

1. 5:30 P.M. Packet

Documents:

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**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS  
STUDY SESSION**

**Wednesday, October 24, 2018  
5:30 p.m.**

**Governmental Center, 2<sup>nd</sup> Floor Training Room  
400 Boardman Avenue  
Traverse City, Michigan 49684**

The purpose of this Study Session is for Commissioners to ask questions of Administration and to hear from any department or individual regarding the proposed 2019 budget.

(A second session is scheduled for October 25, 2018, only if it is necessary and tonight's meeting is continued. The determination on whether to hold or cancel the meeting on October 25<sup>th</sup> will be made at the end of tonight's meeting.)

*If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the County Clerk immediately at 922-4760.*

**AGENDA**

1. OPENING CEREMONIES OR EXERCISES
2. ROLL CALL
3. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provision of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

Any person wishing to address the Board shall state his or her name and address.

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the board. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized, and shall not address the board until called upon by the chairperson. Please be respectful and refrain from personal or political attacks.


4. Budget Information:
  - a) Recommended Budget .....
  - b) Staffing and FTE Requests.....
  - c) Capital Improvement Recommendations.....
5. DISCUSSION
  - a) Commissioner Questions
  - b) Grand Traverse Sheriff's Office
  - c) Other
6. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment above)
7. ADJOURNMENT



**GRAND TRAVERSE COUNTY  
ADMINISTRATION OFFICE  
BOARD OF COMMISSIONERS**

400 BOARDMAN AVENUE, SUITE 305  
TRAVERSE CITY, MI 49684-2577

ADMINISTRATION 231-922-4780  
BOARD OF COMMISSIONERS 231-922-4797

To: Board of Commissioners  
From: Nate Alger   
RE: 2019 Budget  
Date: September 28, 2019

Commissioners,

Grand Traverse County provides an unbelievable amount and level of services to our residents and visitors. From dental services to felony prosecutions, Grand Traverse County touches thousands of lives annually. I am proud to say that our Elected Officials and Department Heads provide these services at a high level and manage their budgets very well. It is because of these determined professionals that we are pleased to present to you a balanced budget.

**Process to date:**

In mid June the budget timeline and various budget request forms were sent to the Departments. These request forms include Personnel, Staffing Plan, Vehicle, Equipment, Facilities, Telecommunications, and IT Services. The Departments had until July 6<sup>th</sup> to complete the forms and return them to Finance. Line item budgets were to be completed by July 31<sup>st</sup>. Since then, the Administrative services departments have reviewed the requests and have made recommendations on the various departmental requests.

Since then, Mr. Bott and I invited individual departments that we had specific questions for and we invited any department to meet with us if they had specific services or items they wanted to discuss with us. In all we met with nine departments to discuss their budget requests.

Since February, we have been focused on presenting to the Board of Commissioners a balanced budget in early October so you would have ample opportunity to consider the budget and hear from the Department Heads and Elected Officials that would like to speak with you directly about services they feel are important. We believe this budget focuses evenly on the services we provide and on those that provide them.

We are presenting to you a budget that:

- Is balanced
- Is without the use of any fund balance in the General Fund

- Is without the reduction of any employees or services
- Reflects conservative revenue projections and conservative expenditure projections.
- Includes the pension payment to MERS
- Includes a payment for our retiree health liability (OPEB)
- Includes the cost of living adjustments for employees discussed with the Board of Commissioners

### **Retirement Obligations**

Pension Obligation: Our current pension obligation is estimated at \$98,000,000. We currently have an estimated \$55,000,000 with MERS, which is approximately 56% funded. As you know the State of Michigan requires that we fund our pension obligation to a level of 60%. Our year-end 2017 actuarial showed that Grand Traverse County was 52% funded. That report did not account for the \$5,900,000 payment made in early 2018. We have another payment of \$5,900,000 payment to MERS in the 2019 budget.

Other Post-Employment Benefits: Our current OPEB obligations are estimated at \$2,500,000. As you know the State of Michigan requires that we fund our OPEB obligation at a minimum level of 40%. We will be making a \$300,000 payment in 2018 and have a \$300,000 payment budgeted for 2019.

We are pleased to report that while we are not funded to the state required levels on either our pension or OPEB we received a letter from the Department of Treasury on July 18<sup>th</sup> that reported to us that “none of your retirement systems meet the definition of underfunded status”. Certainly our goal is to reach and exceed the required minimum funding levels and we should budget accordingly.

### **Health Insurance:**

Our Priority Health insurance rate increase was favorable for 2019, coming in at 1.4%. As discussed, we are in the process of moving all employees from a two plan option for health insurance to exclusively an HSA. The anticipated 2019 employer contribution to that HSA is included in this budget. We hope that with the HSA, employees will become more engaged in their overall health and wellness and we will continue to see healthier employees and reduced costs related to health insurance.

### **Requests for new positions:**

There are not any new general fund positions being recommended in this budget. We have seen some recent improvement in our financial status and we believe that we should see what the next year brings and hope that improvement continues, and we believe it will. To that end, we are recommending that we not introduce any significant changes in services or staffing that may impact, or at a minimum not let us fully recognize the continued improvement in our financial position that we believe is to come.

There were 20 total requests for new employees in the budget process. We are not recommending any new positions to be added to the General Fund. The only positions that are being recommended is a total of 1.8 FTE's in the Health Department. These employees are being added to the Health

Department Budget as there was a demonstrated need, appropriate justification, and the positions are grant funded. No other new positions are being recommended.

**Vehicles:**

There were 13 vehicles requested for the 2019 budget. 9 of those vehicles were requested by the Sheriff's Office, 4 were requested by the Facilities department, 1 was requested by the Equalization Department, and 1 was requested by the Health Department. After discussing the request of the Sheriff's Office with the Sheriff, we are recommending 4 vehicles for the Sheriff's Office. The Sheriff has funds available in his 2018 budget and we support the Sheriff in his request to purchase 4 vehicles from his 2018 budget. We are also recommending 2 vehicles for Facilities. We will be working with the Facilities Manager to identify funds in the 2018 budget for the purchase of up to 2 vehicles this year. We will be working with the Equalization Director and other departments on how best to satisfy their needs of vehicles for collective use and we are recommending a vehicle for the Health Department to be used in the Emergency Management Department.

**Information Technology:**

We have made incredible progress in improving our IT infrastructure and solidifying our IT plan going forward. We now have a five year plan that lays out improvements and costs so we may affordably plan for these costs. These costs are included in this budget.

**Next steps:**

We are recommending a 4 step process for your consideration of this proposed budget. Step 1 is this presentation of a recommended budget. Step 2 would allow you the opportunity to ask the Administration for specific information about the budget. Step 3 would allow Department Heads and Elected Officials to speak to you directly about the services that may be impacted by this recommendation. Step 4 will be the ratification process of the 2019 budget that should include direction to the Administration about changes the Board of Commissioners would like to see. We are hopeful that we can have a budget passed on November 7<sup>th</sup>, 2018.

It is our recommendation that we set the budget study sessions on October 24<sup>th</sup> and October 25<sup>th</sup> so we may have a revised budget back to the Board of Commissioners on November 7<sup>th</sup>. In the interest of transparency and ease, the recommended general fund budget will be on our website on Wednesday October 3, 2018 before the Board of Commissioners meeting.

Please see the attached budget reports that show the revenues and expenditures for our Governmental Funds that meet the statutory requirements.

If you have any questions at all about the budget or would like to see specific detail about a specific department's budget please contact me at your earliest convenience.

Thank you.

GRAND TRAVERSE COUNTY

2019 RECOMMENDED BUDGET  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2018

| FUND                        | FUND NAME                     | FY17 ACTUAL<br>(AUDITED) | FY18<br>AMENDED<br>BUDGET | YTD ACTIVITY<br>AS OF<br>9/30/2018 | FY19<br>REQUESTED<br>BUDGET | FY19<br>RECOMMENDED<br>BUDGET |
|-----------------------------|-------------------------------|--------------------------|---------------------------|------------------------------------|-----------------------------|-------------------------------|
| 101                         | GENERAL FUND                  | 41,053,781               | 38,054,863                | 24,486,371                         | 39,193,369                  | 38,842,019                    |
| 131                         | 13TH CIRCUIT COURT            | 1,902,509                | 2,018,004                 | 1,329,443                          | 2,151,542                   | 1,803,176                     |
| 132                         | LOCAL CRIME VICTIMS RIGHTS    | 9,171                    | 13,000                    | 1,300                              | 12,000                      | 12,000                        |
| 136                         | 86TH DISTRICT COURT           | 3,758,750                | 4,010,621                 | 2,802,868                          | 3,566,826                   | 3,566,826                     |
| 202                         | COUNTY SPECIAL PROJECTS       | 9,000                    | -                         | -                                  | 18,322                      | 18,322                        |
| 207                         | CENTRAL DISPATCH/911          | 2,386,952                | 2,615,937                 | 1,957,981                          | 2,621,388                   | 2,621,388                     |
| 208                         | PARKS AND RECREATION          | 643,854                  | 1,284,383                 | 972,719                            | 1,163,059                   | 1,163,059                     |
| 209                         | MAPLE BAY DEVELOPMENT         | -                        | 500                       | -                                  | 11,243                      | 11,243                        |
| 215                         | FRIEND OF THE COURT           | 2,079,026                | 2,226,175                 | 1,439,299                          | 2,272,564                   | 2,272,564                     |
| 222                         | HEALTH DEPARTMENT             | 6,269,711                | 6,865,395                 | 4,642,134                          | 7,050,042                   | 7,050,042                     |
| 251                         | VETERANS' TRUST FUND          | 11,691                   | -                         | -                                  | -                           | -                             |
| 252                         | VETERANS' MILLAGE             | 472,152                  | 658,027                   | 380,880                            | 670,040                     | 659,000                       |
| 256                         | REGISTER OF DEEDS AUTOMATION  | 100,099                  | 174,500                   | 94,109                             | 185,500                     | 185,500                       |
| 260                         | COMMUNITY CORRECTIONS PA511   | 842,615                  | 854,390                   | 605,635                            | 912,467                     | 912,467                       |
| 261                         | COUNTY LAW LIBRARY            | -                        | 6,500                     | -                                  | 42,210                      | 42,210                        |
| 262                         | FEDERAL EQUITABLE SHARING     | -                        | 50                        | -                                  | -                           | -                             |
| 263                         | CONCEALED PISTOL LICENSING    | 21,540                   | 39,000                    | 15,872                             | 36,000                      | 36,000                        |
| 264                         | CORRECTIONS OFFICERS TRAINING | 47,618                   | 66,000                    | 22,051                             | 66,000                      | 66,000                        |
| 266                         | CRIMINAL JUSTICE TRAINING ACT | 12,097                   | 13,000                    | 7,429                              | 10,000                      | 10,000                        |
| 269                         | MITCHELL CREEK WATERSHED      | -                        | -                         | -                                  | 8,155                       | 8,155                         |
| 278                         | HOUSING TRUST                 | -                        | 72,500                    | -                                  | 250,000                     | 250,000                       |
| 279                         | CDBG                          | 357,814                  | 50,350                    | 6,548                              | 200,000                     | 200,000                       |
| 280                         | NEXT MICHIGAN                 | 51,025                   | 51,400                    | 22,518                             | 25,000                      | 25,000                        |
| 281                         | EDC                           | 61                       | 59,500                    | 36,114                             | 50,000                      | 50,000                        |
| 287                         | TNT FORFEITURE FUND           | 82,265                   | 53,094                    | 36,211                             | 68,250                      | 68,250                        |
| 288                         | TNT GRANT                     | 112,445                  | 87,200                    | 64,056                             | 97,000                      | 97,000                        |
| 292                         | CHILD CARE FUND               | 1,305,938                | 1,946,510                 | 872,504                            | 1,779,000                   | 1,779,000                     |
| 295                         | ANIMAL CONTROL                | 138,623                  | 283,960                   | 161,408                            | 335,076                     | 353,000                       |
| 297                         | COMMISSION ON AGING           | 3,020,611                | 2,994,135                 | 1,685,199                          | 3,298,104                   | 3,298,104                     |
| 298                         | SENIOR CENTER                 | 547,917                  | 622,870                   | 385,117                            | 582,955                     | 582,955                       |
| 471                         | COUNTY FACILITIES             | 1,689,811                | 1,990,890                 | 1,219,568                          | 1,948,100                   | 1,948,100                     |
| 472                         | CAPITAL IMPROVEMENT PROJECTS  | 249,400                  | 1,419,655                 | 521,495                            | 500,000                     | 500,000                       |
| <b>TOTAL APPROPRIATIONS</b> |                               | <b>67,176,476</b>        | <b>68,532,409</b>         | <b>43,768,829</b>                  | <b>69,124,212</b>           | <b>68,431,380</b>             |

GRAND TRAVERSE COUNTY

2019 RECOMMENDED BUDGET  
PROJECTED REVENUES BY SOURCE

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2018

GENERAL FUND

| REVENUE SOURCE           | FY17 ACTUAL<br>(AUDITED) | FY18 AMENDED<br>BUDGET | YTD ACTIVITY AS OF<br>9/30/2018 | FY19 REQUESTED<br>BUDGET | FY19<br>RECOMMENDED<br>BUDGET |
|--------------------------|--------------------------|------------------------|---------------------------------|--------------------------|-------------------------------|
| Taxes                    | 24,382,630               | 24,405,179             | 19,971,818                      | 25,273,000               | 25,273,000                    |
| Licenses and Permits     | 219,780                  | 52,587                 | 51,350                          | 9,000                    | 9,000                         |
| Federal Grants           | 91,440                   | 197,659                | 91,734                          | 10,027                   | 10,027                        |
| State Grants             | 3,639,231                | 3,591,809              | 2,275,321                       | 3,742,686                | 3,742,686                     |
| Local Unit Contributions | 1,672,019                | 1,781,922              | 1,270,115                       | 1,771,635                | 1,771,635                     |
| Charges for Services     | 4,242,998                | 4,294,639              | 2,997,239                       | 4,068,168                | 4,068,168                     |
| Fines and Forfeitures    | 97,463                   | 110,100                | 71,775                          | 86,500                   | 86,500                        |
| Interest and Rents       | 732,658                  | 704,002                | 827,199                         | 817,889                  | 817,889                       |
| Other Financing Sources  | 2,704,721                | 2,219,944              | 2,144,345                       | 2,269,764                | 2,269,764                     |
| Transfers In             | 2,851,698                | 714,676                | 707,175                         | 793,350                  | 793,350                       |
| Use of Surplus           | -                        | -                      | -                               | -                        | -                             |
| <b>TOTAL REVENUES</b>    | <b>40,634,638</b>        | <b>38,072,517</b>      | <b>30,408,071</b>               | <b>38,842,019</b>        | <b>38,842,019</b>             |

GRAND TRAVERSE COUNTY  
2019 RECOMMENDED BUDGET  
EXPENDITURES BY DEPARTMENT

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2018

GENERAL FUND

| DEPT #                    | DEPARTMENT NAME                | FY17 ACTUAL<br>(AUDITED) | FY18<br>AMENDED<br>BUDGET | YTD ACTIVITY<br>AS OF<br>9/30/2018 | FY19<br>REQUESTED<br>BUDGET | FY19<br>RECOMMENDED<br>BUDGET |
|---------------------------|--------------------------------|--------------------------|---------------------------|------------------------------------|-----------------------------|-------------------------------|
| <b>LEGISLATIVE</b>        |                                |                          |                           |                                    |                             |                               |
| 101                       | Board of Commissioners         | 234,177                  | 253,875                   | 194,784                            | 423,909                     | 423,909                       |
|                           | SUBTOTAL                       | 234,177                  | 253,875                   | 194,784                            | 423,909                     | 423,909                       |
| <b>JUDICIAL</b>           |                                |                          |                           |                                    |                             |                               |
| 147                       | Jury Commission                | 41,262                   | 49,787                    | 33,447                             | 51,540                      | 51,540                        |
| 148                       | Probate Court                  | 700,737                  | 806,803                   | 567,937                            | 840,044                     | 840,044                       |
| 149                       | Family Court-Juvenile Division | 1,512,835                | 1,643,967                 | 1,166,385                          | 1,699,778                   | 1,699,778                     |
|                           | SUBTOTAL                       | 2,254,834                | 2,500,557                 | 1,767,769                          | 2,591,362                   | 2,591,362                     |
| <b>GENERAL GOVERNMENT</b> |                                |                          |                           |                                    |                             |                               |
| 155                       | ART Grant                      | 60,310                   | 41,316                    | 1,545                              | -                           | -                             |
| 172                       | Administrator/Controller       | 367,573                  | 385,239                   | 139,262                            | 405,128                     | 405,128                       |
| 174                       | Brownfield Administration      | 143,974                  | 43,953                    | 37,264                             | 20,000                      | 20,000                        |
| 193                       | Elections                      | 46,037                   | 122,854                   | 50,501                             | 79,051                      | 79,051                        |
| 201                       | Finance                        | 492,009                  | 518,297                   | 352,494                            | 531,406                     | 531,406                       |
| 215                       | County Clerk                   | 899,956                  | 923,758                   | 640,271                            | 914,528                     | 914,528                       |
| 225                       | Equalization                   | 512,524                  | 560,740                   | 376,298                            | 571,397                     | 571,397                       |
| 226                       | Human Resources                | 409,922                  | 553,139                   | 303,618                            | 641,123                     | 641,123                       |
| 229                       | Prosecuting Attorney           | 1,632,754                | 1,796,724                 | 1,222,091                          | 1,798,118                   | 1,798,118                     |
| 230                       | Equalization/East Bay          | 157,097                  | 174,307                   | 118,128                            | 183,278                     | 183,278                       |
| 236                       | Register of Deeds              | 347,983                  | 389,019                   | 264,200                            | 395,383                     | 395,383                       |
| 242                       | County Surveyor                | 53,640                   | 64,280                    | 3,342                              | 68,760                      | 68,760                        |
| 253                       | County Treasurer               | 394,493                  | 430,230                   | 283,023                            | 424,721                     | 424,721                       |
| 257                       | Cooperative Extension          | 251,430                  | 267,505                   | 188,547                            | 262,003                     | 262,003                       |
| 259                       | MSU Extension-Grant Funded     | -                        | -                         | -                                  | -                           | -                             |
| 261                       | Building Authority-Rent        | 1,298,869                | 1,333,970                 | 1,056,335                          | 1,117,200                   | 1,117,200                     |
| 265                       | Facilities Management          | 652,406                  | 800,367                   | 525,206                            | 880,497                     | 880,497                       |
| 275                       | Drain Commission               | 21,738                   | 26,833                    | 20,798                             | 53,009                      | 53,009                        |
| 276                       | Soil Erosion & Sedimentation   | 178,982                  | 58,650                    | 59,463                             | -                           | -                             |
| 280                       | Soil Conservation              | 27,500                   | 27,500                    | 5,000                              | 27,500                      | 27,500                        |
| 400                       | Planning & Development         | 139,910                  | 45,619                    | 13,042                             | 25,000                      | 25,000                        |
| 402                       | GIS                            | 1,509                    | -                         | -                                  | -                           | -                             |
|                           | SUBTOTAL                       | 8,090,616                | 8,564,300                 | 5,660,428                          | 8,398,102                   | 8,398,102                     |
| <b>PUBLIC SAFETY</b>      |                                |                          |                           |                                    |                             |                               |
| 307                       | Central Records                | 812,104                  | 884,929                   | 567,609                            | 838,673                     | 838,673                       |
| 308                       | Central Dispatch               | 47,341                   | 298,582                   | -                                  | 275,000                     | 275,000                       |
| 311                       | Sheriff-Special Investigation  | 104,191                  | 125,607                   | 79,555                             | 125,790                     | 125,790                       |
| 312                       | Sheriff-County Investigation   | 1,100,479                | 1,198,140                 | 834,783                            | 1,255,256                   | 1,255,256                     |
| 314                       | Sheriff-County Patrol          | 5,837,998                | 6,102,106                 | 4,190,838                          | 6,829,470                   | 6,693,470                     |
| 316                       | Secondary Road Patrol          | 103,979                  | 112,478                   | 61,786                             | 119,137                     | 119,137                       |
| 322                       | OHSP Enforcement Grant         | -                        | -                         | -                                  | 8,827                       | 8,827                         |
| 325                       | Sheriff-Administration         | 641,966                  | 661,952                   | 406,786                            | 656,648                     | 656,648                       |
| 327                       | Snowmobile Enforcement         | 14,235                   | 36,055                    | 20,826                             | 25,710                      | 25,710                        |
| 331                       | Sheriff-Marine Law Enforcement | 143,442                  | 131,788                   | 88,846                             | 136,262                     | 136,262                       |
| 348                       | Medical Marijuana Grant 2016   | 27,038                   | 29,536                    | 26,130                             | -                           | -                             |
| 351                       | Sheriff-Corrections            | 5,300,127                | 5,686,952                 | 3,756,138                          | 6,082,162                   | 5,817,304                     |
| 352                       | Corrections-Interim Services   | 47,923                   | 130,000                   | 72,101                             | 135,000                     | 135,000                       |
| 435                       | Emergency Management           | -                        | 33,105                    | 32,705                             | -                           | -                             |
|                           | SUBTOTAL                       | 14,180,823               | 15,431,230                | 10,138,103                         | 16,487,935                  | 16,087,077                    |



| DEPT #                                   | DEPARTMENT NAME                | FY17 ACTUAL<br>(AUDITED) | FY18<br>AMENDED<br>BUDGET | YTD ACTIVITY<br>AS OF<br>9/30/2018 | FY19<br>REQUESTED<br>BUDGET | FY19<br>RECOMMENDED<br>BUDGET |
|--|--------------------------------|--------------------------|---------------------------|------------------------------------|-----------------------------|-------------------------------|
| <b>HEALTH &amp; WELFARE</b>              |                                |                          |                           |                                    |                             |                               |
| 631                                      | Substance Abuse                | 349,286                  | 358,429                   | 193,238                            | 390,525                     | 390,525                       |
| 651                                      | Ambulance                      | 25,000                   | 25,000                    | 25,000                             | 25,000                      | 25,000                        |
| 682                                      | Veterans                       | -                        | 7,350                     | 7,349                              | -                           | -                             |
|  | SUBTOTAL                       | 374,286                  | 390,779                   | 225,587                            | 415,525                     | 415,525                       |
| <b>OTHER</b>                             |                                |                          |                           |                                    |                             |                               |
| 865                                      | Insurance & Bonds              | 737,737                  | 777,523                   | 476,602                            | 680,000                     | 680,000                       |
| 890                                      | Miscellaneous Contingencies    | -                        | 209,595                   | 75,000                             | 75,000                      | 124,508                       |
| 891                                      | Appropriations to Non-Profit   | 682,200                  | 682,200                   | 511,650                            | 682,200                     | 682,200                       |
| 894                                      | Unfunded Pension Appropriation | 4,892,233                | -                         | -                                  | -                           | -                             |
|  | SUBTOTAL                       | 6,312,170                | 1,669,318                 | 1,063,252                          | 1,437,200                   | 1,486,708                     |
| <b>TRANSFERS</b>                         |                                |                          |                           |                                    |                             |                               |
| 965                                      | County Law Library Fund        | -                        | -                         | -                                  | -                           | -                             |
| 968                                      | Health Department Fund         | 1,474,000                | 1,314,000                 | 673,667                            | 1,344,000                   | 1,344,000                     |
| 970                                      | Child Care Fund                | 578,220                  | 796,255                   | 398,128                            | 700,000                     | 700,000                       |
| 971                                      | Department of Human Services   | 32,500                   | 49,445                    | 32,500                             | 49,445                      | 49,445                        |
| 974                                      | Parks & Recreation Fund        | 350,664                  | 315,183                   | 157,592                            | 340,183                     | 340,183                       |
| 975                                      | Friend of the Court Fund       | 213,610                  | 262,432                   | 125,803                            | 266,085                     | 266,085                       |
| 978                                      | County Facilities Fund         | 1,662,623                | 1,662,623                 | 831,312                            | 1,662,623                   | 1,662,623                     |
| 979                                      | CIP Fund                       | 876,270                  | 334,655                   | 225,000                            | 500,000                     | 500,000                       |
| 982                                      | Circuit Court Fund             | 1,477,503                | 1,507,502                 | 951,620                            | 1,550,000                   | 1,550,000                     |
| 983                                      | District Court Fund            | 2,941,485                | 2,926,469                 | 2,002,706                          | 2,950,000                   | 2,950,000                     |
| 986                                      | Community Corrections Fund     | -                        | 76,240                    | 38,120                             | 77,000                      | 77,000                        |
|  | SUBTOTAL                       | 9,606,875                | 9,244,804                 | 5,436,448                          | 9,439,336                   | 9,439,336                     |
| <b>GENERAL FUND TOTAL APPROPRIATIONS</b> |                                | <b>41,053,781</b>        | <b>38,054,863</b>         | <b>24,486,371</b>                  | <b>39,193,369</b>           | <b>38,842,019</b>             |

**2019 Budget – Staffing or FTE Requests**

| <b>Fund/Department</b>        | <b>FTE</b> | <b>Position</b>                                  | <b>Recommended</b> |
|-------------------------------|------------|--|--------------------|
| <b>General Fund</b>           |            |  |                    |
| Equalization                  | 1.00       | GIS Technician                                   | No                 |
| Prosecuting Attorney          | .15        | Victim Advocate                                  | Yes **             |
| Facilities Management         | .50        | Groundskeeper                                    | No                 |
| Central Records               | 1.00       | Clerk  | No                 |
| Sheriff – Patrol              | 1.00       | Sergeant   | No                 |
| Sheriff – Patrol              | 4.00       | Deputy   | No                 |
| Sheriff – Corrections         | 3.00       | Corrections Officer                              | No                 |
| <b>District Court</b>         |            |  |                    |
| Grand Traverse                | .10        | .5 Compliance Officer to<br>.6 Probation Officer | No                 |
| <b>Health Department</b>      |            |  |                    |
| Various Departments           | 1.00       | Office Specialist                                | Yes **             |
| Hearing & Vision              | .20        | Hearing & Vision Technician                      | Yes **             |
| <b>Commission on Aging</b>    |            |  |                    |
| Medication Management         | 1.00       | LPN  | Yes **             |
| <b>Information Technology</b> |            |  |                    |
| Information Technology        | 1.00       | Network Officer                                  | No                 |
| Information Technology        | 1.00       | Secretary  | No                 |

\*\* FTE is either grant funded or funded by program revenue

## Grand Traverse County Facilities Management 2019 Budget recommendations

|      |  |          | Safety                    |  |
|------|--|----------|---------------------------|--|
|      |  |          | Facility Function         |  |
|      |  |          | Due Diligence Maintenance |  |
|      | <b>Civic Center</b>  |          |                           |  |
|      | <i>Building related</i>  |          |                           |  |
| Low  | Replace roof over hockey arena locker rooms  | \$31,096 |                           | * Multiple reports of leaks in facility, condition report describes roof as "repairs not bonded" and poor condition.       |
| Low  | Repair EIFS cladding   | \$20,000 |                           | * Evidence of water infiltration is a concern during freeze/thaw cycles, particularly with masonry products.               |
| Low  | Replace damaged gutters  | \$2,102  |                           | * Route water to proper drainage destination.  |
| Low  | Repair CMU wall on ice rink garage   | \$2,750  |                           | * Evidence of water infiltration is a concern during freeze/thaw cycles, particularly with masonry products.               |
|      | <i>Ice rink related</i>  |          |                           |  |
| Low  | Ice rink circulation pump  | \$7,500  |                           | * Rebuild remaining 3 pumps and rehab as necessary.  |
|      | <i>Grounds related</i>   |          |                           |  |
| Med  | Paint and seal bridge  | \$10,000 |                           | * Underside of bridge is very rusted. Should be cleaned and sealed before irreparable damage occurs.                       |
|      | <b>Government Center</b>   |          |                           | <u>Description of issue</u>  |
| Low  | Structural engineering services  | \$15,000 |                           | * To establish the source of stress fractures identified in outer shell of building. Uneven settling is a possibility.     |
| Low  | Repair stress cracks in lintels  | \$5,103  |                           | * Cracks exist and should be repaired as lintels are load-bearing members for openings in walls.                           |
| Low  | Repair River Walk wood deck  | \$2,480  |                           | * Alternative is removal. Public usage would determine priority level, but it is in poor condition.                        |
| Low  | Replace damaged exterior cafeteria door  | \$2,087  |                           | *  |
| Med  | Expand Chief Deputy's work area to allow for the coding of election machines and new equipment from the State. | \$1,000  |                           | **   |
|      | <b>Hall of Justice</b>   |          |                           | <u>Description of issue</u>  |
| High | Replace boiler   | \$50,000 |                           | **   |
| Med  | Modify entry to the referee hearing room on 2nd floor to be handicap accessible                                | \$6,500  |                           | **   |
| Med  | womens public restroom and courtrooms are not handicap accessible  | \$20,000 |                           | **   |
| Low  | Update LED lighting  | \$20,000 |                           | **   |
| Low  | Seal foundation wall   | \$10,432 |                           | * Efflorescence/evidence of water penetration  |
| Low  | Repair loose mortar in north façade  | \$11,244 |                           | * Mortar missing/broken/loose allows water infiltration.   |
| Low  | Repair damaged mortar and cap with metal   | \$45,047 |                           | * Mortar missing/broken/loose allows water infiltration.   |
|      | <b>Health Services Building</b>  |          |                           | <u>Description of issue</u>  |
| Low  | Repaint parking lot lines  | \$5,000  |                           | ** Move water away from stone foundation   |
|      | <b>Historical Courthouse</b>   |          |                           | <u>Description of issue</u>  |
| Low  | Replace/add gutters & downspouts   | \$10,432 |                           | * Move water away from stone foundation  |
| Low  | Clean and repair masonry walls   | \$14,292 |                           | * Mortar missing/broken/loose allows water infiltration. Fungus/algae present.   |
| Low  | Update LED lighting  | \$20,000 |                           | **   |
|      | <b>GTC Jail</b>  |          |                           |  |
| Med  | Replace circulation for courthouse supply  | \$10,965 |                           | *  |
| Med  | Alter medical area in secured part of Facility   | \$40,000 |                           | Request by Sheriff to address ability to monitor medically-distressed inmates  |
| Low  | Replace carpet in mens & womens locker rooms, sgt's office, breakroom and stairwells.                          | \$12,000 |                           | **   |
| Low  | Replace aged cast piping   | \$40,000 |                           |  |
|      | <b>Law Enforcement Center</b>  |          |                           |  |
| High | Install bulletproof glass, cameras and NVR audio/video recording interior; video exterior.                     | \$30,000 |                           | **   |
| Med  | Replace building management system.  | \$60,000 |                           | **   |
| Low  | Structural engineering services  | \$5,000  |                           | * Lintels appear to be missing and water infiltration in the block masonry should be evaluated and a solution recommended. |

|   |   | <b>Parks &amp; Recreation</b>      |           | <u>Description of Issue</u>  |
|---|---|------------------------------------|-----------|--|
| Low   | Improvements to Medalie Roadside Park including shoreline stabilization, energy efficient lighting, benches, signs, kiosk, improved restroom facilities, ADA canoe/kayak launch, water runoff management. |                                    | \$50,000  | ** As Boardman Lake Trall/dam removals are finished, this location will become a high traffic Facility.    |
|   |   | <b>Prosecuting Attorney Office</b> |           | <u>Description of Issue</u>  |
| Med   | Update security. Install bulletproof glass.   |                                    | \$4,650   | **   |
| Low   | Replace screen door in Chris Forsyth's office, aged out   |                                    | \$350     | **   |
|   |   | <b>Public Services Building</b>    |           | <u>Description of Issue</u>  |
| Med   | Replace GFA furnaces, A/C condensers, heat pumps  |                                    | \$90,000  | * Furnaces are past engineered life. A/C units 7 years past life expectancy. Heat pumps 20 & 22 years old. |
| Med   | Update LED lighting   |                                    | \$20,000  | **   |
|   |   | <b>Total:</b>                      | \$655,030 |  |
| * = Property Condition Assessment Reports, November 14, 2016 and April 21, 2017 |   |                                    |           |  |
| ** = 2018 Request for Facilities Project  |   |                                    |           |  |