reversion - 6200	65.62	65.62	
Drain Equip Revolving - 6390	634.78	634.78	
Fleet Management - 6612	6.96	6.96	
Self-Insurance Fund - 6770	21,464.99	21,464.99	
Drain Fund - 8010	55,622.46	55,622.46	
TOTAL AMOUNT OF CLAIMS	391,429.47	391,429.47	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for January 31, 2020; February 7, 2020 and February 14, 2020.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for January 31, 2020; February 7, 2020 and February 14, 2020. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

ACTION ITEMS:

FINANCE - APPROVE 2020 BUDGET POLICY #211

19/ BE IT RESOLVED, that the Allegan County Board of Commissioners hereby adopts the 2020 Budget Policy #211, as attached, effective February 13, 2020; and

BE IT FURTHER RESOLVED that Administration shall post the policy to the County website.

Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

**ALLEGAN COUNTY
POLICY**



TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: February 13, 2020

1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
 - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
 - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
 - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
 - 3.3.1 A fund for which the County acts as a trustee or agent;
 - 3.3.2 An internal service fund;
 - 3.3.3 An enterprise fund;
 - 3.3.4 A capital project fund;
 - 3.3.5 A debt service fund.
 - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
 - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
 - 3.6 Capital – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

- 3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.
- 3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.
- 3.9 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.
- 3.10 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.
- 3.11 Deficit – An excess of liabilities over assets within an activity or fund.
- 3.12 Disbursement – A payment.
- 3.13 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.
- 3.14 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.
- 3.15 Fund Balance – The difference between assets and liabilities.
- 3.16 General Appropriations Act – The budget as adopted by the Board of Commissioners.
- 3.17 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.
- 3.18 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.
- 3.19 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.
- 3.20 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.

- 3.21 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.
- 3.22 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.
- 3.23 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.
- 3.24 Service Area – A component of county government that is responsible to provide specific functions or services.
- 3.25 Surplus – An excess of assets over liabilities within an activity or fund.
- 3.26 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.
4. **POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.
- 4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.
- 4.2 Total expenditures within an activity shall not be made in excess of the amount authorized in the budget unless the necessary adjustments have been authorized.
- 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 4.4 Cost Allocation Plan: To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
- 4.4.1 Unless CAP costs are disallowed by the funding source, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
- 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
- 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
- 4.4.3 The CAO may approve a phased-in approach for CAP

costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.

4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.

4.5 PTO Payout: The payout shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.

4.6 Reimbursement of Personal Expenditures While Performing County Business

4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.

4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.

4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.

4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.

4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:

4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan "In-State All Other" rates. As of Feb 1, 2019, those rates are:

\$8.50 breakfast

\$8.50 lunch

\$19.00 dinner

4.6.2.2 Meals that are included in registration fees, or that are

- supplied as part of a meeting, are not eligible for reimbursement.
- 4.6.2.3 If an employee is eligible for reimbursement of more than one meal in a day, the amount expended for particular meals in the day is left to the employee's discretion. Reimbursement shall be limited to not more than the combined total of the applicable published meal rates of the eligible meals.
- 4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.
- 4.6.2.4 Alcohol is not eligible for reimbursement.
- 4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:
- 701.00.00 through 726.99.9 – Salaries/Wages/Benefits
 - 748.00.00 – Gas, Oil, Grease & Antifreeze
 - 810.01.00 – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
 - 920.00.00 – Public Utilities
- 4.8 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.
- 4.9 No payment shall be released if an activity is over budget except as authorized by the BOC.
- 4.10 Budget Amendments:
- 4.10.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.
- 4.10.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from contingency or fund balance.
- 4.10.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.
- 4.10.4 The CAO shall recommend necessary adjustments to BOC when such

adjustments exceed his or her authorized thresholds (Appendix 6.D).

4.10.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.

4.11 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects.

4.11.1 The annual program shall be driven by the Capital Improvement Plan.

4.11.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.

4.11.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:

4.11.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;

4.11.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;

4.11.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.

4.11.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.

4.11.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.

4.11.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (2450) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested and appropriated for the project.

4.11.4 Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.

4.11.5 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.

4.11.6 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project is completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).

4.11.7 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project.

4.12 General Fund (GF):

4.12.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.

4.12.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:

4.12.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;

4.12.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;

4.12.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;

4.12.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).

4.12.3 Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.

4.12.3.1 If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.

4.12.3.2 If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (2580) to restore the GF fund balance to its level

as outlined in Appendix 6.A.

4.12.4 GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.

4.12.5 The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.

4.13 Special Revenue Fund (SRF):

4.13.1 Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.

4.13.2 Parks (Fund 2080)

4.13.2.1 Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.

4.13.3 Central Dispatch (Fund 2110).

4.13.3.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.13.3.1.1 If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

4.13.3.2 As surcharge funds are received the operational portion shall be receipted into the operational fund and the capital portion receipted into the Central Dispatch Capital Projects Fund.

4.13.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

4.13.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

4.13.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

4.13.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects 1-5years

Mid-term projects 6-10 years

Long-term projects over 10 years

4.13.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

4.13.4 Child Care Fund (Fund 2921)

4.13.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.13.4.1.1 100% shall be transferred to the Youth Home CIP fund (2465) and designated as Child Care Buildings & Infrastructure fund projects.

4.13.5 Senior Services (Fund 2950)

4.13.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

4.13.6 Health Department (Fund 2210)

4.13.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

4.13.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.14 Drain Funds (Funds 6010 and 8010)

4.14.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.

4.14.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain

Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.

- 4.14.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.

4.15 Allocation of State Revenue Sharing (SRS) Funds

- 4.15.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:

- 4.15.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund 2450).
 4.15.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund 2590).
 4.15.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.

- 4.15.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

4.16 Responsibilities:

- 4.16.1 The CAO shall:

- 4.16.1.1 have final responsibility for budget preparation;
 4.16.1.2 present the budget to the BOC;
 4.16.1.3 have control of expenditures under the budget and the general appropriations act;
 4.16.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;
 4.16.1.5 accompany the recommended budget with a suggested general appropriations act to implement the budget;
 4.16.1.6 ensure budgetary centers are provided the necessary forms through the annual budget process.

- 4.16.2 The BOC shall:

- 4.16.2.1 hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;
 4.16.2.2 pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;

- 4.16.2.2.1 The general appropriations act (budget) shall:
- 4.13.2.2.1.1 state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);
 - 4.16.2.2.1.4 include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;
 - 4.16.2.2.1.4 include estimated revenues by source in each fund for the ensuing fiscal year;
 - 4.16.2.2.1.4 The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al.).

4.16.2.3 determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

4.16.3 The leader of each budgetary center shall:

- 4.16.3.1 provide necessary information to the COA for budget preparation;
- 4.16.3.2 be responsible for managing their budget consistent with all applicable policies, laws and best practices.

4.17 Grants: The County recognizes that Grants provide significant resources to enhance the County's ability to provide services and activities not otherwise available. It is the policy of the County that it will consider Grants for activities that are determined to further core County functions or that provide for activities which are in the best interest of our citizens and stakeholders.

4.17.1 The purpose of these grant requirements are to:

- 4.17.1.1 ensure that Grants are within the vision and scope of Allegan County's Strategy.
- 4.17.1.2 continuously improve Grants management processes and internal controls to ensure Allegan County maintains compliance with Generally Accepted Accounting Principles, Federal Register (OMB Super-Circular), and audit requirements for Federal/State awards.
- 4.17.1.3 establish and outline policy and internal controls to ensure Allegan County Grants are under the authority and approval of Allegan County Leadership.
- 4.17.1.4 evaluate Grant objectives at commencement and conclusion for effectiveness and, if applicable, ongoing participation.

4.17.1.5 facilitate communication of Grant responsibilities between Allegan County Leadership and Service Areas throughout the County.

4.17.2 Requirements:

- 4.17.2.1 Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.
- 4.17.2.2 A Work Order shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.
- 4.17.2.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.
- 4.17.2.4 All Grant requests must allow sufficient time for consideration and approval.
- 4.17.2.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization (see Section 7b).
- 4.17.2.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.
- 4.17.2.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.
- 4.17.2.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.
- 4.17.2.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order.
- 4.17.2.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.
- 4.17.2.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these

requirements, the Grant document requirements would supersede the Purchasing Policy.

- 4.17.2.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.
 - 4.17.2.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.
 - 4.17.2.10 Each Grant must have clearly outlined objectives and desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.
- 4.18 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):
- 4.18.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.
 - 4.18.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:
 - 4.18.2.1 Actual expenditures/revenue for the most recently completed fiscal year;
 - 4.18.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);
 - 4.18.2.3 An estimate of the expenditures/revenue for the next five fiscal years;
 - 4.18.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.
 - 4.18.3 Personnel Costs.
 - 4.18.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.
 - 4.18.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.
 - 4.18.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.
 - 4.18.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.

- 4.18.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.
- 4.18.7 Fees. A county wide fee schedule shall be provided.
- 4.18.7.1 Fees must exhibit the following characteristics:
- 4.18.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.
 - 4.18.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.
 - 4.18.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.
- 4.18.7.2 The following categories shall be considered when calculating the cost of services:
- 4.18.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.
 - 4.18.7.2.2 Departmental Overhead Departmental administration / management and clerical support.
 - 4.18.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).
 - 4.18.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.
- 4.18.7.3 The following methodology shall be used when calculating fees:
- 4.18.7.3.1 Total costs minus dedicated revenue equals net cost
 - 4.18.7.3.2 Net cost divided by number of hours equals net hourly rate
 - 4.18.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
 - 4.18.7.3.4 Net cost per service times percent of user support equals user fee
 - 4.18.7.3.5 User fee plus other revenue = net cost per service
- 4.18.7.4 The percent of user support shall be governed by the following schedule:
- 4.18.7.4.1 Benefit Level 1 - Services that Provide General "Global" Community Benefit: 25% cost recovery
 - 4.18.7.4.2 Benefit Level 2 - Services that Provide Both "Global" Benefit and also a Specific Group or Individual

Benefit: 50% cost recovery

4.18.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less "Global" Community Benefit: 100% cost recovery

4.18.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.19 The CAO shall ensure the recommended balanced budget contains the following:

- 4.19.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.
- 4.19.2 Beginning and ending fund balance for each fund for each year;
- 4.19.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.19.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.
- 4.19.5 While line item detail is be presented to the BOC throughout the budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

6. APPENDICES:

- A. Table of Minimum Fund Balances
- B. 911 Surcharge Formula
- C. Annual Budget Schedule
- D. Board Thresholds

APPENDIX 6.A
Table of Minimum Fund Balances

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
General	1010	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	2570	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	2580	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	6160	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund. Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 2590
Tax Reversion	6200	Tax reversion funds account for the process by which delinquent property taxes are collected, or in lieu of collection, the process which governs the disposition of real property upon which property taxes remain unpaid.		\$200,000 shall be transferred to the General Fund as part of the annual budget
Central Dispatch	2110		Fund Balance – 10% of current year operating expenses. Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Child Care	2921		Fund Balance – 5% of current year operating expenses.	
Senior Services	2950		Fund Balance – 10% of current year operating expenses.	
Health Fund	2210		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Sheriff's Dept Contracts for Service	2800's		\$10,000 per contract fund	Transfer to the Liability Sinking Fund 2590
Local Government Revenue Sharing	2470		10% of current year revenue \$25,000 reserved for Agricultural Incubator match	Transfer out to Parks fund to balance operating budget. Additional \$20,000 reserved annually for DNR Trust Fund match. Remaining fund balance after minimum threshold and DNR Trust are met may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

APPENDIX 6.B
911 Surcharge Formula

PAEB =	Projected Annual Expense Budget
OR =	Other Revenue (i.e. interest earned, training funds)
FBA =	Fund Balance Adjustment (from prior year audited financial statements)
TSNO =	Total Surcharge Needed For Operations
CMSO =	Current Monthly Surcharge Operations
AMD =	Average Monthly Devices [(((Total Surcharge January → June)/January Monthly Surcharge)/6) + (((Total Surcharge July → December)/July Monthly Surcharge)/6)]/2
SRJJO =	Surcharge Revenue January – June Operations
TSNJyDO =	Total Surcharge Needed July – December Operations
NMSJyDO =	New Monthly Surcharge July – December Operations
TCMS =	Total Capital Monthly Surcharge
TMSJyJ =	Total Monthly Surcharge July - June

Step 1) $(PAEB - OR) +/- FBA = TSNO$

Step 2) $(CMSO \times AMD) \times 6 = SRJJO$

Step 3) $TSNO - SRJJO = TSNJyDO$

Step 4) $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5) $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$
- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$
- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$
- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C
Annual Budget Schedule

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2 nd BOC of March
Budget Worksheets	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 nd Planning Session of August
	BOC Discussion (proposed)	1st BOC of September
	BOC Approval (Move final)	2 nd BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 28
	Public Hearing appears in paper	Minimum 6 days prior to 1 st BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 st BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 nd BOC of October

Budget Policy 211
APPENDIX 6.D
Board Thresholds

Request	Information	Directly to Board Action	Board Discussion	CA Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> • Department Requesting • Name of Grant • Summary of Grant • Application/Acceptance • New/Renewal/Continuation • Amount of Grant (Not including Local Match) • Source of Grant Funds (% of allocation) • Type of Match (cash/in-kind) • Amount/Description/Source of Match • Term of Grant • Does It Involve Personnel • Does It Involve On Going Operational Activities (recoverable?) • Admin fees • Equipment/ongoing costs • Does it effect other operations? • Contact info/Resp parties/ownership • Disposition • Changes in grant 	Renewals \$25,001+ (not approved through the budget process)	New Grants (not approved through the budget process) \$25,001+	<ul style="list-style-type: none"> • New grants under \$25,001 • New grants and renewals of grants approved through the budget process.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> • Department • Item(s) • Total Bid Price • Budgeted (yes/no) • # of Bids Sent/Received • Prebid or qualifications • Tabulation Sheet • Recommendation of Award • Where it was advertised • Equipment/Service/Supplies • Contact Info/Resp parties/ownership 	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> • Budgeted County direct purchases under \$25,001 • Emergency Purchases • Budgeted reverse auction purchases of any amount • Budgeted cooperative agreement purchases of any amount
Purchase Bud. Cap		\$50,001-\$100,000	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> • Budged capital under \$50,001 • Emergency Purchases • All budgeted reverse auction purchases • All budgeted cooperative agreement purchases
Contract	<ul style="list-style-type: none"> • Parties • Duration • Amount • Purpose • Dept Contact 		New Contracts \$25,001+	<ul style="list-style-type: none"> • Budgeted ongoing renewals • All contracts under \$25,001
Budget Adjustments	<ul style="list-style-type: none"> • Department • Fund, Activity, Account • Amount • Revenue/Expense • Explanation/Description 	\$25,001-\$100,000	\$101,000+ Contingency or Fund Balance of any fund	<ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds)
Personnel	<ul style="list-style-type: none"> • Backfilling Positions • RFA • Position Review Form • Budget Status Report • Position Changes • RFA • Summary of request • Cost analysis of request • Expenditure Status Report 		<ul style="list-style-type: none"> • Non-budgeted changes • New positions • Compensation changes 	<ul style="list-style-type: none"> • Filling existing budgeted unchanged positions • Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget • Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions

2020 BOARD PLANNING - COMPLETED PROJECTS

20/ WHEREAS, the Board of Commissioners through prior planning sessions identified these projects.

THEREFORE BE IT RESOLVED that the Board recognizes that these projects have been satisfactorily completed:

2019

- Policy/Planning:
 - Fee Policy/Study
 - Pay off Jail Bond at the 10 year point
- Operations:
 - Establishment of an Indigent Defense System

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to approve the resolution as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

CENTRAL DISPATCH - AUTHORIZE CAD UPGRADE SERVICES

21/ WHEREAS, through the 2020 budget process, the County Board of Commissioners appropriated \$160,000 in capital #2118 funding to upgrade the New World CAD Software and interconnected systems to newest version.

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners authorizes the County Administrator to negotiate an agreement with the County's existing provider (sole source) Tyler Technologies, Inc. of 840 West Long Lake Road, Troy, MI, 48098; to provide said services; and

BE IT FURTHER RESOLVED the cost shall not to exceed the amount of \$107,110; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or County Administrator is authorized to sign the necessary contracts on behalf of the County.

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

DISCUSSION ITEMS:**FINANCE - APPROVE CAPITAL BUDGET ADJUSTMENT/FY2020 CAPITAL AND OTHER PROJECTS**

22/ WHEREAS, section 4.11.7 of the County Budget Policy states, "If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project."; and

WHEREAS, requests for carry over for projects from 2019 and prior years have been compiled by Project Management, reviewed by the Executive Director of Finance are being recommended by the County Administrator; and

WHEREAS, requested carry over appropriations are all less than or equal to the original appropriation less expenditures made in 2019 and prior years

with the exception of the Court Recording Solution project which requires an additional appropriation of \$21,673 to complete.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves a budget adjustment to the 2020 Budget to fund the approved 2019 and prior year projects listed in Attachment A to Resolution 188-044: Project and Budget Adjustments for Approved 2019 and Prior Year Projects dated February 5, 2020; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign any necessary documentation on behalf of the County and that the Executive Director of Finance is authorized to perform the necessary adjustments to the 2020 budget to complete this action.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
#2450 CIP Public Improvements Fund							
1	Heat Pump Replacement - Courthouse	Asset Replacement Plan to systematically replace the heat pumps at the Courthouse that are past their operational life expectancy. One contract signed with RW LePine to replace an initial set of 17 heat pumps, a second contract is pending to replace approximately 13 more using up the remaining budget.	No	2015, 2016, 2017	\$ 220,000	\$ -	\$ 220,000
2	HGB Parking Lot Study	Fund field investigations (drain video imaging, soil boring and ground penetrating radar) to determine structural integrity of HGB parking lots and root cause of issues. In process of awarding contract based on proposals received from RFP.	No	2017	\$ 15,000	\$ -	\$ 15,000
3	ACSO Front Parking Lot Improvements	Reconstruct front parking lot adding/reconfiguring parking spaces and sidewalks to increase capacity and improve safety. Contract fully executed to have work done in summer of 2020.	No	2017	\$ 167,000	\$ -	\$ 167,000
4	Resurface Front Lot CSB	Pavement Maintenance Plan. Front lot can no longer be resurfaced. Needs to be resurfaced. Contract fully executed to have work done in summer of 2020.	No	2018	\$ 96,000	\$ -	\$ 96,000
5	Repair Pumphouse Retaining Wall	Retaining wall is collapsing towards pump house entry and erosion is undercutting the concrete access stairway. RFP to be re-released in 2020, no proposals received from initial release in fall 2019.	No	2018	\$ 20,000	\$ -	\$ 20,000
6	Court Recording Solution Upgrade - Phase III	Technology Replacement Plan. BIS court recording system is 10 years old and needs replacement to maintain reliability. 7 Courtrooms completed in 2019 through Phase II. Three smaller hearing rooms remain to be completed in Phase III. Equipment to be replaced was not fully identified on initial budgetary quotes provided by vendor and final quotes for hearing rooms came in higher than budgeted. The \$40,000 appropriation needed to complete the project includes a carryover amount of \$18,327 plus a new appropriation of \$21,673.	No	2018	\$ 172,500	\$ 154,173	\$ 40,000
7	County Website Redesign	Redesign County Website, migrate to a newer platform and enable usage on portable electronic devices. RFP drafted and being reviewed before release in Q1 of 2020.	No	2019	\$ 16,000	\$ -	\$ 16,000
8	Animal Shelter - Flooring Repairs	Replace floor covering at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 40,000	\$ -	\$ 40,000
9	Animal Shelter - HVAC Improvements	HVAC System Improvements. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 35,000	\$ -	\$ 35,000
10	Animal Shelter - Medical Sink	Install medical sink at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 10,000	\$ -	\$ 10,000
11	ACSO Roof Replacement - Section 1	Replace Section 1 of the roof at the ACSO. Project is split over two years with approx. 2/3 being done in 2019 and the remaining 1/3 in 2020. \$150,000 remaining from 2019 to be carried over and added to \$370,000 already appropriated for this project in 2020.	No	2019	\$ 800,000	\$ 648,970	\$ 150,000
12	Pavement Maintenance - County Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 1,616,500	\$ 803,143	\$ 809,000

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
Parks Capital Projects							
The following parks projects are to be funded through a Transfer-in of up to \$130,000 from the Fund Balance of #0470 – Local Revenue Sharing Fund available to fund Parks Capital and/or Economic Development initiatives as approved by the Board of Commissioners per Budget Policy parameters.							
13	Gun Lake Park Waterscraft Launch and Pavilion Improvements	Engineering and construction to improve pavilion, boat launch and access drive at Gun Lake Park. Bids received were higher than budget appropriation, Board sent back to Parks Advisory Board for review, prioritization and recommendation.	Under Review	2018	\$ 283,630	\$ 18,630	\$ 265,000
14	DNR Trust Fund - Silver Creek Park Improvements	County was notified by DNR in December that Trust Fund Grant applied for in 2019 was not awarded.	Yes CANCEL	2019	\$ 125,700	\$ -	\$ -
15	Pavement Maintenance - Parks Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 434,330	\$ 18,630	\$ 265,000
#2465 Child Care Capital							
16	Youth Home Intercom and Surveillance Camera System Replacement	Replace aging building wide intercom system and surveillance camera system. Project is in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2014	\$ 140,000	\$ 43,000	\$ 75,000
17	Pavement Maintenance - YH Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 5,000	\$ -	\$ -
Total Budget Appropriation					\$ 145,000	\$ 43,000	\$ 75,000
#2118 Central Dispatch Capital							
18	SIP Card Purchase and Installation	Needed to allow VIPER phone system to connect to the PFN ES/Net to enable Smart911 services. SIP integration is scheduled with Intrado to occur in Q3 of 2020 in coordination with the PFN cutover.	No	2019	\$ 12,000	\$ -	\$ 12,000
19	Dispatch Console Replacement	Replace five existing dispatch consoles and add a sixth console to accommodate additional staffing during major events and allow for future growth. Project in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2019	\$ 120,000	\$ 56,168	\$ 60,000
20	Pavement Maintenance - 911 Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 6,000	\$ -	\$ -
Total Budget Appropriation					\$ 138,000	\$ 56,168	\$ 72,000
#2300 Transportation Grant							
21	Pavement Maintenance - ACT Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 2,000	\$ -	\$ -
Total Budget Appropriation					\$ 2,000	\$ -	\$ -

2020 Budget Adjustments for Approved 2019 and Prior Year Projects
February 5, 2020 - Page 2 of 3

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
#2550 Animal Shelter Donations Fund							
22	Dog Run Barrier	The 2019 appropriation of \$33,000 did not align to specific projects. The carry-over amount is specifically for the installation of a concrete barrier along the dog run fencing. This project is fully scoped and ready for bid. Any additional projects will be brought to the Board for approval mid-year once they are fully scoped.	Yes	2018	\$ 33,000	\$ -	\$ 10,000
Total Budget Appropriation					\$ 33,000	\$ -	\$ 10,000
#2560 – Register of Deeds Automation Fund							
23	Replace Public Records Management System	Purchase a new Public Records Management System with associated conversion, installation and training services. New system installed and conversion / Go Live completed in Q3 of 2019. Supplemental contract fully executed to Integrate Kofie with ES&A to allow for electronic transfer of records between ROD and Treasury to be completed in Q3. Appropriation adjusted to reflect decreased amount needed to complete project.	No	2019	\$ 200,000	\$ 175,363	\$ 8,000
Total Budget Appropriation					\$ 200,000	\$ 175,363	\$ 8,000

TRANSPORTATION - APPROVE FY2021 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS

23/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the attached FY2021 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$359,851 and Federal Operating - Section 5311 of \$176,055,
- Specialized Services Operating of \$124,918,
- Job Access Reverse Commute of \$102,300,
- Capital Section New Freedom-Mobility Management for \$64,900,
- Capital Section Transit vehicles/equipment for \$644,500; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to purchase transit vehicles as requested in the application; and

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the use of up to \$150,000 in Transportation Fund Balance, as intended by Allegan County Transportation Services to supplement and sustain the above programs; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents and MDOT project authorizations, and the Executive Director of Finance is authorized to make necessary budget adjustments on behalf of the County.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

Allegan County Grants			
Section I - General Information			
Name of Grant		Grant Period / Term	
MDOT FY 2021 annual grant application		10/01/20 to 09/30/21	
Source of Grant Funding - Agency Name		Federal, State, Local	
MDOT		Federal & State	
Submitted by and/or Program Manager		Service Area Requesting	
Dan Wedge, Executive Director of Services		Transportation	
Brief summary of Grant program	Requesting continued funding for Regular Service, Specialized Services, Job Access, Mobility Management and Capital.		
Section II - Application			
Request Type	Grant Renewal	Work Order No.	188048
Specific Action Requested	BOC Approval	Request Date	1/30/2020
Request Submission Deadline (Date)	2/15/2020	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Grant Funding	\$ -	\$	1,472,524.00
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
TOTAL	\$ -	\$	1,472,524.00
Notes or Additional Information			
Application amount includes \$709,400 for capital items. (\$64,900 for New Freedom Mobility)			
Metrics and Measurements at Application - Identify Goals and Purpose			
Number of Trips Provided - Regular		Deliver Affordable and Accessible services	
Number of Trips Provided - Job Access		Deliver Affordable and Accessible services	
Number of Trips Provided - Specialized Services		Deliver Affordable and Accessible services	
Number of Trips Provided - Mobility Mangement		Deliver Affordable and Accessible services	
Section III - Acceptance			
Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
Funding Sources	Actual Award		

Grant Funding	\$	-	
Required Local Match	\$	-	
County Funding	\$	-	
TOTAL	\$	-	

Notes or Additional Information

Section IV - Closeout

Funding Sources	Actual Expenditures	Actual Funding/Revenues
Grant Funding	\$ -	\$ -
Required Local Match	\$ -	\$ -
County Funding	\$ -	\$ -
TOTAL	\$ -	\$ -

Notes or Additional Information

Metrics and Measurements at Completion - Evaluate Performance and Success

< insert Metric or Measurement #1 >	< insert Performance Data for Metric or Measurement #1 >
< insert Metric or Measurement #2 >	< insert Performance Data for Metric or Measurement #2 >
< insert Metric or Measurement #3 >	< insert Performance Data for Metric or Measurement #3 >
< insert Metric or Measurement #4 >	< insert Performance Data for Metric or Measurement #4 >

Notes or Additional Information

Amendment(s)

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
Funding Sources	Proposed Funding		
Grant Funding	\$ -		
Required Local Match	\$ -		
County Funding	\$ -		
TOTAL	\$ -		

Notes or Additional Information

Allegan County Transportation MDOT Annual Application FY2021

Program description and funding request

- **Regular Service Operating Request: \$359,851 State \$176,055 Federal Total Budget \$991,639**
 This funding is used to provide service to the general public and help supplement transportation for the many agencies with contract fares and also includes Medicaid rides.
 (FY 2018 - \$430,714 State \$247,307 Federal \$1,346,092 Total budget)
 (FY 2019 - \$449,175 State \$211,995 Federal \$1,155,161 Total budget)
 (FY 2020 - \$376,586 State \$183,017 Federal \$998,480 Total budget)
- **Specialized Services funding request: \$124,918 State Total Budget \$154,854**
 Funding is used to provide transportation for persons with disabilities, veterans and seniors in Allegan County. This serves persons attending meal site, medical trips, shopping, and limited out of county rides primarily for medical. In 2021 adding volunteer driver options.
 (FY2018 - \$106,704 State – Total budget \$160,700)
 (FY2019 - \$106,704 State – Total budget \$159,404)
 (FY2020 - \$106,704 State – Total budget \$154,854)
- **Job Access Reverse Commute (JARC) request: \$102,300 Total Budget \$105,500**
 These funds are for individuals who are receiving transportation to work and are often outside the normal boundaries or times of public transportation.
 (FY2018 - \$102,300 Total budget \$108,600)
 (FY2019 - \$102,300 Total budget \$108,100)
 (FY2020 - \$102,300 Total budget \$107,400)
- **New Freedom Mobility Management Request: \$64,900 Total Budget (FTA Considers Mobility Management a Capital funded project, listed below)**
 Allegan County Transportation and Allegan County Senior Services is partnering on the grant to utilize a mobility manager full time to coordinate rides for persons with disabilities and seniors. The Mobility Manager coordinates rides between volunteer programs like the volunteer driver program, Community Action, Allegan County Transportation and any additional options.
 (FY2018 - \$11,000 State \$44,000 Federal \$55,000 Total budget)
 (FY2019 - \$11,600 State \$46,400 Federal \$58,000 Total budget)
 (FY2020 - \$12,500 State \$50,000 Federal \$62,500 Total budget)
- **Capital requests for FY2021**

a) Replacement buses (7 total)	= \$638,000
b) Equipment	= \$ 6,500
c) Mobility Management (from above)	<u>= \$ 64,900</u>
Total	= \$709,400

Michigan Department
Of Transportation
3076

FY 2021 CONTRACT CLAUSES CERTIFICATION

Certification 1

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Robert J. Sarro

Legal Organization Name

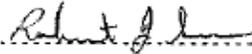
Allegan County Board of Commissioners

Title Of Authorized Signer

Signature Of Authorized Signer ** (See Below)

Date

County Administrator



02/13/2020

** If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement and the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove and authorized signer at any time by completing a signature resolution.

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990.
- The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

FY 2021 FTA CERTIFICATIONS AND ASSURANCES

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

The Applicant agrees to comply with the applicable requirements of categories below. *
 Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Tax Liability and Felony Convictions.
03.	Lobbying.
04.	Private Sector Protections.
05.	Transit Asset Management Plan.
06.	Rolling Stock Buy America Reviews and Bus Testing.
07.	Formula Grants for Rural Areas.
08.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
09.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
10.	Alcohol and Controlled Substances Testing.
11.	Demand Responsive Service.
12.	Interest and Financing Costs.
13.	Construction Hiring Preferences

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

is applying for Section 5311, 5311(f), and/or 5339 funding under Federal Transit Law, as amended, for the application year. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

Does a union represent the applicant's employees? Yes No

Does agency use a third party transportation provider? Yes No

Indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)

Third Party : Union Names: None

Are there other surface transportation providers in your area? Yes No

Note: Do not include school bus transportation providers and their unions

Indicate surface transportation providers and their union representation or none. (Providers serving the general public, including public agencies, private providers, and/or non-profit providers and their unions in your jurisdictional area)

- Provider : Union Names: None

FY 2021 ADA COMPLAINT INFORMATION

You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability?

Yes No

In the last year, have you had an ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?

Yes No

Have any changes been made to your ADA Complaint Policy?

Yes No

FY 2021 TITLE VI INFORMATION

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

Yes No

2. Have you had any title vi compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by fta and/or mdot?

Yes No

3. When was your last title VI program approved by MDOT or FTA MM/DD/YYYY

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

Yes No

5. Has your organization had any projects and/or service change that has Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

Yes No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

ACT posts Title VI requirements in visible sight within the facility for all staff to see and review. Also, each revenue vehicle has a sticker attached indicating Title VI requirements. Promotional material will also contain Title VI language.

Annually, all bus drivers receive Recipient Rights and Sensitivity training helping to ensure drivers are sensitive to needs of disabled passengers and to be fully Title VI compliant.

FY 2021 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

28

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

28

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

Yes No

4.Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure Yes No

B. Service area information Yes No

C. Service availability information Yes No

D. Service Hours/days of operation Yes No

E.Local advisory council composition Yes No

One past senior member resigned and one senior member was added. One agency representing persons with a disability assigned a new representative.

5.Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

Yes No

LAC Change in membership.

6. Please indicate the number of times per year the agency's LAC meets

Anually Quaterly Monthly Other

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;

2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and

3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

Yes No

1. CHAIRPERSON'S NAME

Affiliation (Name of organization, if any)

Keith Behm

None

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

2. NAME

Affiliation (Name of organization, if any)

Andrew Iciek

None

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

3. NAME

Affiliation (Name of organization, if any)

Holly Harvey

Disability Network/Lakeshore

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

4. NAME

Affiliation (Name of organization, if any)

Stacie Gerken

Area Agency on Aging

This member represents

- Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

This member is

- Jointly appointed by an area agency on aging
 A user of public transportation
 None of these groups
 Age 65 or older
 A Person with Disabilities

5. NAME

Affiliation (Name of organization, if any)

Linda Escott

None

This member represents

- Persons with Disabilities Persons 65 years and older Neither of these groups

This member is

- Jointly appointed by an area agency on aging A user of public transportation None of these groups
 Age 65 or older A Person with Disabilities

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Project Name

Job Access Operating

Category Of Project (e.g., Job Access operating and/or Reverse Commute operating; Job Access capital and/or Reverse Commute capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

Job Access Operating

Expansion Continuation

Amount Of FEDERAL Funds Requested For The Project Amount Of STATE Funds Requested For The Project Total Funding: \$

51,150 51,150 102,300

Project Description

The Job Access/Reverse commute project provides expanded access to employment transportation, Monday through Friday (6:00 am to 5:00 pm), to any employment site within our service area. Planned level of service is again anticipated to provide a total of 1,650 additional hours of employment related transit services and 1,850 employment related trips in 2021. This is over and above the regular service availability.

Are There Multiple Providers For This Project/Service?

No Yes if yes, please describe how the project/service provides for the coordination among the various providers

Project Implementation Plan And Timeline

The job access operating project will continue when funding becomes available for the period of Oct. 1, 2020 to Sept. 30, 2021..Allegan County Transportation has many years of prior successful JARC service. Allegan County Transportation was one of the first ten projects implemented by MDOT back in the year 2000. This service has enabled transit dependent employment seekers (including many individuals with a disability) to obtain employment that would otherwise not be available. This service also provides options for persons to maintain current employment.

FY 2021 COORDINATION PLAN FOR SPECIALIZED SERVICES

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners - (Allegan County Transportation Services)

A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?

Yes No

If no, describe reasons for not meeting and efforts to establish quarterly meetings.

Quarterly meetings are set annually, however occasionally we do cancel if there is a lack of agenda items or low turnout.

B. PLEASE IDENTIFY BASIC RESPONSIBILITIES OF THE COORDINATION COMMITTEE, LOOK AT THE FOLLOWING EXAMPLES OF ACTIVITIES, AND PROVIDE A BRIEF NARRATIVE OF THOSE ACTIVITIES OR MAJOR ACCOMPLISHMENTS YOU ACHIEVED DURING THE PREVIOUS FISCAL YEAR. Example of Activities: communication events; obtaining customer input; designated leadership roles; coordination of client rides; develop specific goals and objectives; clearinghouse; central dispatch; joint driver training programs; shared maintenance; review performance; and review and adjust budgets.

The Allegan County Specialized Services Committee meets quarterly to insure coordination of services within the county. Customer input is sought at any meeting, including the annual committee/LAC meeting. ACT coordinates services with numerous stakeholders. Typical meeting discussion includes methods to increase service, increase volunteer drivers, new programming from stakeholders, and discussion with the County Commissioners pertaining to expansions of services with a new funding model.

C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.

The Allegan County Specialized Services Committee will continue to meet quarterly. Increased opportunities will continue to be a major focus along with the continued expansion of volunteer transportation within the county. Continued work updating the five year strategic plan will continue to be a high priority for this committee. Seeking to use the increase in Specialized Services funds to expand services to Persons with a disability and Seniors.

D. Organizations must ensure that the level and quality of service will be provided without regard to race, color, or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made.

PLEASE DESCRIBE YOUR EFFORTS TO COMPLY WITH THIS REQUIREMENT.

Each revenue vehicle has a sticker attached indicating Title VI requirements. ACT posts the Title VI requirements in visible sight within the facility for staff to read and/or review.

E. Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests.

COORDINATION COMMITTEE PARTICIPATION (List the people who have participated and the agency they represent.)

NAME	Phyllis Yff	AFFILIATION	Interurban Transit
NAME	Dan Wedge	AFFILIATION	Allegan County Transportation
NAME	Tammy Chapin	AFFILIATION	Allegan County Transportation
NAME	Cathy Haas	AFFILIATION	Allegan County CMH
NAME	Lisa Evans	AFFILIATION	Community Action
NAME	Gale Dugan	AFFILIATION	Allegan County Commissioner
NAME	Dawn Sellars	AFFILIATION	MTM Transit
NAME	Jo VerBeek	AFFILIATION	Evergreen Commons
NAME	Judy Walczak	AFFILIATION	Michigan Works
NAME	Sherry Owens	AFFILIATION	Allegan County Senior Services
NAME	Keith Behm	AFFILIATION	Community Member
NAME	Holly Harvey	AFFILIATION	Disability Network/Lakeshore
NAME		AFFILIATION	

FY 2021 SPECIALIZED SERVICES SERVICE DESCRIPTION

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

A. Provide the following information for your proposed service

Regular Service/Paid Driver.

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

Service Area - Allegan County and out of county medical transportation service.
Schedule - Available for request five days a week, Monday to Friday, 6:00 am to 5:00 pm.
Type of Service - Reservation service.

Available funding for the area will be the same as the current fiscal year. Funds may be redistributed among subrecipients by agreement of the Coordination Committee.

MDOT continuation funds requested by applicant and method of reimbursement (per mile or per passenger). Provide information for applicant and/or each sub-applicant as applicable (do not list volunteer drivers).

Applicant:

Dollar Amount Requested by Mile Estimated Miles

Dollar Amount Requested by Passenger Estimated Passengers

Do you have sub-applicants? Yes No

Volunteer Driver Service

Do You have volunteer Drivers? Yes No

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

Use volunteer driver pool to transport both persons with a disability or seniors to medical appointment. The volunteer drivers are coordinated by the Allegan County Mobility Manager. Current Volunteer drivers are reimbursed mileage by the local Commission on Aging. This will add additional options.

MDOT continuation funds requested by applicant. Reimbursed based on miles only. Provide information for applicant and/or each sub-applicant as applicable.

Enter both estimated miles and passengers. The estimated miles and passengers should reflect the service level of each sub-applicant regardless what is funded.

APPLICANT:

Dollar Amount Requested	<input type="text" value="2,175"/>	By Miles	Estimated Miles	<input type="text" value="7,500"/>
			Estimated passengers	<input type="text"/>

SUB-APPLICANT

Name of Sub-applicant	<input type="text"/>			
Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

Name of Sub-applicant	<input type="text"/>			
Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

Name of Sub-applicant	<input type="text"/>			
Dollar Amount Requested	<input type="text"/>	By Miles	Estimated Miles	<input type="text"/>
			Estimated passengers	<input type="text"/>

FY 2021 SECTION 5310/NEW FREEDOM
GENERAL INFORMATION

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Check One :

- Urbanized Area Non Urbanized Area

Name of urbanized area

Is your agency within a metropolitan planning organization (MPO)?

- Yes No

Services Provided by applicant (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements)

Services provided include scheduling requested trips with an volunteer driver or, if necessary, refer the client to ACT transit services utilizing a revenue vehicle. Service is typically provided Monday through Saturday, 8am to 5pm. No MDOT vehicles will be used providing this service, only volunteers vehicles and/or county owned vehicles.

Estimated Percentage of Ridership(%)

Elderly % Disabled % Other %

Specify Other

Vehicles are intended to:

- Replace Existing Vehicles Expand Existing Service Start New Service

Select One:

- Attached are letters of support from each public and private transit and paratransit operator in the proposed service area indicating that he or she does not, and is not intending to, offer similar service in the same area; or proof of a good faith effort made in obtaining letters of support if an operator will not respond.
- A public notice has been published (attach a copy of published public notice in PTMS).

Project 1

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

Project Name

Mobility Management

Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

Allegan County Mobility Management

Expansion Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
51,920	12,980		64,900

Source of local match funds for operating(be specific - identify each source and \$ amount).

General area served:

- An urbanized area with population between 50,000 and 199,999
- A non-urbanized area with population below 50,000

Is this project in a tip:

- Yes
- No

Project description

Allegan County Transportation (ACT) and the Allegan County Senior Services will continue to collaborate providing transportation to seniors and persons with disabilities as a direct service of Allegan County through a combination of transportation services. A Mobility Specialist will be funded full time working to coordinate client transportation needs utilizing all available sources of transportation. Coordination of services has progressed to the point of refusing very few trip requests.

Title of coordinated plan from which project is derived

Allegan County Area Wide Coordinated Public Transit Human Service Plan

Specific strategy project relates to: page number and section where the specific strategy is stated

Page 6 - Transportation Service Plan
Page 7 - Ensure effective mobility management

How does project address the identified strategy?

The project has and will continue to reduce duplication by utilizing the existing services in the most effective manner.

Are there multiple providers for this project/service?

- NO
- YES If yes, please describe how the project/service provides for the coordination among the various providers

Project implementation plan and timeline

Allegan County Area Wide Coordinated Public Transit Human Service Plan

Allegan County - Transportation Services

750 Airway Drive
Allegan, MI 49010

(269) 686-4529

Nonurban County

Job Access

Annual Budgeted

2021

Operating Revenue: \$3,200

Total Eligible Expenses: \$102,300

Local Share: \$3,200

Comments: -

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Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$3,200
411 :	State Formula and Contracts	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) (50% State JARC)	\$51,150
413 :	Federal Contracts	
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) (50% Federal JARC)	\$51,150

Total Revenues: \$105,500

120

**Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$23,209
50102	Other Salaries & Wages (-)	\$25,727
50103	Dispatchers' Salaries & Wages (-)	\$11,577
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$7,314
503 :	Services	
50302	Advertising Fees (-)	\$63
50305	Audit Costs (-)	\$135
50399	Other Services (-)	\$3,203
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$9,109
50402	Tires & Tubes (-)	\$590
50499	Other Materials & Supplies (-)	\$2,065
505 :	Utilities	
50500	Utilities (-)	\$3,500
506 :	Insurance	
50603	Liability Insurance (-)	\$1,930
50699	Other Insurance (-)	\$8,040
509 :	Misc Expenses	

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Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$380
50903	Association Dues & Subscriptions (-)	\$194
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$8,464
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-JARC Fares)	\$3,200

Total Expenses: \$105,500

Total Ineligible Expenses: \$3,200

Total Eligible Expenses: \$102,300

**Allegan County - Transportation Services
Nonurban County
Job Access
Annual Budgeted
2021**

Non Financial Schedule Report**Public Service**

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	1,417	0	0	1,417
611	Vehicle Miles	36,500	0	0	36,500
615	Unlinked Passenger Trips - Regular	1,025	0	0	1,025
617	Unlinked Passenger Trips - Persons w/Disabilities	425	0	0	425
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	250	0	0	250
622	Total Demand-Response Unlinked Passenger Trips	1,700	0	0	1,700
625	Days Operated	250	0	0	250

Total Passengers: 1,700

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

Total Vehicles: 2

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	3,041

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Allegan County - Transportation Services

750 Airway Drive
Allegan, MI 49010

(269) 686-4529

Nonurban County

Regular Service

Annual Budgeted

2021

Operating Revenue: \$94,400

Total Eligible Expenses: \$978,079

Local Share: \$301,233

Comments: -Use up to \$150,000 in reserves

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Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$94,400
407 :	NonTrans Revenues	
40720	Rental of Bldgs or Other Property (-)	\$9,080
40760	Gains from the Sale of Capital Assets (Explain in comment field) (-Vehicle Sales)	\$12,500
409 :	Local Service Contract	
40950	Local Service Contract/Local Source (-)	\$185,273
411 :	State Formula and Contracts	
41101	State Operating Assistance (-)	\$359,851
413 :	Federal Contracts	
41301	Section 5311 Operating (-)	\$176,055
41398	RTAP (-)	\$4,500
Total Revenues: \$841,639		

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**Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$218,060
50102	Other Salaries & Wages (-)	\$241,716
50103	Dispatchers' Salaries & Wages (-)	\$108,766
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$68,733
503 :	Services	
50302	Advertising Fees (-)	\$594
50305	Audit Costs (-)	\$1,274
50399	Other Services (-)	\$30,091
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$85,583
50402	Tires & Tubes (-)	\$5,547
50499	Other Materials & Supplies (-)	\$19,396
505 :	Utilities	
50500	Utilities (-)	\$32,886
506 :	Insurance	
50603	Liability Insurance (-)	\$18,129
50699	Other Insurance (-)	\$75,541
509 :	Misc Expenses	

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Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Expense Schedule Report

Code	Description	Amount
50902	Travel, Meetings & Training (-)	\$3,566
50903	Association Dues & Subscriptions (-)	\$1,823
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$79,934
580 :	Ineligible Expenses	
58004	Ineligible Expenses Associated w/Rentals (-)	\$9,060
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$4,500

Total Expenses: \$991,639

Total Ineligible Expenses: \$13,560

Total Eligible Expenses: \$978,079

Allegan County - Transportation Services
Nonurban County
Regular Service
Annual Budgeted
2021

Non Financial Schedule Report**Public Service**

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	13,000	320	0	13,320
611	Vehicle Miles	338,000	8,320	0	346,320
615	Unlinked Passenger Trips - Regular	9,500	0	0	9,500
616	Unlinked Passenger Trips - Elderly	5,200	0	0	5,200
617	Unlinked Passenger Trips - Persons w/Disabilities	9,500	75	0	9,575
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	5,500	300	0	5,800
621	Total Line-Haul Unlinked Passenger Trips	29,700	375	0	30,075
625	Days Operated	250	50	0	300

Total Passengers: 30,075

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	24
656	Demand-Response Vehicle w/ Lifts	24
658	Total Transit Vehicles	24

Total Vehicles: 24

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	19,500

Name Of Applicant (legal organization name)

Allegan County - Transportation Services

REVENUE SCHEDULE

FY 2021

Passenger Fares(paid by rider)		\$	3,200
Contract Fares (paid by another organization)		\$	
Local (source)	Comission on Aging	\$	25,000
	Retained Earnings	\$	1,736
State (source)	Specialized Services	\$	124,918
		\$	
Federal (source)		\$	
		\$	
Other (source)		\$	
		\$	
Total Operating Revenue		\$	

EXPENSE SCHEDULE

Labor and Fringe Benefits		\$	98,119
Services, Materials and Supplies (gas, oil, work performed by another agency)		\$	23,000
Casualty and Liability insurance		\$	14,858
Purchased Transportation Service Within Service Area		\$	
Leases and Rentals		\$	12,813
Depreciation and Amortization		\$	
All Other		\$	6,064
Total Operating Expenses		\$	154,854

Allegan County - Transportation Services
Capital Requests For FY 2021

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2021 CMAQ								
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 In wheelbase, w/ lift, propane (Tab \$200 ea. Radio Installation \$425 ea. Logo @\$375.) Justn:Replace eligible local units 30, 37, 38, 39 based on age. This buses are 2015 and a 5 year bus. Jobnet #206831 for 2020	\$316,800	\$79,200	\$0	\$396,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$316,800	\$79,200	\$0	\$396,000		
2021 SEC 5310								
Requested:0	Mobility Mgt	Priority: Desc:On going Mobility Management Justn:On going Mobility Management	\$51,920	\$12,980	\$0	\$64,900	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$51,920	\$12,980	\$0	\$64,900		
2021 OTHER								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 In wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace eligible local units 30, 31, based on age. These buses are 2015 and a 5 year bus. Rural Task force Jobnet #207021 for 2021	\$129,600	\$32,400	\$0	\$162,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$129,600	\$32,400	\$0	\$162,000		

Allegan County - Transportation Services
Capital Requests For FY 2021

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2021 5311 Capital								
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 158 In wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace Eligible vehicle #31 Eligible for both miles and age.	\$64,000	\$16,000	\$0	\$80,000	REPLACE	PRE-REQUESTED
Requested:1	Equipment	Desc:Overhead fluid distribution system. Justn:Mechanic area has 4 vehicle location with only 3 overhead fluid system. Add one fluid system.	\$5,200	\$1,300	\$0	\$6,500	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$69,200	\$17,300	\$0	\$86,500		
Sub Total By Request Year			\$69,200	\$17,300	\$0	\$86,500		

Allegan County - Transportation Services
Capital Requests For FY 2021

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2022 OTHER								
Requested:1	Facility	Desc:Storage facility Justn:Storage space to hold service truck, snow plow, floor sweeper, and new/used tires. Locally approved for Small Urban funding.	\$68,000	\$17,000	\$0	\$85,000	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$68,000	\$17,000	\$0	\$85,000		
2022 5311 Capital								
Eligible/Pending:4 Requested:4	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, gas engine (Tab \$200 ea. Radio Installation \$425 ea. Logo \$375 ea.) Justn:Replace eligible local units 34, 35, 36, 40, based on age. This buses are 2015 and a 7 year bus.	\$265,600	\$66,400	\$0	\$332,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$265,600	\$66,400	\$0	\$332,000		
Sub Total By Request Year			\$333,600	\$83,400	\$0	\$417,000		

Allegan County - Transportation Services
Capital Requests For FY 2021

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2023 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:1 Requested:1	Vehicle	Desc:(Small Bus, 176 in. wheelbase, w/ lift, propane (Lettering)) Justn:Local number 41 replaced due to age	\$76,000	\$19,000	\$0	\$95,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$76,000	\$19,000	\$0	\$95,000		
Sub Total By Request Year			\$76,000	\$19,000	\$0	\$95,000		
Grand Total			\$977,120	\$244,280	\$0	\$1,221,400		

PUBLIC NOTICE

**ALLEGAN COUNTY
PROPOSED STATE AND FEDERAL APPLICATION FOR
OPERATING AND/OR CAPITAL ASSISTANCE**

All citizens are advised that Allegan County has prepared an application for State of Michigan financial assistance for fiscal year 2021, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

Allegan County is requesting through the following funding source(s):

Funding Source(s)	Operating Amount	Capital Amount Per Project	Total Amount
State Formula Operating	\$358,851	N/A	\$358,851
Federal Sec 5311 Operating	\$176,055	N/A	\$176,055
State Specialized Services	\$124,918	N/A	\$124,918
Section 5316 Job Access Reverse Commute	\$102,300	N/A	\$102,300
Section 5317 New Freedom Program	N/A	Mobility Management	\$ 64,900
Surface Transportation Program (STP)	N/A	Equipment	\$ 6,500
Congestion Mitigation Air Quality (CMAQ)	N/A	Busess	\$638,000
			\$1,472,524.00

Allegan County ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding our Title VI obligations or to file a complaint please contact us at the address given below.

The proposed application is on file at Allegan County Transportation, 750 Airway Drive, Allegan, MI 49010, and may be reviewed during a 30-day period (February 3, 2020 – March 4, 2020), between the hours of 8 a.m. and 5 p.m. or on the web at www.allegancounty.org/transportation. Click "Policies & Applications"

Written comments regarding the application and/or written requests for a public hearing to review the application must be received by March 4, 2020. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be sent to Allegan County Transportation, 750 Airway Drive, Allegan, MI 49010.

PARKS - APPROVE GUN LAKE WATERCRAFT LAUNCH AND PAVILION

24/ WHEREAS, in 2019, through the competitive bidding process, bids exceeded the remaining capital allocation of \$265,000 for the Gun Lake Park Improvements; and

Budget Breakdown/Costs

Pavilion Improvements	\$ 81,250
Crosswalk Improvements	\$ 15,655
Boat Launch Ramp Improvements	\$ 130,195
Access Land and Maneuver Area Improvements	\$ 137,700
Lighting/Drainage	\$ 18,100
Permits, Inspections, General Conditions	\$ 17,100
Alternate C-1 New Gates	\$ 13,100
Kayak Launch Addition	\$ 49,000
Committed GMB Costs	\$ 13,350
MDEQ Consultant and Permits	\$ 5,000
Contingency (1%)	\$ 3,500
Total:	\$ 483,950

WHEREAS, on December 12, 2019, the Board referred this project back to the Parks Advisory Board for re-evaluation; and

WHEREAS, on February 4, 2020, the Parks Advisory Board recommended focus on the pavilion and boat launch ramp.

THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the County Administrator to proceed with replacement of the pavilion and boat launch ramp for an amount not to exceed the remaining capital allocation of \$265,000; and

BE IT FURTHER RESOLVED this includes the authorization to negotiate with the Department of Natural Resources for its potential work on the boat launch and rebid the projects if necessary to reduce costs; and

BE IT FURTHER REOSLVED if there are any remaining funds left after satisfactory completion of the pavilion and ramp, the County Administrator is authorized to proceed with access and maneuver area improvements in accordance with the County policies; and

BE IT FINALLY RESOLVED that the BOC Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to approve the resolution as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

HUMAN RESOURCES - ADOPT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) DEFINED CONTRIBUTION PLAN ADOPTION AGREEMENT

25/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby adopts the attached MERS Defined Contribution Plan Adoption Agreements:

- Compensation Definition; Divisions 110228 & 110229 effective October 1, 2013,

- Compensation Definition; Divisions 107243, 107251, 107485, 107643, 107797, 108331 and 109730 effective January 1, 2004; and

BE IT FURTHER RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Allegan County **Municipality #:** 0302

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: ___/___/____

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

*Divisions 107243, 107251, 107485, 107643, 107797, 108331, 109730.

B. If this is an **amendment** of an existing Adoption Agreement (existing division number _____), the **effective date shall be the first day of** January _____, 20⁰⁴.

*Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.*

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. **Vesting** (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
 _____ % after 1 year of service
 _____ % after 2 years of service
 _____ % after 3 years of service (min 25%)
 _____ % after 4 years of service (min 50%)
 _____ % after 5 years of service (min 75%)
 _____ % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. **Contributions**

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____
- b. Required Employee Contribution Structure to DC (subject to Internal Revenue Code 415(c) limitations). Select one:
- Employees are required to contribute per payroll period, the percentage _____% OR flat dollar amount \$_____
- Employees are required to contribute within the following range for each payroll:
 Percentage range from _____% to _____% OR
 dollar amount range \$_____ to \$_____
- Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

The Employer hereby elects to make contributions to the Program without regard to an employee's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$_____ OR _____% of compensation per employee.

\$ _____ or _____% of compensation per employee for each payroll period.

Matching Contributions

The Participating Employer may make matching contributions and/or non-matching contributions into the Defined Contribution plan based on an employee's voluntary election as outlined in the *Matching Employer Contribution Addendum (MD-073)*.

d. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

3. **Compensation**

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals (Note: this definition aligns to MERS' 457 definition of compensation)

Medicare taxable wages reported in Box 5 of Form W-2

Base wages, to which any of the following may be included:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: Paid Time Off & Compensatory Time Payouts

Other 2: Temporary Supervisor Pay, On Call Pay & Field Training Officer Pay

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

MERS Defined Contribution Plan Adoption Agreement

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
5. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Allegan County **Municipality #:** 0302

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division #_____ and/or current Hybrid division #_____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: ___/___/_____

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

*Divisions 110228 & 110229

B. If this is an **amendment** of an existing Adoption Agreement (existing division number * _____), the **effective date shall be the first day of** October _____, **20**¹³.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. **Vesting** (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
 _____ % after 1 year of service
 _____ % after 2 years of service
 _____ % after 3 years of service (min 25%)
 _____ % after 4 years of service (min 50%)
 _____ % after 5 years of service (min 75%)
 _____ % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. **Contributions**

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____
- b. Required Employee Contribution Structure to DC (subject to Internal Revenue Code 415(c) limitations). Select one:
- Employees are required to contribute per payroll period, the percentage _____% OR flat dollar amount \$_____
- Employees are required to contribute within the following range for each payroll:
 Percentage range from _____% to _____% OR
 dollar amount range \$_____ to \$_____
- Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

The Employer hereby elects to make contributions to the Program without regard to an employee's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$_____ OR _____% of compensation per employee.

\$ _____ or _____% of compensation per employee for each payroll period.

Matching Contributions

The Participating Employer may make matching contributions and/or non-matching contributions into the Defined Contribution plan based on an employee's voluntary election as outlined in the *Matching Employer Contribution Addendum (MD-073)*.

d. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

3. **Compensation**

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals (Note: this definition aligns to MERS' 457 definition of compensation)

Medicare taxable wages reported in Box 5 of Form W-2

Base wages, to which any of the following may be included:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: Paid Time Off & Compensatory Time Payouts

Other 2: Temporary Supervisor Pay, On Call Pay & Field Training Officer Pay

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

MERS Defined Contribution Plan Adoption Agreement

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
5. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

**HUMAN RESOURCES - ADOPT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS)
DEFINED BENEFIT PLAN ADOPTION AGREEMENT**

26/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby adopts the attached MERS Defined Benefit Plan Adoption Agreement; and

BE IT FURTHER RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Allegan County **Municipality #:** 0302

If new to MERS, please provide your municipality's fiscal year: _____ through _____
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

*Divisions
01, 02, 08, 09,
10, 12, 15, 16,
17, 20, 21, 22.

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number * _____), the effective date shall be the first day of August, 2019. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

- In a collective bargaining unit (attach cover page, retirement section, signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days.
- An employee shall work ⁸⁰_____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)
- As an authorized representative of this municipality, I _____ (Name)
_____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
4. Vesting (5 -10 yrs, increments of 1 yr) _____ years
5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).
6. Required employee contribution (Max 10%, increments of 0.01%) _____ %
7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

- Base wages only.

If any items should be included, specify here:

Included: _____

- Medicare taxable wages as reported on W2.

- Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
 Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Allegan County Board of Commissioners on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

PUBLIC PARTICIPATION - NO COMMENTS

27/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL FEBRUARY 27, 2020 AT 1:00 P.M.

28/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adjourn until February 27, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 3:40 P.M.



Deputy Clerk



Board Chairperson

Minutes approved during the 02/27/2020 Session