

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Ways & Means Committee
AGENDA



August 20, 2020 – 3:30 PM
Via Zoom

Robert Scolnik, Chair
Charles Nash, Vice-Chair

Join Zoom Meeting
<https://healthwest.zoom.us/j/92931264870>

Phone: (312) 626 6799 US
Meeting ID: 929 3126 4870

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
“Raise Hand”

- 1) Call to Order
- 2) Roll Call
- 3) Approval of the Minutes of August 6, 2020
- 4) Public Comment (on an agenda item)
- 5) Items for Consideration

*Board Work Session
August 20, 2020
2:30 p.m. via Zoom
DESIGNATED ASSESSOR
Public Invited to Attend*

- WM20/08 – 64 (Administration) To approve payment of the accounts payable of \$14,111,347.83 covering the period of July 18, 2020 through August 6, 2020 for checks and EFT payments covering the period July 1, 2020 through July 31, 2020 as presented by the County Clerk.
- WM20/08 – 65 (Administration) To approve setting the electronic Public Hearing date for the FY2021 Proposed Muskegon County Budget for Tuesday, September 8, 2020 at 3:30 P.M. and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 30, 2020.
- WM20/08 – 66 (Finance) To amend the FY2020 budget as presented.
- WM20/08 – 67 (Prosecutor) To approve the Prosecutor to apply for and accept the FY 2021 STOP Violence Against Women grant.
- WM20/08 – 68 (Public Works) To approve a three year lease agreement, expiring on September 30, 2023, between the County and Family Outreach Center, and authorize the Chair to sign the agreement.

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes**

- WM20/08 – 69 (Treasurer) To approve the ongoing contract with Title Check LLC, beginning May 1, 2019 and continuing for a period of (5) five years, concluding on April 30, 2024. This contract is to provide services under the scope of Public Act 123 of 1999 to the Muskegon County Treasurer acting in its official duty as the Foreclosing Governmental Unit for the County of Muskegon.
- WM20/08 – 70 (Veterans) To authorize Muskegon County Department of Veterans Affairs personnel apply for the 2021 State of Michigan County Veteran Service Fund Grant.
- WM20/08 – 71 (Airport) To approve and authorize the Chair to sign MDOT 2020 Air Service Capital Improvement and Equipment Grant Contract No. 2020-0747, and authorize the Clerk to execute the required resolution.

- 6) Old Business
- 7) New Business
- 8) Public Comment
- 9) Final Board Comment
- 10) Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration,

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE August 20, 2020	REQUESTOR SIGNATURE Beth Dick	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES) Expenditures for checks covering the period July 18, 2020 through August 6, 2020, totaled \$14,111,347.83 and EFT payments covering the period July 1, 2020 through July 31, 2020 and included the following large or unusual items:			
<ol style="list-style-type: none"> 1) Payments to Bowen Heating and Cooling for \$120,736.00 for the DTE Test & Tune Program. 2) Payments to Consumers Energy for \$382,561.77 for partial May and June electricity usage. 3) Payment to Dell Marketing L.P. for \$241,726.08 for Microsoft Windows 10 software upgrade. 4) Payments to HGA Nonprofit Homes for \$165,321.95 for HealthWest adult foster care services. 5) Payments to Jackson-Merkey Contractors Inc. for \$597,640.06 for Wastewater Swanson Road paving project and RI bed improvement project. 6) Payment to Lakeshore Regional Entity for \$138,121.50 for April-June liquor tax distribution. 7) Payment to McCormick Sand Inc. for \$369,410.50 for Ribe Drain project. 8) Payments to Mercy Health Partners for \$341,475.35 for HealthWest inpatient and substance use disorder services. 9) Payment to Miller Bros. Construction Inc. for \$141,928.98 for Solid Waste gap cell construction and cell 2 and 3 cover project. 10) Payment to Muskegon Area District Library for \$187,046.25 for penal fine distribution. 11) Payments to Prein & Newhof PC for \$119,873.28 for engineering costs on various Wastewater projects. 12) Payment to Reeths Puffer High Schools for \$359,727.46 for 2019 delinquent tax distribution. 13) Payment to Samaritas for \$127,223.51 for HealthWest adult foster care services. 14) Payment to Scott Pavlak Excavating for \$211,238.10 for Norris Creek drain project. 15) Payments to Senior Resources for \$266,856.62 for distribution of senior millage funds. 16) Payment to Sierra Health and Life Insurance Co. for \$121,323.60 for August Medicare Advantage premium payment. 17) Payment to the State of Michigan for \$528,656.25 for July state transfer taxes. 18) Payment to the State of Michigan for \$133,684.72 for July payroll tax withholding. 19) EFT to US Bank for \$938,850.00 for interest and principle payment on 2011 Wastewater bonds. 20) EFT to Muskegon County Road Commission for \$937,610.12 for Act 51 distributions 21) EFT to Bank of New York Pershing for \$2,036.040 for purchase of an investment bond. 			
Current and previous accounts payable detail may be viewed on the Accounting Services website at https://www.co.muskegon.mi.us/ArchiveCenter/ViewFile/Item/1712			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES) Move to approve payment of the accounts payable of \$14,111,347.83 covering the period of July 18, 2020 through August 6, 2020 for checks and EFT payments covering the period July 1, 2020 through July 31, 2020 as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			Date
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 - 64	BOARD DATE: 8/25/2020	PAGE NO.

RECAP
FOR ACCOUNTS PAYABLE

Total Checks Issued	07/18/20	through	08/06/20	\$ 7,019,844.35
Total Electronic Fund Transfers	07/01/20	through	07/31/20	\$ 7,091,503.48
			TOTAL ACCOUNTS PAYABLE	<hr/> \$ 14,111,347.83

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE 08/20/20		REQUESTOR SIGNATURE Beth Dick
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Act 2 of 1968, as amended (The Uniform Budgeting and Accounting Act) and Act 43 of 1963, as amended (Budget Hearings of Local Governments) require that a local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. This Request for Board Consideration requests authorization to set the Public Hearing date for the FY2021 Proposed Muskegon County Budget for Tuesday, September 8, 2020 at 3:30 P.M. The meeting and public hearing will be held electronically because of the capacity restrictions and social distancing requirements set forth in Executive Order 2020-160. The County may meet electronically pursuant to Executive Order 2020-154 for 28 days after the end of any state of emergency or state of disaster arising out of the COVID-19 pandemic. Pursuant to Executive Order 2020-151, the state of emergency and state of disaster related to the COVID-19 pandemic will terminate, at the earliest, on August 11, 2020 at 11:59 pm, which permits the County to meet electronically until at least through September 8, 2020. In addition, this Request for Board Consideration requests authorization to publish the attached Notice of Public Hearing in a newspaper of general circulation on or before August 30, 2020 as required by the referenced state laws.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to approve setting the electronic Public Hearing date for the FY2021 Proposed Muskegon County Budget for Tuesday, September 8, 2020 at 3:30 P.M. and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 30, 2020.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				
				-NA-
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 - 65	BOARD DATE: 8/25/2020	PAGE NO.	

**MUSKEGON COUNTY BOARD OF COMMISSIONERS
FY2021
BUDGET HEARING SCHEDULE**

DATE	MEETING	
August 20	Ways & Means	Request Authorization for Budget Public Hearing
August 25	Full Board	Request Authorization for Budget Public Hearing
August 20	Ways & Means	Proposed FY2020-21 Budget Distributed to the Board
August 25		Deliver public hearing notice to Muskegon Chronicle
August 25	Full Board	Budget Presentation by County Administrator and Finance Director
August 30		Budget Public Hearing Notice Published in Muskegon Chronicle
September 8	Full Board	Budget Public Hearing
September 15	Ways & Means	Appropriation Resolution FY2020-21 Budget Amendment Resolution
September 22	Full Board	Adoption

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF THE PROPOSED BUDGET FOR
FISCAL YEAR 2020-2021
FOR THE COUNTY OF MUSKEGON

Please take notice that a public hearing will be held electronically with the Muskegon County Board of Commissioners on the proposed FY2020 general operating budgets on Tuesday, September 8, 2020 at 3:30 p.m.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. (FY2021 time period - October 1, 2020 through September 30, 2021).

The County must hold a public hearing before the final adoption of the budget. Any interested person will be given the opportunity to be heard at the public hearing regarding the proposed budget. A copy of the budget proposed for adoption is available for public inspection on the County's website at www.co.muskegon.mi.us/353/Budget.

Pursuant to Executive Order 2020-154, the County gives notice of the following:

1. Reason for Electronic Meeting. The meeting and public hearing are being held electronically because of the capacity restrictions and social distancing requirements set forth in Executive Order 2020-160. Therefore, the County wants to ensure participation by the public if the public cannot be physically present. The County may meet electronically pursuant to Executive Order 2020-154 for 28 days after the end of any state of emergency or state of disaster arising out of the COVID-19 pandemic. Pursuant to Executive Order 2020-151, the state of emergency and state of disaster related to the COVID-19 pandemic will terminate, at the earliest, on August 11, 2020 at 11:59 pm.

2. Procedures. The public may participate in the meeting electronically and may make public comment by joining the Zoom meeting at:

<https://healthwest.zoom.us/j/91995325652>

Phone: (312) 626 6799 US

Meeting ID: 919 9532 5652

3. Contact Information. For those people who desire to contact members of the Muskegon County Board of Commissioners to provide input or ask questions on any business that will come before the public body at the meeting, please contact Mark E. Eisenbarth, County Administrator at EisenbarthMa@co.muskegon.mi.us or (231) 724-6520 prior to the start of the meeting.

4. Persons with Disabilities. Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Mark E. Eisenbarth, County Administrator at EisenbarthMa@co.muskegon.mi.us or (231) 724-6520 within a reasonable time in advance of the meeting.

Nancy A. Waters, County Clerk
Muskegon County, Michigan

Publish: Sunday, August 30, 2020

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Finance	COMMITTEE DATE 8/20/20	REQUESTOR SIGNATURE Beth Dick		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
It is necessary to revise the current FY2020 revenue and expenditure budgets to more closely reflect the latest projected financial resources and uses levels. Supporting detail for the requested revisions is attached and includes:				
<ol style="list-style-type: none"> 1) A summary of general fund revenues and expenditures by category as currently adopted as compared to the revised recommendations 2) Descriptions of significant changes to the General Fund and other funds as compared to the current FY2020 budget: 3) Summary reports for the General Fund and other funds that compare the current amended budget and recommended FY2020 budget amounts. In the summary reports, current amended amounts are included in the "2019-20 Amended Budget" column and the new recommended amounts are included in the "2019-20 Projected Activity" column. 4) Listing of Funding Transfers and Unfunded Positions. 				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to amend the FY2020 budget as presented.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				Date
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**BUDGET REPORT FOR MUSKEGON COUNTY
GENERAL FUND**

DESCRIPTION	2019-20 CURRENT AMENDED BUDGET	2019-20 PROJECTED REVISED BUDGET	CHANGE INCREASE/ (DECREASE)
Fund 1010 - General Fund			
<u>ESTIMATED REVENUES</u>			
TRANSFERS IN	2,198,847	1,236,262	(962,585)
STATE	6,582,757	5,704,831	(877,926)
CHARGES FOR SERVICES	10,111,374	8,958,155	(1,153,219)
OTHER	1,146,183	1,079,542	(66,641)
FINES AND FORFEITURES	601,936	535,053	(66,883)
INVESTMENT INCOME	70,001	70,001	0
CONTRIBUTIONS FROM PRIVATE SOURCES	1,521,123	2,084,052	562,929
LICENSES AND PERMITS	5,400	5,415	15
RENTALS	133,476	130,168	(3,308)
FEDERAL	44,444	1,383,798	1,339,354
TAXES	27,796,809	27,817,033	20,224
SPECIAL ASSESSMENTS	77,090	77,090	0
BOND PROCEEDS	0	5,220,000	5,220,000
TOTAL ESTIMATED REVENUES	50,289,440	54,301,400	4,011,960
<u>ESTIMATED EXPENDITURES</u>			
SALARIES	16,044,838	15,440,156	(604,682)
FRINGES	8,806,581	8,537,059	(269,522)
SUPPLIES	904,058	947,631	43,573
CONTRACTUAL SERVICES	4,721,714	4,459,536	(262,178)
UTILITIES	709,243	734,089	24,846
DTE PROGRAM COSTS	1,300,000	1,879,286	579,286
OTHER	982,659	1,021,327	38,668
TRANSFERS	13,993,296	13,993,243	(53)
CAPITAL OUTLAY	100,750	750	(100,000)
STAFF DEVELOPMENT & TRAVEL	279,614	220,018	(59,596)
OVERHEAD	2,029,420	2,090,211	60,791
INTEREST EXPENSE	5,050	5,050	0
INSURANCE PREMIUMS	945,218	1,036,185	90,967
TRANSFER OF JUDGMENT BOND PROCEEDS	0	5,150,000	5,150,000
DEBT SERVICE	0	66,992	66,992
TOTAL ESTIMATED EXPENDITURES	50,822,440	55,581,533	4,759,093
PROJECTED SURPLUS/(DEFICIT)	(533,000)	(1,280,133)	
UNASSIGNED FUND BALANCE		9,668,065	
PROJECTED UNASSIGNED FUND BALANCE @ 9/30/20		8,387,932	

FY2020 Revised Budget Explanations of Changes

General Fund Revenues

Tax Revenues are increasing by \$20,000. The original budget assumed a 3% increase in taxable values and the actual increase came in at 3.58% according to the 2020 Equalization Report. Offsetting the additional property tax revenue were decreases in liquor tax revenues and industrial facility tax revenue.

Charges for Services in total are decreasing approximately \$1,153,000. The majority of this decrease relates to the impact of the COVID-19 crisis. Dog license revenue is anticipated to be lower by \$142,000. Commission revenue in the Jail budget is decreasing by \$116,000. In addition, Jail inmate reimbursement revenue is also decreasing by \$415,000. Revenue for services that the Sheriff provides to other County departments as well as outside agencies is also down \$123,000. District Court revenues in this category are also decreasing \$141,000. Various charges for services in other County departments are decreasing by \$191,000.

State revenues are decreasing by \$878,000 primarily related to a reduction in the State Revenue Sharing. The State has chosen to withhold paying the final revenue sharing payments of the year to counties in order to help balance the State's budget. This represents an \$890,000 reduction for the County. This loss in State funding is supposed to be offset by additional CARES Act funding from the Federal government of \$1,339,000.

Contributions from Private Sources is increasing by \$563,000 for the DTE Program Revenue due to an expansion of the program to include the distribution of more water heaters and home insulation. It is offset by a corresponding increase in expenditures of \$579,000 in the DTE Program Costs category.

Other Revenue is decreasing by \$67,000 partially due to a decrease of \$100,000 in contributions and donations for improvements planned at the fairgrounds that did not occur this year. In addition prisoner incarceration revenue in the Jail budget is also decreasing by \$90,000. These decreases were offset by an increase in reimbursements of \$124,000 for the Sheriff and the Prosecutor related to funds they were awarded for assisting in the pursuit and prosecution of elder abuse cases.

Fines and Forfeitures are decreasing by \$67,000 primarily due to a reduction in ordinances fines and costs in the District Court budget as a result of COVID-19.

Transfers In are decreasing by \$962,000 due to a reduction in the anticipated transfers from the Delinquent Tax Revolving Fund and Tax Forfeiture Fund. The original budget has included a \$1,648,000 transfer from the Delinquent Tax Revolving Fund which has been reduced to \$1,077,000 due to reduced funds available to transfer from this fund. The original budget included a \$400,000 transfer from the Tax Forfeiture Fund which has now been reduced to \$0 based on a recent decision by the State Supreme Court.

Federal revenues are increasing by \$1,339,000 due to the inclusion of CARES Act funding that is available to substitute for the loss in State Revenue Sharing. The CARES Act funding is equal to 1.5 times the loss in State Revenue Sharing.

Bond proceeds is a new category that was not in the original budget. This revenue of \$5,220,000 represents the bond proceeds received from the issuance of judgment bonds. This revenue is offset by corresponding expenditures of \$5,220,000.

Total General Fund revenues (including Transfers In) current budget of \$50,289,440 is being amended to \$54,301,400, a difference of \$4,011,960, to incorporate all of these changes.

General Fund Expenditures

Wages are decreasing overall by approximately \$605,000. This overall decrease is primarily attributable to the savings achieved as a result of those employees on 100% furlough or those participating in the Workshare program due to COVID-19. There is an offsetting increase in overtime wages of \$118,000 primarily in the Sheriff Jail budget due to vacant positions needing to be covered with overtime.

Fringe benefits are also decreasing overall by \$269,000. This decrease is somewhat attributable to savings from furloughs for things such as FICA taxes which decreased \$83,000. Medical insurance is decreasing by \$61,000 even though the County continued to pay insurance for furloughed employees. Benefit option (payment in lieu of medical insurance) decreased by \$34,000. Dental insurance costs decreased by \$12,000 and retiree medical costs decreased by \$28,000. Projected costs associated with sick and vacation payouts decreased by \$97,000. Offsetting these decreases was an increase in pension costs of \$42,000.

Supply expenditures overall are increasing by \$43,000 in various categories throughout County departments. The largest overall increase is \$9,000 in printing, \$11,000 in paper and office supplies \$10,000 in postage and \$20,000 in election supplies. Some of the increase in office supplies is related to COVID-19 expenses that may be eligible for some grant funding reimbursement to offset these costs.

Contractual services is decreasing by \$262,000 overall. This decrease was primarily due to a decrease in contractual medical services in the Jail of \$195,000. There is also a reduction in the cost of mental health services provided by HealthWest in the Jail of \$40,000 due to lower inmate population related to COVID-19. Various other contractual services throughout other County departments are decreasing by \$63,000. Offsetting these decreases is an increase in legal fees of \$100,000

DTE program costs increased by \$579,000 due to the expansion of the program as described previously in the revenues category.

Other expenses are increasing by \$39,000 primarily due to an increase in maintenance of building – other. This increase in cost in this category is related to expenses incurred as a result of COVID-19 which may be eligible for grant funding reimbursement to offset these costs.

Capital Outlay is decreasing by \$100,000 primarily due to improvements budgeted for the fairgrounds not occurring this year.

Staff development and travel is decreasing \$60,000 due to conferences and related travel being cancelled or done virtually as a result of COVID-19.

Overhead is increasing by \$61,000 primarily due to an increase in the IT chargeback.

Insurance premiums for the General Fund's portion of the general liability, property and auto insurance costs are increasing by \$91,000 based on the current projected costs to be allocated from the Insurance Fund.

Payment of judgment and debt service costs are new line items that were not in the original budget related to the transfer of judgment bond proceeds as well as the bond issuance costs associated with bonds.

Transfers out to other funds in total basically unchanged. However, there are decreases in appropriations to Indigent Defense \$93,000, the Child Care Fund of \$175,000 and Community Corrections of \$55,000. Offsetting these decreases is an increase in appropriations to the Family Court Fund of \$311,000.

Total General Fund expenditures (including Transfers Out) budget of \$50,822,440 is being amended to \$55,581,533, a difference of \$4,759,093, to incorporate these changes.

The revised FY2020 General Fund budget has expenditures in excess of revenues by \$1,280,133, which will reduce unassigned fund balance if expenditures and revenues remain unchanged. A grant application for nearly \$2.1 million has been submitted to the State under the Public Health and Public Safety Payroll Reimbursement Program as part of the CARES Act. If awarded approximately \$1.8 million of this would be revenue to the General Fund that would eliminate this projected deficit.

Other Funds

The Senior Millage fund (1060) expenditures are increasing from \$2,364,406 to \$3,684,433 due to the increase in grant distributions awarded utilizing fund balance reserves accumulated from prior years.

The Adult Drug Treatment Court fund (1172) has revenues and expenditures decreasing from \$383,736 to \$230,225 due to the state grant award coming in much lower than anticipated.

The Parks fund (2080) is decreasing revenues from \$854,000 to \$809,000 and expenditures from \$1,035,058 to \$891,174. The decrease in revenues is due to camping season starting later than normal as a result of COVID-19. The decrease in expenditures is due to costs associated with improvements to the maintenance pole barn that were originally budgeted not occurring this fiscal year.

Family Court fund (2150) has current budgeted revenues and expenditures of \$6,141,556 that are decreasing to \$5,496,539. The General Fund appropriation is increasing from \$1,205,893 to \$1,516,674. The primary reason for the increase in General Fund appropriation was due to changes in

the grant funding formula related to what administrative costs are eligible to be able to be covered by the grant.

The Healthwest fund (2220) is increasing revenues and expenditures from \$66,527,138 to \$76,643,622. The main reason for the increase in revenues is due a Medicaid rate increase as well as an increase in our County's Medicaid allocation which resulted in approximately \$8.3 million in additional revenues. In addition, HealthWest was awarded approximately \$850,000 in new grants related to COVID-19 as well as an increase of \$848,000 in the CCBHC grant. All of the increases in revenues are offset by a corresponding increase in expenditures.

The Convention Center Support Fund (2295) was not part of the original budget that was approved in September 2019. This new fund was created to account for the accommodations tax revenues collected from the two downtown hotels that is to be used to make the debt service payments on the downtown convention center. Revenues were added for \$1,449,438 to account for the collections to date that are transferred from the Accommodations Tax fund (2300). Expenditures of \$260,685 were added to represent the current year transfer of funds to the City of Muskegon to cover the debt service payment on the convention center bonds.

The Accommodations Tax fund (2300) is decreasing revenues from \$1,799,440 to \$906,364 due to the impact of COVID-19 with hotels being partially closed and fewer room stays. Expenditures are increasing from \$1,931,732 to \$2,523,483. The original budget included \$578,780 as an estimated transfer of funds for the convention center debt service payment. This has been replaced with the \$1,449,438 transfer to the Convention Center Support Fund as previously mentioned. Offsetting this increase are reductions in various CVB expenses associated with the impact of COVID-19 including reduction in wages and fringes for employee furlough days as well as reductions in contractual services, advertising, travel and promotional expenses to help offset the reduction in PA 263 accommodation tax revenues.

The Blight Elimination fund (2550) is decreasing revenues and expenditures from \$1,037,465 to \$0 due to the grant no being renewed for FY2020.

The Indigent Defense fund (2600) has revenues increasing from \$2,703,096 to \$3,043,644 to reflect additional grant dollars that were awarded over what was originally budgeted. Expenditures are increasing from \$2,703,096 to \$2,762,762 due to reductions in wages and fringes for those furloughed employees. The excess of revenues or expenditures will increase fund balance and be carried over to be used in next fiscal year. In addition, the Appropriation from the General Fund is decreasing from \$1,310,002 to \$1,217,215.

The Justice Assistance Grant fund (2675) is a new fund which reflects revenues and expenditures of \$213,829 for a new grant the Sheriff was awarded to cover the cost of body cameras and cameras in the Sheriff's vehicles.

The Crime Victims' Rights fund (2800) has revenues and expenditures increasing from \$410,100 to \$540,008. This increase is attributable to receiving a higher than anticipated grant award.

The Child Care Fund (2920) was originally budgeted with \$9,833,283 in revenues and expenditures including a General Fund appropriation of \$4,297,141. The revised budget has revenues and expenditures decreasing to \$7,962,793 and with a decrease in the General Fund appropriation to \$4,122,490. In home intensive treatment expenditures are decreasing \$433,000 due to position funding changes and vacancies. Foster care expenditures are decreasing by \$934,000 due to change in reimbursement method where the County used to pay all of the costs up front and then get reimbursed ½ of the cost that was the State's portion. This changed to the State paying first and then billing the County for its ½ thereby reducing revenues and expenses by approximately 50% of what it was in previous years. JTC expenditures are also decreasing by \$169,000. Expenditures associated with state institutions and another county's institutions are also decreasing by \$110,000 and \$130,000 respectively. Many of these expenditure reductions are a result of COVID-19 as we have less juveniles that are being housed in the JTC or that are being sent to residential or other county placements. The decrease in General Fund appropriation is due to the General Fund being responsible for 40/50% of the costs in the Child Care Fund.

The Pension Bonds DSF – Governmental fund (3960) revenues are increasing from \$3,059,299 to \$3,196,940 as a result of a refinement of the projection of revenues needed from departmental charges in order to cover the upcoming debt service payments.

The Public Improvement fund (4930) includes an increase in revenues from \$1,500 to \$485,201 and an increase in expenditures from \$100,542 to \$244,394. The increase in revenues is due to proceeds from the sale of Brookhaven of which \$484,000 was allocated to the Public Improvement fund. The increase in expenditures is the result of approved construction projects such as the roof replacement at the Harris building that had originally been planned to be paid for in FY2019 but was not completed until FY2020.

The Tax Forfeiture fund (5110) revenues are increasing from \$711,450 to \$852,411 primarily due to an anticipated increase in the revenue generated from the sale of tax forfeited properties. This increase reflects the additional revenue collected on the sale of these properties over and above the amounts owed for taxes, interest and penalties. Expenditures are decreasing from \$898,026 to \$335,375 primarily due to the elimination of a \$400,000 transfer to the General Fund due to the outcome of a lawsuit overturned by the State Supreme Court.

The Delinquent Tax Revolving funds (5100, 5167, 5168, and 5169) show revenues decreasing from \$2,464,985 to \$2,040,504 and expenditures decreasing from \$2,932,728 to \$1,987,327. The decrease in revenues brings the budget in line with more recent trends. The decrease in expenditures is due to a reduction of the budgeted amount of interest expense on previously issued delinquent tax anticipation notes as well as a reduction in the amount of the transfer to the General Fund.

The Solid Waste fund (5710) revenues are increasing from \$3,653,400 to \$4,189,595 and expenditures are increasing from \$3,377,587 to \$3,400,199. The increase in revenues is the result of higher than anticipated municipal and contractual disposal revenues due to recycling centers being closed because of COVID-19.

The Airport fund (5810) revenues are decreasing from \$1,583,174 to \$1,355,383 and expenditures are decreasing from \$3,191,825 to \$3,003,410. The reduction in revenues is due loss of revenues from car rental commissions, field use fees, customer service facility charges and parking lot commissions as a result of COVID-19. Expenditures decreased due to reduction in wages and fringes for the vacant Airport Manager position as well as savings related to furloughs and a decrease in advertising costs.

The Transit fund (5880) is decreasing its revenue budget from \$7,487,312 to \$7,057,249 and decreasing its expenditure budget from \$5,822,113 to \$5,322,488. The reduction in revenues is the result of reduced service hours and therefore reduced ridership due to COVID-19. The reduction in expenditures is due to reduced wages and fringes for those employees that were furloughed. Federal and state grant reimbursement formulas are correlated to expenses also, therefore if expenses are reduced then grant reimbursements are also reduced.

The total revenues for all Wastewater related funds (4911, 5920-5943) are increasing from \$19,717,750 to \$21,014,777 and expenditures are decreasing from \$16,721,250 to \$16,613,139. The revenue increase was primarily from an increase in filtration. Expenditures are down due to a reduction in sludge removal costs and wages and fringes due to employee furloughs.

The Energy Improvement fund (6350) is decreasing revenues from \$734,211 to \$666,278 and expenditures are decreasing from \$731,708 to \$603,033. The reduction in expenditures is due to the refinancing of the energy bonds that were issued back in 2010 which achieved a lower interest cost. This translates to a reduction in revenue as charges to the departments that were the recipients of the energy improvements were lowered based on the lower interest costs.

The Insurance fund (6770) reflects an increase in revenues from \$20,447,405 to \$20,859,138 and an increase in expenditures from \$21,355,025 to \$21,717,985. The increase is primarily in the area of medical insurance where costs are coming in higher than budget and therefore charges to departments that represent revenue to the Insurance fund is also correspondingly higher.

Total All Funds revenues are increasing from \$227,117,702 to \$240,568,850 and total All Funds expenditures are increasing from \$232,070,802 to \$243,852,417.

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND REVENUES BY DEPARTMENT					
Fund 1010 - General Fund					
0052	Brookhaven Plant O&M	26,987	0	0	0
0131	Circuit Court	193,721	195,700	215,868	20,168
0132	Circuit Court Collections	45,688	46,000	46,000	0
0136	District Court	2,277,012	2,283,375	2,048,586	(234,789)
0137	District Ct Probation(Cobo Hall PA2 Tax)	40,498	40,000	40,000	0
0145	Jury Commission	0	0	0	0
0148	Probate Court	60,292	49,486	49,486	0
0151	State Probation	2,926	2,348	2,348	0
0164	Public Defender	0	0	0	0
0171	Administration	0	0	0	0
0175	Residential Energy Efficiency Pgm	2,812,609	1,521,123	2,084,052	562,929
0191	Elections	80,334	38,000	43,500	5,500
0201	Accounting	184	0	0	0
0210	Corporate Counsel	0	0	0	0
0215	County Clerk	372,022	341,430	342,860	1,430
0216	Circuit Court Records	176,049	139,646	133,257	(6,389)
0217	Juror Showcause	18,310	20,000	7,090	(12,910)
0225	Equalization	1,063,971	1,089,336	1,090,518	1,182
0226	Human Resources	84,025	85,000	85,425	425
0227	City of Muskegon	0	0	0	0
0229	Prosecutor	62,866	47,937	106,221	58,284
0236	Register of Deeds	1,511,560	1,306,444	1,306,444	0
0241	Bldg A-Johnny O. Harris	3,945	5,700	1,500	(4,200)
0242	Bldg B-Training Center	0	0	0	0
0252	Transfers	825,658	860,835	833,182	(27,653)
0253	Treasurer	38,585,919	38,782,072	38,308,330	(473,742)
0263	Cordova Site O&M	4,000	2,000	2,000	0
0265	Michael E. Kobza Hall of Justice	1,764	2,400	2,375	(25)
0268	Oak Ave. Building	106,970	120,444	123,521	3,077
0273	Heritage Landing O & M	0	0	0	0
0275	Drain Commissioner	0	77,090	77,090	0
0292	Law Library	10,926	10,500	10,000	(500)
0297	Vehicle Pool	21,574	22,000	22,000	0
0301	Sheriff Operations	103,259	86,079	152,584	66,505
0305	Sheriff Administration	479	486	486	0
0306	Emergency Response Team	0	0	0	0
0320	Officer Training Act 320	8,777	10,000	10,000	0
0350	Correction Officer Training	65,987	60,000	60,000	0
0351	Sheriff Jail	1,924,276	2,159,461	1,436,857	(722,604)
0355	Courtroom Security	0	0	0	0
0421	Dog Licensing/Animal Control	229,093	446,650	304,860	(141,790)
0758	Fairgrounds Training Center	36,111	100,000	0	(100,000)
0901	Appropriations	2,500	0	9,262	9,262
0941	Misc Contingency	(30,585)	177,898	(34,302)	(212,200)
0959	Information Systems	0	0	0	0
2320	DHHS Legal Representation Grant	141,610	160,000	160,000	0
6496	Agnes Potuznik/Wesley Roberts Building	0	0	0	0
7280	Economic Development	5,535	0	0	0
9314	Other Financing Sources	41,174,089	0	5,220,000	5,220,000
ESTIMATED REVENUES - FUND 1010		92,050,941	50,289,440	54,301,400	4,011,960

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND REVENUES BY CATEGORY					
Fund 1010 - General Fund					
ESTIMATED REVENUES					
GAIN ON SALE					
673.020	Sale of Assets	26,987	0	0	0
GAIN ON SALE		26,987	0	0	0
STATE					
539.000	State Grant	70,805	80,000	92,500	12,500
541.000	Probate Judges Salary	227,054	206,385	206,385	0
545.010	State Aid-Caseflow Assistance	28,956	33,000	33,000	0
545.020	Drug Case Information Mgt Acct	4,224	3,700	3,700	0
574.001	State Revenue-PPT Replacement	1,531,551	1,487,452	1,487,452	0
575.000	State Revenue Sharing-Twshp Liq Tax	39,375	17,000	17,000	0
576.000	State Revenue Sharing Income Tax	3,673,111	3,774,456	2,884,030	(890,426)
577.000	State Court Fund Distribution	1,007,613	980,764	980,764	0
STATE		6,582,689	6,582,757	5,704,831	(877,926)
CHARGES FOR SERVICES					
477.000	Dog Licenses-1 year	48,425	41,575	41,575	0
477.001	Altered Licenses-1 year	132,855	366,800	225,010	(141,790)
477.002	Late Licenses	29,388	20,000	20,000	0
477.003	Senior Regular License-1 year	9,895	9,045	9,045	0
477.004	Puppy License	6,730	7,500	7,500	0
477.050	Kennel Licenses	1,400	1,730	1,730	0
510.800	Federal Pass Thru-VENDOR-IV-E PA K	105,005	116,400	90,400	(26,000)
602.010	Confinements	400	0	0	0
603.010	Circuit Court Costs	234,709	237,348	222,348	(15,000)
603.020	District Court Costs	861,399	840,000	714,000	(126,000)
603.025	District Court No - Ins Fee	17,131	17,000	12,000	(5,000)
603.450	Forensic Fund Fee 5%	386	325	356	31
604.100	Bonding Fee	908	1,500	1,500	0
605.000	Alcohol Assess/Probation OS Fee	224,333	225,000	215,000	(10,000)
605.100	Domestic Violence Assess	900	2,000	1,000	(1,000)
605.200	Presentence Investigation Fee	1,606	2,000	1,000	(1,000)
607.050	Lease revenues	21,574	22,000	22,000	0
608.010	Court Filing Fee	34,069	33,200	33,200	0
608.040	Jury Fee	11,000	11,000	11,000	0
608.060	Appeal Fee	368	400	480	80
608.070	Motion Fees	50,850	50,700	45,200	(5,500)
608.080	WOG/ATTACH/EXEC/JDDS PA 189 FEES	4,940	5,500	5,500	0
608.100	Booking Fee	66,452	60,000	60,000	0
609.000	Crime Victim Rights Assess/Admin.	41,348	45,000	40,000	(5,000)
609.010	Filing Fees	192,972	185,000	185,500	500
609.030	Certified Mailing Fee	1,174	1,700	750	(950)
609.040	Writ, Garnish, Restit, Attach, Exec	245,620	260,000	260,000	0
609.050	Marriage Ceremony	3,580	4,300	2,500	(1,800)
609.060	Jury Demand Fees	320	500	500	0
609.070	DNA Assessment County Share	408	230	230	0
609.080	Clearance Fees	61,618	55,000	50,000	(5,000)
610.000	Copy Fees	1,941	2,000	2,000	0
610.030	Form Fees	3,392	2,500	2,500	0
611.000	Safety Deposit Fee	60	50	50	0
612.010	Notarial Certificates	90	100	100	0
612.025	Notary filing fee	2,715	2,500	2,500	0
612.030	Assumed Names	5,120	5,400	5,400	0
612.040	Notary Bond Filing Fee	2,400	1,800	1,800	0
612.100	Other Service Charges	20,128	22,200	22,200	0
613.010	Certification of Deeds	14,229	20,000	20,000	0
613.020	Tax history - Hard copy	6	25	25	0
613.070	Geographic Services	445	500	500	0
614.010	Estate Inventory Fee	33,292	28,000	28,000	0
614.030	Deposit of Wills	4,750	2,200	2,200	0
614.040	Secret Marriages	1	6	6	0
614.050	Marriage Ceremony	9	30	30	0
614.060	Motion and Petition Fee	5,170	4,200	4,200	0
614.065	Probate Home Study	3,320	3,200	3,200	0

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
614.070	Other Probate Fees and Charges	942	500	500	0
614.080	Certified Copies	10,692	8,600	8,600	0
615.010	Deeds Recording Fee	178,525	155,800	155,800	0
615.020	Mortgage Recording Fee	293,239	265,644	265,644	0
615.030	Financing Stmt's Recording Fee	1,355	0	0	0
615.040	Miscellaneous Recording Fee	239,869	241,000	241,000	0
615.060	Transfer Tax	660,122	510,000	510,000	0
615.070	Recording Copy	24,028	20,000	20,000	0
615.080	Record Search	5,784	4,200	4,200	0
617.000	Sex Offender Registrations	6,810	7,184	7,184	0
626.000	Charges for Services	140,715	321,267	129,925	(191,342)
626.001	CPL Fee	0	100	100	0
626.050	Freedom of Information Request	2,614	0	0	0
626.071	CFAT Court Appointed Atty Fee Contribtn	0	2,000	0	(2,000)
626.072	PFAT Court Appointed Atty Fee Reimb	0	2,000	0	(2,000)
626.351	Jail Kit Revenue	10,029	8,000	16,000	8,000
628.010	Sheriff Services	37,391	138,447	15,500	(122,947)
628.040	State Prisoner Board	541,875	655,000	340,000	(315,000)
628.045	MDOC Beds Reimb	234,640	260,000	239,000	(21,000)
628.046	Detainer Medical Reimbursement	12,984	1,800	1,800	0
628.050	Prisoners Board-County	172,815	174,000	95,000	(79,000)
628.070	Restitutions	3,216	2,250	2,250	0
628.080	Prisoner Medical Services	37,796	46,200	46,200	0
628.090	Collection Agency-Inmate R&B	216	300	300	0
628.100	Breathalyzer Testing	40	80	80	0
628.250	Liquor Licenses	935	600	600	0
628.300	Abandoned Vehicle	18,200	17,235	17,235	0
629.000	Certified Copies	370,081	337,200	335,900	(1,300)
629.300	Forms Sales	14,426	20,000	16,000	(4,000)
629.900	Certified Copies MICBCS	2,562	6,500	6,500	0
630.000	Photographic Services	9,071	9,190	9,190	0
630.040	BSA Web Fees	26,558	23,000	23,000	0
630.071	Fingerprinting Fees-CPL	12,041	12,500	12,500	0
630.072	Fingerprinting Fees-Expungement	17	150	150	0
630.073	Fingerprinting Fees-Name Changes	304	400	400	0
630.640	Live Scan Finger Printing Revenue	6,568	4,700	7,400	2,700
631.000	Assessments by Equalization	1,053,372	1,076,836	1,078,018	1,182
638.028	Advertising Sales	(81)	0	0	0
642.000	Charges for Services-Sales	1,151	1,300	500	(800)
642.010	Video Transcript Purchases	51	30	30	0
646.090	Commissions-Other	11,412	7,000	7,000	0
646.351	Misc Sales	15,268	9,000	12,000	3,000
648.500	Plat Book Sales	1,488	3,000	3,000	0
650.000	Provision for Uncollectible Accts Rec	(30,742)	(35,030)	(35,030)	0
651.010	Admin Costs	2,451,502	2,434,727	2,439,742	5,015
654.100	Training Fee Revenue	4,540	5,000	5,000	0
677.289	Juror Compensation Reim Fund	66,576	29,500	55,502	26,002
679.261	ATM Service Fees	0	500	0	(500)
680.010	Other Reimbursements-Bed Days	6,275	7,000	7,000	0
680.135	PPO Violation Hearings	675	200	200	0
680.140	Drivers License Restoration	2,496	1,000	1,000	0
680.145	Prosecutor Diverson Revenue	8,200	10,000	10,000	0
680.160	Prisoner Transport Reimbursement	13,661	9,000	9,000	0
680.170	Reimb-Food Stamp Fraud	3,109	1,000	1,000	0
680.182	Reimbursement DUIIL Prosecution	19,419	15,000	15,000	0
680.393	Reimb Rev-Ord 393 Prosecution Costs	2,660	1,000	1,000	0
694.020	Commission-Pay Phones	158,664	194,600	162,000	(32,600)
694.040	Commissions-Video Visits	18,848	26,400	17,000	(9,400)
694.050	Commissions-Lockers	2,004	2,000	200	(1,800)
694.060	Commissions-Snack Bags	20,137	62,000	10,000	(52,000)
694.351	Commissions-commissary	291,966	250,000	230,000	(20,000)
CHARGES FOR SERVICES		9,707,942	10,084,374	8,931,155	(1,153,219)
OTHER					
540.000	Judicial Salary Standardization	456,340	457,240	457,240	0
542.000	Juvenile Court Reimbursement	78,389	78,388	78,388	0
604.000	10% Bond Costs	6,605	6,800	4,700	(2,100)
628.020	Prisoners Incarceration Reimb.	271,414	268,290	178,000	(90,290)

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
630.020	Tax history - Digital	14,503	13,100	13,100	0
644.000	Sale of Office Supplies	109,927	110,000	110,000	0
675.000	Contributions and Donations	37,211	100,000	0	(100,000)
677.000	Miscellaneous Reimbursements	12,777	12,000	12,000	0
679.100	Rebate-PCard Program	44,353	44,353	44,353	0
680.000	Reimbursements-Other	106,060	56,012	179,761	123,749
694.100	Commissions-Vending	0	0	2,000	2,000
695.000	Cash Over/Short	3,216	0	0	0
OTHER		1,140,795	1,146,183	1,079,542	(66,641)
FINES AND FORFEITURES					
614.110	Fines and Costs	18,310	20,000	7,090	(12,910)
656.000	Penal Fines	6,500	6,500	6,500	0
658.000	Bond Forfeiture	44,939	52,400	47,400	(5,000)
659.000	Ordinance Fines and Costs	519,811	523,000	473,000	(50,000)
660.010	Filiation Fees	126	36	63	27
663.000	Bond Forfeitures and Bond Costs	4,780	0	1,000	1,000
FINES AND FORFEITURES		594,466	601,936	535,053	(66,883)
CONTRIBUTIONS FROM PRIVATE SOURCES					
675.175	DTE Program Revenue	2,812,609	1,521,123	2,084,052	562,929
CONTRIBUTIONS FROM PRIVATE SOURCES		2,812,609	1,521,123	2,084,052	562,929
INVESTMENT INCOME					
665.000	Interest Earned	86,800	65,000	65,000	0
665.010	Interest on Past Due Accounts	12,543	5,001	5,001	0
INVESTMENT INCOME		99,343	70,001	70,001	0
LICENSES AND PERMITS					
480.000	Pistol Permits	15	0	15	15
481.000	Marriage License Fee	5,787	4,500	4,500	0
481.030	Marriage License Wait Period Waivers	1,200	900	900	0
LICENSES AND PERMITS		7,002	5,400	5,415	15
RENTALS					
669.000	Rents	111,902	125,376	128,453	3,077
669.010	Rental of property and Equipment	1,400	2,400	200	(2,200)
669.045	Meeting Room Rental	3,960	5,700	1,515	(4,185)
RENTALS		117,262	133,476	130,168	(3,308)
TAXES					
403.000	Property Taxes-Current	25,125,740	25,741,365	25,916,100	174,735
409.000	Delinquent Prop Taxes-Current Yr	958,870	995,515	888,446	(107,069)
417.000	Delinquent Personal Prop tax	35,793	27,000	27,000	0
418.000	Swamp Land Tax Revenue 1994 PA 451	6,100	5,900	5,900	0
424.000	Commercial Forest Reserve	1,725	0	0	0
426.000	Payment in Lieu of taxes	44,820	35,000	35,000	0
426.010	IFT Taxes	90,265	106,194	86,405	(19,789)
427.000	Trailer Fees	20,498	25,000	25,000	0
449.000	4% Facility Liquor Control Tax	825,658	860,835	833,182	(27,653)
TAXES		27,109,469	27,796,809	27,817,033	20,224
FEDERAL					
510.000	Federal Pass Thru-WEMET Ottawa Co	28,000	14,000	1,350,639	1,336,639
510.951	Federal Pass Through-HIDTA Program	2,667	1,800	4,515	2,715
529.000	Federal Grant Revenue-Direct	5,269	2,750	2,750	0
529.226	Federal Revenue-Pmts in Lieu of Taxes	31,030	25,894	25,894	0
FEDERAL		66,966	44,444	1,383,798	1,339,354
TRANSFERS					
676.230	Contrib from Fund 2300 Accom Tax	2,500	0	0	0
676.418	Appropriation from Fund 4180	0	0	9,262	9,262
676.493	Approp from Public Improvement	441,652	100,000	100,000	0
676.510	Approp from Fund 5100	50,000	50,000	50,000	0
676.511	Approp from Fund 5110	400,000	400,000	0	(400,000)
676.516	Approp from Del Tax	1,691,570	1,648,847	1,077,000	(571,847)
TRANSFERS		2,585,722	2,198,847	1,236,262	(962,585)

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
SPECIAL ASSESSMENTS					
672.820	14a Drain Assessments Revenue	0	77,090	77,090	0
	SPECIAL ASSESSMENTS	0	77,090	77,090	0
CHGS FOR SVCS-OTH INS-SSI					
636.217	SSI	25,600	27,000	27,000	0
	CHGS FOR SVCS-OTH INS-SSI	25,600	27,000	27,000	0
PROCEEDS FROM ISSUE OF BONDS					
696.000	Bond Proceeds	41,174,089	0	5,220,000	5,220,000
	PROCEEDS FROM ISSUE OF BONDS	41,174,089	0	5,220,000	5,220,000
TOTAL ESTIMATED REVENUES - FUND 1010		92,050,941	50,289,440	54,301,400	4,011,960

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND EXPENDITURES BY FUNCTION					
Fund 1010 - General Fund					
Function: 100-Legislative					
	Totals for dept 0101 - Board of Commissioners	385,945	403,420	376,871	26,549
	Total - Function 100-Legislative	385,945	403,420	376,871	26,549
Function: 200-Judicial					
	Totals for dept 0131 - Circuit Court	1,355,684	1,486,511	1,490,606	(4,095)
	Totals for dept 0132 - Circuit Court Collections	104,085	115,853	85,910	29,943
	Totals for dept 0136 - District Court	3,653,189	3,733,464	3,487,815	245,649
	Totals for dept 0137 - District Ct Probation(Cobo Hall PA2 Tax)	175,196	180,547	174,977	5,570
	Totals for dept 0138 - District Court Collections	217,410	228,477	203,350	25,127
	Totals for dept 0145 - Jury Commission	62,946	62,346	62,584	(238)
	Totals for dept 0148 - Probate Court	915,169	920,857	931,025	(10,168)
	Totals for dept 0151 - State Probation	65,682	69,415	69,415	0
	Totals for dept 0164 - Public Defender	0	0	0	0
	Totals for dept 0292 - Law Library	4,558	6,000	5,950	50
	Total - Function 200-Judicial	6,553,919	6,803,470	6,511,632	291,838
Function: 300-General County Government					
	Totals for dept 0171 - Administration	681,865	706,008	666,033	39,975
	Totals for dept 0191 - Elections	178,784	242,296	289,388	(47,092)
	Totals for dept 0201 - Accounting	1,001,889	970,685	999,477	(28,792)
	Totals for dept 0210 - Corporate Counsel	372,736	200,425	300,000	(99,575)
	Totals for dept 0212 - Budget	0	0	0	0
	Totals for dept 0215 - County Clerk	380,016	426,834	414,303	12,531
	Totals for dept 0216 - Circuit Court Records	413,794	602,491	581,615	20,876
	Totals for dept 0217 - Juror Showcase	24,078	7,090	7,090	0
	Totals for dept 0225 - Equalization	1,704,113	1,751,165	1,729,317	21,848
	Totals for dept 0226 - Human Resources	373,119	336,574	340,909	(4,335)
	Totals for dept 0227 - City of Muskegon	0	0	0	0
	Totals for dept 0229 - Prosecutor	2,212,782	2,264,904	2,226,264	38,640
	Totals for dept 0233 - Purchasing	0	0	0	0
	Totals for dept 0236 - Register of Deeds	514,276	575,088	527,397	47,691
	Totals for dept 0241 - Bldg A-Johnny O. Harris	54,337	14,582	11,493	3,089
	Totals for dept 0242 - Bldg B-Training Center	45,924	46,997	52,232	(5,235)
	Totals for dept 0243 - Bldg C-Treas/Equal/RoD	0	0	0	0
	Totals for dept 0245 - Bldg E-Jewell Bldg (formerly Brinks)	17,867	17,032	8,858	8,174
	Totals for dept 0246 - Bldg F-Veterans Center	9,504	0	0	0
	Totals for dept 0247 - Bldg G-Central Services	0	0	0	0
	Totals for dept 0248 - Bldg H-Stark Hall	1,707	0	0	0
	Totals for dept 0253 - Treasurer	349,963	354,153	395,709	(41,556)
	Totals for dept 0260 - Shady Grove Cemetery	2,410	3,696	5,353	(1,657)
	Totals for dept 0263 - Cordova Site O&M	1,493	1,600	1,608	(8)
	Totals for dept 0265 - Michael E. Kobza Hall of Justice	865,619	923,960	869,802	54,158
	Totals for dept 0268 - Oak Ave. Building	144,849	152,364	157,231	(4,867)
	Totals for dept 0271 - County Jail Building-Old	71,482	75,100	71,650	3,450
	Totals for dept 0275 - Drain Commissioner	260,880	575,542	573,769	1,773
	Totals for dept 0284 - Plat Board	0	700	700	0
	Totals for dept 0285 - Gypsy Moth	0	0	0	0
	Totals for dept 0297 - Vehicle Pool	9,343	18,000	18,000	0
	Totals for dept 0650 - State Institutions	218,980	731,000	731,000	0
	Totals for dept 0941 - Misc Contingency	1,781,586	2,254,070	2,052,273	201,797
	Totals for dept 0942 - Current Year Unused Leave Payoffs	0	0	0	0
	Totals for dept 0943 - Donated Leave Payments	1	0	0	0
	Totals for dept 0947 - Early Retirement Incentive	0	0	0	0
	Totals for dept 0959 - Information Systems	0	0	0	0
	Totals for dept 2320 - DHHS Legal Representation Grant	293,302	301,167	285,204	15,963
	Total - Function 300-General County Government	11,986,699	13,553,523	13,316,675	236,848
Function: 400-Public Safety					
	Totals for dept 0266 - Sheriff Building Security	113,976	138,618	114,080	24,538
	Totals for dept 0270 - County Jail Building 2015	505,282	490,246	620,485	(130,239)
	Totals for dept 0301 - Sheriff Operations	3,765,602	3,893,550	3,940,467	(46,917)
	Totals for dept 0305 - Sheriff Administration	467,367	473,504	472,907	597
	Totals for dept 0306 - Emergency Response Team	16,566	8,375	6,840	1,535
	Totals for dept 0317 - Traffic Safety-High Visibility Enfo	0	0	0	0

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
Totals for dept 0320 - Officer Training Act 320		10,778	10,000	10,000	0
Totals for dept 0350 - Correction Officer Training		58,355	60,000	60,000	0
Totals for dept 0351 - Sheriff Jail		7,787,290	8,182,811	7,593,228	589,583
Totals for dept 0355 - Courtroom Security		1,139,471	1,143,162	1,180,379	(37,217)
Totals for dept 0371 - Administration		0	0	0	0
Totals for dept 0421 - Dog Licensing/Animal Control		328,344	340,010	340,285	(275)
Total - Function 400-Public Safety		14,193,031	14,740,276	14,338,671	401,605
Function: 500-Health					
Totals for dept 0052 - Brookhaven Plant O&M		145,727	137,163	146,992	(9,829)
Totals for dept 0244 - Bldg D-Health Dept		0	0	0	0
Totals for dept 0272 - Vector Control Building		13,859	8,551	14,600	(6,049)
Totals for dept 0662 - Juvenile Transition Center-Detention		0	0	0	0
Totals for dept 6051 - COVID-19 Emergency Response		0	0	0	0
Totals for dept 6496 - Agnes Potuznik/Wesley Roberts Building		0	0	0	0
Total - Function 500-Health		159,586	145,714	161,592	(15,878)
Function: 600-Welfare					
Totals for dept 0175 - Residential Energy Efficiency Pgm		2,543,097	1,361,885	1,946,284	(584,399)
Total - Function 600-Welfare		2,543,097	1,361,885	1,946,284	(584,399)
Function: 670-Economic Development					
Totals for dept 7280 - Economic Development		9,708	0	0	0
Total - Function 670-Economic Development		9,708	0	0	0
Function: 700-Culture					
Totals for dept 0731 - MSU Extension		0	0	0	0
Total - Function 700-Culture		0	0	0	0
Function: 800-Recreation					
Totals for dept 0273 - Heritage Landing O & M		0	0	0	0
Totals for dept 0758 - Fairgrounds Training Center		79,301	104,497	7,775	96,722
Total - Function 800-Recreation		79,301	104,497	7,775	96,722
Function: 905-Debt Service					
Totals for dept 9201 - Debt Service 2020 Judgment Bonds		0	0	300	(300)
Total - Function 905-Debt Service		0	0	300	(300)
Function: 950-Other					
Dept 0252 - Transfers					
958.090	Liquor Tax Transfer Out	412,829	430,418	416,591	13,827
Totals for dept 0252 - Transfers		412,829	430,418	416,591	13,827
Dept 0901 - Appropriations					
965.117	Approp to Sobriety Court	10,827	0	0	0
965.119	Appropriation to Emergency Services	128,670	162,748	166,258	(3,510)
965.120	Appropriation to 1200-Marine Safety	111,803	135,007	138,935	(3,928)
965.121	Appropriation to 1210-Highway Safety	123,545	122,274	108,393	13,881
965.124	Approp. to Township Patrols	193,238	195,482	185,931	9,551
965.172	Approp to 1172-Adult Drug Treatment Ct	678	0	3,053	(3,053)
965.215	Approp. to Friend of the Court	1,629,220	1,205,893	1,516,674	(310,781)
965.221	Approp, to Health Department	1,663,961	1,790,689	1,790,689	0
965.222	Approp to HealthWest	736,934	736,934	736,935	(1)
965.253	Approp. To SSSPP Fund 2153	986	1,554	2,154	(600)
965.260	Approp. to Community Corrections	153,054	197,751	143,166	54,585
965.267	Appropriation to Fund 2673	2,637	0	0	0
965.269	Approp to Fund 2600 Indigent Defense	1,299,793	1,310,002	1,217,215	92,787
965.280	Approp. to Crime Victim's Rights	18,197	14,621	20,446	(5,825)
965.289	Approp. to Remonumentation	15	15	14	1
965.290	Transfers to Brookhaven	174,477	0	0	0
965.291	Approp. to Social Services	5,935	9,829	8,086	1,743
965.292	Approp. to Child Care Fund	3,972,044	4,297,141	4,122,490	174,651
965.313	Approp. to County Facility Debt Ser	215,971	219,894	219,894	0
965.369	Transfers to MCBA Jail/JTC Debt Service	2,506,668	2,649,029	2,663,492	(14,463)
965.581	Appropriation to Airport	304,181	183,307	183,295	12
965.588	Appropriation to Transit	372,000	0	0	0
965.666	Appropriation to Fund 6660	42,828	42,828	42,828	0
965.841	Approp to 8410 Browns Pond Dam LLF	4,816	4,239	18,502	(14,263)

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
Totals for dept 0901 - Appropriations		13,672,478	13,279,237	13,288,450	(9,213)
Dept 8060 - MERS Payment					
874.000	Retirement Benefits Premium	40,735,808	0	0	0
Totals for dept 8060 - MERS Payment		40,735,808	0	0	0
Dept 8080 - Other-Court Ordered Judgment Claims					
955.080	Claims exp-court judgment	0	0	5,150,000	(5,150,000)
Totals for dept 8080 - Other-Court Ordered Judgment Claims		0	0	5,150,000	(5,150,000)
Total - Function 950-Other		54,821,115	13,709,655	18,855,041	(5,145,386)
Function: 965-Transfers Out & Other Financing Uses					
Totals for dept 9750 - Other Financing Uses		438,281	0	66,692	(66,692)
Total - Function 965-Transfers Out & Other Financing Uses		438,281	0	66,692	(66,692)
APPROPRIATIONS - FUND 1010		91,170,682	50,822,440	55,581,533	(4,759,093)
NET OF REVENUES/APPROPRIATIONS - FUND 1010		880,259	(533,000)	(1,280,133)	(747,133)

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
ALL FUND REVENUES					
1010	General Fund	92,050,941	50,289,440	54,301,400	4,011,960
1060	Senior Millage Fund	2,428,408	2,360,013	2,360,013	0
1170	Sobriety Court	394,586	516,651	516,651	0
1172	Adult Drug Treatment Court	118,464	383,736	230,225	(153,511)
1190	Emergency Services	307,695	339,066	386,491	47,425
1200	Marine Safety	189,566	217,307	242,607	25,300
1210	Highway Safety Programs	302,918	329,324	327,533	(1,791)
1240	Township Patrols	386,477	390,964	371,862	(19,102)
2080	Parks	838,243	854,000	809,000	(45,000)
2110	Coronavirus Public Safety Fund	0	0	46,890	46,890
2150	Family Court	5,741,334	6,141,556	5,496,539	(645,017)
2151	Access & Visitation Program	2,680	5,850	5,850	0
2153	SSSPP Grant	318,716	321,554	310,843	(10,711)
2171	District Ct Eviction Prevention Docket	0	21,350	21,350	0
2210	Public Health	5,969,587	6,324,389	6,347,085	22,696
2217	Community Health Improvement Fund	363,226	750,750	750,750	0
2220	HealthWest	63,064,585	66,527,138	76,643,622	10,116,484
2240	Lake Pollution Control Fund	5,032,334	14,282	14,282	0
2261	Sustainability Grant	43,212	61,014	61,014	0
2295	Convention Center Support Fund	0	0	1,449,438	1,449,438
2300	Accommodations Tax	1,847,397	1,799,440	906,364	(893,076)
2411	Parks Development	227	0	0	0
2460	Census Support Fund	0	0	50,000	50,000
2470	CDBG Housing Grant	28,768	16,250	31,000	14,750
2471	Neighborhood Stabilization Prog 3	12,625	0	39,472	39,472
2530	Pass-Through Grants Fund	4,263	5,000	5,000	0
2550	Blight Elimination	805,774	1,037,465	0	(1,037,465)
2560	Deeds Automation Fund	169,858	174,000	174,000	0
2600	Indigent Defense Fund	2,345,755	2,703,096	3,043,644	340,548
2630	Concealed Pistol Licensing	73,557	75,200	67,700	(7,500)
2640	Community Corrections	337,031	361,776	350,066	(11,710)
2671	Sheriff Forfeitures	9,478	10,647	10,647	0
2673	Special Investigative Fund	36,673	64,923	8,113	(56,810)
2675	Justice Assistance Grant	0	0	213,829	213,829
2800	Crime Victims' Rights	313,000	410,100	540,008	129,908
2823	Muskegon Area Stormwater Committee	50,000	50,000	50,000	0
2890	Remonumentation	55,776	54,530	91,726	37,196
2900	Brookhaven	0	0	0	0
2910	Social Welfare	5,935	9,829	8,086	(1,743)
2920	Child Care Fund	9,019,246	9,833,283	7,962,793	(1,870,490)
2925	JTC Arts Programming Fund	0	0	7,000	7,000
2930	Veterans Affairs Dept	461,615	487,182	490,824	3,642
2970	Mental Health Buildings	310,886	365,093	365,677	584
2980	Victim Restitution	1,673	1,300	1,300	0
3010	General Debt Service Fund	71,898	75,948	75,876	(72)
3111	Quality of Life Bonds Debt Service	1,502	0	1,623	1,623
3130	Hall of Justice Bonds Debt Service	537,610	544,149	544,149	0
3140	HealthWest Building Bonds Debt Service	416,270	413,095	414,595	1,500
3690	Building Authority Debt Service	2,660,953	2,665,692	2,665,115	(577)
3960	Pension Bonds DSF-Governmental Funds	2,483,990	3,059,299	3,196,940	137,641
4150	Northside Water Construction	82,141	19,000	34,968	15,968
4660	Jail/JTC Capital Projects Fund	1,556	0	3,920	3,920
4930	Public Improvement	1,062	1,500	485,201	483,701
5100	Delinquent Tax Revolving	56,972	100,950	42,616	(58,334)
5110	Tax Forfeitures	1,542,423	711,450	852,411	140,961
5160	2020 Delinquent Tax Revolving	0	0	0	0
5167	2017 Delinquent Tax Revolving	986,675	0	0	0
5168	2018 Delinquent Tax Revolving	1,195,391	1,184,257	934,029	(250,228)
5169	2019 Delinquent Tax Revolving	0	1,179,778	1,063,859	(115,919)
5500	Land Bank	1,030,555	909,480	905,613	(3,867)
5710	Solid Waste Management	4,817,330	3,653,400	4,189,595	536,195
5711	Fly Ash Program	9,321	5,500	5,500	0
5810	Airport	6,057,313	1,583,174	1,355,383	(227,791)
5880	Muskegon Area Transit System	5,436,036	7,487,312	7,057,249	(430,063)
5890	Muskegon Trolley Company	70,806	51,000	10,600	(40,400)
5910	Regional Water System	3,242,910	3,560,101	3,302,982	(257,119)
5920	Wastewater Management Operations	16,745,008	14,758,145	16,055,172	1,297,027

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
5935	WWMS#2 2011 Rev Refndg Bonds\$12.38M GOLT	1,293,808	1,171,737	1,171,737	0
5937	WWMS#1 2005 Bonds \$17.5M GOLT	1,192,998	999,291	999,291	0
5938	WWMS#2 2006 Revenue Bonds \$14M GOLT	960,537	803,423	803,423	0
5941	WWMS#2 2008-B Revenue Bonds \$16.79M	1,118,763	932,114	932,114	0
5942	WWMS#2 2008-C Revenue Bonds \$17.48M	1,187,409	1,053,040	1,053,040	0
6330	Office Services	470,008	533,800	533,800	0
6340	County South Campus	761,203	777,254	761,345	(15,909)
6350	Energy Improvements	766,362	734,211	666,278	(67,933)
6660	Equipment Revolving	1,011,076	729,763	790,474	60,711
6680	Information Technology Services ISF	2,949,838	2,966,354	2,966,354	0
6770	Insurance	20,946,924	20,447,405	20,859,138	411,733
8010	Drain Fund	23,466	53,050	57,000	3,950
8410	Lake Level Fund	9,164	4,239	18,502	14,263
8711	Water Supply-Fruitport #1	116,567	125,357	125,357	0
8718	Fruit/NS Reg. Water System II	25,654	11,928	9,922	(2,006)
8841	Muskegon/Egelston/Dalton Sewer	590,383	548,917	561,826	12,909
8845	Whitehall Twnshp Water Project	11,644	8,141	8,159	18
ESTIMATED REVENUES - ALL FUNDS		274,326,035	227,170,752	240,625,850	13,455,098

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
ALL FUND EXPENDITURES					
1010	General Fund	91,170,682	50,822,440	55,581,533	(4,759,093)
1060	Senior Millage Fund	2,167,364	2,364,406	3,684,433	(1,320,027)
1170	Sobriety Court	394,584	516,651	516,651	0
1172	Adult Drug Treatment Court	118,464	383,736	230,225	153,511
1190	Emergency Services	307,373	339,890	387,565	(47,675)
1200	Marine Safety	202,221	217,307	242,607	(25,300)
1210	Highway Safety Programs	302,919	329,324	327,533	1,791
1240	Township Patrols	386,477	390,964	371,862	19,102
2080	Parks	861,950	1,035,058	891,174	143,884
2110	Coronavirus Public Safety Fund	0	0	46,890	(46,890)
2150	Family Court	5,741,332	6,141,556	5,496,539	645,017
2151	Access & Visitation Program	2,680	5,850	5,850	0
2153	SSSPP Grant	316,602	321,554	312,957	8,597
2171	District Ct Eviction Prevention Docket	10,815	21,350	21,350	0
2210	Public Health	5,956,067	6,324,389	6,347,085	(22,696)
2217	Community Health Improvement Fund	363,290	750,750	750,663	87
2220	HealthWest	71,460,358	66,527,138	76,643,622	(10,116,484)
2240	Lake Pollution Control Fund	500,968	2,545,282	2,545,282	0
2261	Sustainability Grant	43,212	61,014	61,014	0
2295	Convention Center Support Fund	0	0	260,685	(260,685)
2300	Accommodations Tax	1,182,293	1,931,732	2,523,483	(591,751)
2411	Parks Development	225	0	0	0
2460	Census Support Fund	0	0	50,000	(50,000)
2470	CDBG Housing Grant	246	15,973	15,973	0
2471	Neighborhood Stabilization Prog 3	12,625	0	39,472	(39,472)
2530	Pass-Through Grants Fund	4,264	5,000	5,000	0
2550	Blight Elimination	805,773	1,037,465	0	1,037,465
2560	Deeds Automation Fund	280,594	489,719	471,338	18,381
2600	Indigent Defense Fund	2,233,425	2,703,096	2,762,762	(59,666)
2630	Concealed Pistol Licensing	49,751	49,433	55,951	(6,518)
2640	Community Corrections	337,031	361,776	350,066	11,710
2671	Sheriff Forfeitures	289	10,889	281	10,608
2672	Prosecutor Drug	36	36	42	(6)
2673	Special Investigative Fund	36,672	64,923	8,113	56,810
2675	Justice Assistance Grant	0	0	213,829	(213,829)
2800	Crime Victims' Rights	313,039	410,100	540,008	(129,908)
2823	Muskegon Area Stormwater Committee	49,160	50,000	50,000	0
2890	Remonumentation	55,775	54,530	91,726	(37,196)
2910	Social Welfare	5,935	9,829	8,086	1,743
2920	Child Care Fund	9,019,241	9,833,283	7,962,793	1,870,490
2925	JTC Arts Programming Fund	0	0	7,000	(7,000)
2930	Veterans Affairs Dept	422,052	425,263	433,769	(8,506)
2970	Mental Health Buildings	354,741	366,496	353,797	12,699
2980	Victim Restitution	0	8,500	8,500	0
3010	General Debt Service Fund	71,898	75,948	75,876	72
3111	Quality of Life Bonds Debt Service	137,628	0	1,623	(1,623)
3130	Hall of Justice Bonds Debt Service	537,610	544,149	544,149	0
3140	HealthWest Building Bonds Debt Service	414,772	413,095	412,713	382
3690	Building Authority Debt Service	2,666,187	2,665,692	2,665,115	577
3960	Pension Bonds DSF-Governmental Funds	278	3,563,852	3,564,434	(582)
4010	Capital Projects Fund	7,050	0	15,000	(15,000)
4150	Northside Water Construction	161,253	1,620,000	1,620,000	0
4180	Heritage Landing Development	0	0	9,262	(9,262)
4660	Jail/JTC Capital Projects Fund	99,515	49,336	44,261	5,075
4930	Public Improvement	594,009	100,542	244,394	(143,852)
4960	Capital Improvement	1,650	58,189	58,189	0
5100	Delinquent Tax Revolving	50,727	50,727	50,772	(45)
5110	Tax Forfeitures	855,453	898,026	335,375	562,651
5160	2020 Delinquent Tax Revolving	0	0	0	0
5167	2017 Delinquent Tax Revolving	2,143,478	972	0	972
5168	2018 Delinquent Tax Revolving	418,625	2,224,759	1,485,384	739,375
5169	2019 Delinquent Tax Revolving	3,451	656,270	451,171	205,099
5500	Land Bank	856,041	954,038	892,486	61,552
5710	Solid Waste Management	3,719,731	3,377,587	3,400,199	(22,612)
5711	Fly Ash Program	(14,684)	34,921	33,515	1,406
5810	Airport	2,655,429	3,191,825	3,003,410	188,415
5880	Muskegon Area Transit System	4,440,830	5,822,113	5,322,488	499,625

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
5890	Muskegon Trolley Company	31,890	50,620	27,716	22,904
5910	Regional Water System	2,814,104	3,172,629	3,109,441	63,188
5920	Wastewater Management Operations	12,939,524	13,845,260	13,736,874	108,386
5935	WWMS#2 2011 Rev Refndg Bonds\$12.38M GOLT	243,063	210,390	210,240	150
5937	WWMS#1 2005 Bonds \$17.5M GOLT	576,443	561,870	561,900	(30)
5938	WWMS#2 2006 Revenue Bonds \$14M GOLT	509,593	498,056	498,056	0
5939	WWMS#2 2007 Revenue Bonds \$1.8M	57,919	56,375	56,375	0
5940	WWMS#2 2008 Revenue Bonds \$945K	35,553	34,496	34,496	0
5941	WWMS#2 2008-B Revenue Bonds \$16.79M	829,417	810,823	810,848	(25)
5942	WWMS#2 2008-C Revenue Bonds \$17.48M	619,550	599,800	599,800	0
5943	WWMS#2 2010 Revenue Bonds \$2.85M	106,117	104,180	104,550	(370)
6330	Office Services	483,842	533,885	532,666	1,219
6340	County South Campus	761,202	777,254	761,345	15,909
6345	Maintenance Garage	12,463	9,990	12,390	(2,400)
6350	Energy Improvements	1,075,833	731,708	603,033	128,675
6660	Equipment Revolving	947,096	827,977	879,625	(51,648)
6680	Information Technology Services ISF	3,423,444	4,078,204	4,078,232	(28)
6770	Insurance	20,146,384	21,355,025	21,717,985	(362,960)
8010	Drain Fund	50,401	43,500	42,000	1,500
8410	Lake Level Fund	9,165	4,239	18,502	(14,263)
8711	Water Supply-Fruitport #1	10,071	10,292	11,111	(819)
8718	Fruit/NS Reg. Water System II	25,655	11,928	9,922	2,006
8841	Muskegon/Egelston/Dalton Sewer	590,383	548,917	561,826	(12,909)
8845	Whitehall Twnshp Water Project	11,644	8,141	8,159	(18)
APPROPRIATIONS - ALL FUNDS		261,602,212	232,114,302	243,894,417	(11,780,115)

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
FUND BALANCE DETAIL					
	ENDING FUND BALANCE - FUND 1010	9,946,061	9,413,071	8,665,938	(747,133)
	ENDING FUND BALANCE - FUND 1060	1,691,628	1,687,234	367,207	(1,320,027)
	ENDING FUND BALANCE - FUND 1170	2	0	0	0
	ENDING FUND BALANCE - FUND 1172	0	0	0	0
	ENDING FUND BALANCE - FUND 1190	4,075	3,250	3,000	(250)
	ENDING FUND BALANCE - FUND 1200	10,501	10,503	10,503	0
	ENDING FUND BALANCE - FUND 1201	0	0	0	0
	ENDING FUND BALANCE - FUND 1202	0	0	0	0
	ENDING FUND BALANCE - FUND 1210	(1)	0	0	0
	ENDING FUND BALANCE - FUND 1211	0	0	0	0
	ENDING FUND BALANCE - FUND 1240	0	0	0	0
	ENDING FUND BALANCE - FUND 2080	517,370	336,312	435,196	98,884
	ENDING FUND BALANCE - FUND 2110	0	0	0	0
	ENDING FUND BALANCE - FUND 2140	0	0	0	0
	ENDING FUND BALANCE - FUND 2150	2	0	0	0
	ENDING FUND BALANCE - FUND 2151	0	0	0	0
	ENDING FUND BALANCE - FUND 2152	0	0	0	0
	ENDING FUND BALANCE - FUND 2153	2,114	2,114	0	(2,114)
	ENDING FUND BALANCE - FUND 2171	10,535	10,534	10,534	0
	ENDING FUND BALANCE - FUND 2210	37,845	37,832	37,832	0
	ENDING FUND BALANCE - FUND 2212	0	0	0	0
	ENDING FUND BALANCE - FUND 2217	0	0	87	87
	ENDING FUND BALANCE - FUND 2220	(11,968,252)	(11,968,242)	(11,968,242)	0 1)
	ENDING FUND BALANCE - FUND 2240	4,531,366	2,000,366	2,000,366	0
	ENDING FUND BALANCE - FUND 2261	0	0	0	0
	ENDING FUND BALANCE - FUND 2271	6	6	6	0
	ENDING FUND BALANCE - FUND 2295	0	0	1,188,753	1,188,753 2)
	ENDING FUND BALANCE - FUND 2300	1,205,984	1,073,691	(411,136)	(1,484,827) 2)
	ENDING FUND BALANCE - FUND 2411	2	0	0	0
	ENDING FUND BALANCE - FUND 2450	0	0	0	0
	ENDING FUND BALANCE - FUND 2460	0	0	0	0
	ENDING FUND BALANCE - FUND 2470	126,083	126,360	141,110	14,750
	ENDING FUND BALANCE - FUND 2471	0	0	0	0
	ENDING FUND BALANCE - FUND 2530	(1)	0	0	0
	ENDING FUND BALANCE - FUND 2550	1	0	0	0
	ENDING FUND BALANCE - FUND 2555	0	0	0	0
	ENDING FUND BALANCE - FUND 2560	521,681	205,960	224,341	18,381
	ENDING FUND BALANCE - FUND 2596	0	0	0	0
	ENDING FUND BALANCE - FUND 2600	112,330	112,325	393,207	280,882
	ENDING FUND BALANCE - FUND 2610	0	0	0	0
	ENDING FUND BALANCE - FUND 2630	152,060	177,829	163,811	(14,018)
	ENDING FUND BALANCE - FUND 2640	0	0	0	0
	ENDING FUND BALANCE - FUND 2671	14,156	13,914	24,522	10,608
	ENDING FUND BALANCE - FUND 2672	1,442	1,406	1,400	(6)
	ENDING FUND BALANCE - FUND 2673	1	0	0	0
	ENDING FUND BALANCE - FUND 2675	0	0	0	0
	ENDING FUND BALANCE - FUND 2800	888	888	888	0
	ENDING FUND BALANCE - FUND 2823	44,694	44,695	44,695	0
	ENDING FUND BALANCE - FUND 2835	0	0	0	0
	ENDING FUND BALANCE - FUND 2850	0	0	0	0
	ENDING FUND BALANCE - FUND 2890	1	0	0	0
	ENDING FUND BALANCE - FUND 2900	0	0	0	0
	ENDING FUND BALANCE - FUND 2910	0	0	0	0
	ENDING FUND BALANCE - FUND 2920	5	0	0	0
	ENDING FUND BALANCE - FUND 2925	0	0	0	0
	ENDING FUND BALANCE - FUND 2930	189,775	251,692	246,828	(4,864)
	ENDING FUND BALANCE - FUND 2940	0	0	0	0
	ENDING FUND BALANCE - FUND 2965	0	0	0	0
	ENDING FUND BALANCE - FUND 2970	5,282	3,876	17,159	13,283
	ENDING FUND BALANCE - FUND 2980	17,442	10,242	10,242	0
	ENDING FUND BALANCE - FUND 3010	0	0	0	0
	ENDING FUND BALANCE - FUND 3111	0	0	0	0
	ENDING FUND BALANCE - FUND 3130	0	0	0	0
	ENDING FUND BALANCE - FUND 3140	122,941	122,942	124,824	1,882
	ENDING FUND BALANCE - FUND 3660	0	0	0	0
	ENDING FUND BALANCE - FUND 3690	(1)	0	0	0

BUDGET REPORT FOR MUSKEGON COUNTY

DEPARTMENT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
ENDING FUND BALANCE - FUND 3960		2,483,712	1,979,158	2,116,217	137,059
ENDING FUND BALANCE - FUND 4010		48,975	48,975	33,975	(15,000)
ENDING FUND BALANCE - FUND 4150		2,173,112	572,112	588,080	15,968
ENDING FUND BALANCE - FUND 4180		9,262	9,262	0	(9,262)
ENDING FUND BALANCE - FUND 4660		77,645	28,309	37,304	8,995
ENDING FUND BALANCE - FUND 4911		770,958	770,958	770,958	0
ENDING FUND BALANCE - FUND 4930		190,605	91,563	431,412	339,849
ENDING FUND BALANCE - FUND 4960		298,350	240,161	240,161	0
ENDING FUND BALANCE - FUND 5100		346,975	397,196	338,817	(58,379)
ENDING FUND BALANCE - FUND 5110		2,369,207	2,182,632	2,886,244	703,612
ENDING FUND BALANCE - FUND 5160		0	0	0	0
ENDING FUND BALANCE - FUND 5161		0	0	0	0
ENDING FUND BALANCE - FUND 5162		0	0	0	0
ENDING FUND BALANCE - FUND 5163		0	0	0	0
ENDING FUND BALANCE - FUND 5164		0	0	0	0
ENDING FUND BALANCE - FUND 5165		0	0	0	0
ENDING FUND BALANCE - FUND 5166		0	0	0	0
ENDING FUND BALANCE - FUND 5167		(833,892)	(834,864)	(833,892)	972
ENDING FUND BALANCE - FUND 5168		776,766	(263,736)	225,411	489,147
ENDING FUND BALANCE - FUND 5169		(3,451)	520,058	609,238	89,180
ENDING FUND BALANCE - FUND 5500		2,550,459	2,505,900	2,563,585	57,685
ENDING FUND BALANCE - FUND 5710		6,648,600	6,924,409	7,437,992	513,583
ENDING FUND BALANCE - FUND 5711		506,021	476,601	478,007	1,406
ENDING FUND BALANCE - FUND 5810		30,193,658	28,585,007	28,545,631	(39,376)
ENDING FUND BALANCE - FUND 5880		3,110,287	4,775,483	4,845,045	69,562
ENDING FUND BALANCE - FUND 5890		281,065	281,445	263,949	(17,496)
ENDING FUND BALANCE - FUND 5910		4,718,159	5,105,635	4,911,704	(193,931)
ENDING FUND BALANCE - FUND 5920		54,863,447	55,776,320	57,181,733	1,405,413
ENDING FUND BALANCE - FUND 5921		6,799,424	6,799,424	6,799,424	0
ENDING FUND BALANCE - FUND 5935		(4,892,561)	(3,931,214)	(3,931,064)	150
ENDING FUND BALANCE - FUND 5937		5,060,111	5,497,533	5,497,503	(30)
ENDING FUND BALANCE - FUND 5938		5,227,741	5,533,108	5,533,108	0
ENDING FUND BALANCE - FUND 5939		(180,657)	(237,031)	(237,031)	0
ENDING FUND BALANCE - FUND 5940		(189,018)	(223,513)	(223,513)	0
ENDING FUND BALANCE - FUND 5941		962,256	1,083,547	1,083,522	(25)
ENDING FUND BALANCE - FUND 5942		3,012,990	3,466,231	3,466,231	0
ENDING FUND BALANCE - FUND 5943		(112,028)	(216,208)	(216,578)	(370)
ENDING FUND BALANCE - FUND 5944		(89,575)	(89,575)	(89,575)	0
ENDING FUND BALANCE - FUND 5945		0	0	0	0
ENDING FUND BALANCE - FUND 6330		59,125	59,042	60,261	1,219
ENDING FUND BALANCE - FUND 6340		1	0	0	0
ENDING FUND BALANCE - FUND 6345		74,490	64,500	62,100	(2,400)
ENDING FUND BALANCE - FUND 6350		(257,212)	(254,709)	(193,967)	60,742 3)
ENDING FUND BALANCE - FUND 6660		6,236,219	6,138,006	6,147,069	9,063
ENDING FUND BALANCE - FUND 6680		(719,889)	(1,831,738)	(1,831,766)	(28) 4)
ENDING FUND BALANCE - FUND 6770		3,740,385	2,832,767	2,881,540	48,773
ENDING FUND BALANCE - FUND 8010		(23,254)	(13,704)	(8,254)	5,450
ENDING FUND BALANCE - FUND 8410		(1)	0	0	0
ENDING FUND BALANCE - FUND 8711		164,833	279,899	279,080	(819)
ENDING FUND BALANCE - FUND 8718		(1)	0	0	0
ENDING FUND BALANCE - FUND 8841		0	0	0	0
ENDING FUND BALANCE - FUND 8845		0	0	0	0
ENDING FUND BALANCE - ALL FUNDS		143,751,317	138,807,749	140,482,732	1,674,983

1) - This negative reserve balance is offset by deferred revenue.

2) - The negative reserve in fund 2300 is offset with the positive reserve in fund 2295.

3) - There is sufficient working capital to cover projected fund balance short fall.

4) - The shortfall in this fund is being recouped through departmental charges per the Information Technology rate study provided by MGT of America. It is combined with fund 6660 in the Comprehensive Annual Financial Report.

FY2020 BUDGET - REQUEST FOR FUNDING TRANSFER

Department	Position	Present Funding	Requested Funding	Recommendation
Clerk	Election Coordinator FT - X31702	1010-0191-50%	1010-0191-75%	Yes-effective 12/09/19
		1010-0215-25%	1010-0215-25%	
		2630-2151-25%		
Family Court	Court Officer FT - Q27304	2150-0142-10%	2920-0152-100%	Yes effective 10/01/2019
		2920-0152-90%		
	Court Officer FT - Q27314	2150-0142-10%	2920-0152-100%	Yes effective 10/01/2019
		2920-0152-90%		
	Court Services Specialist FT - Q27506	1010-0132-60%	1010-0132-25%	Yes effective 10/01/2019
		2150-0142-40%		
	Court Services Specialist FT - Q27511	1010-0132-24%	1010-0132-25%	Yes effective 10/01/2019
		2150-0142-66%		
		2150-0149-4%		
		2920-0152-6%		
	Court Services Specialist FT - Q27512	2150-0142-25%	2150-0142-100%	Yes effective 10/01/2019
		2150-0146-50%		
		2920-0152-25%		
	Court Services Specialist FT - Q27513	1010-0131-3%	2920-0152-100%	Yes effective 10/01/2019
		2150-0142-57%		
		2150-0149-10%		
		2920-0152-30%		
	Court Services Specialist FT - Q27517	2150-0142-42%	2150-0142-52%	Yes effective 10/01/2019
		2150-0149-10%		
2920-0152-10%				
2920-0660-10%				
2920-0662-28%				
Court Services Specialist FT - Q27518	1010-0132-12%	1010-0132-25%	Yes effective 10/01/2019	
	1010-0351-50%			
	2150-0142-33%			
	2150-0149-2%			
	2920-0152-3%			
Court Services Specialist FT - Q27519	1010-0132-60%	1010-0132-25%	Yes effective 10/01/2019	
	2150-0142-40%			
Court Services Specialist FT - Q27521	2150-0142-50%	1010-0131-50%	Yes effective 10/01/2019	
	2150-0149-30%			
	2920-0152-20%			
Court Services Specialist FT - Q27526	2150-0142-50%	1010-0131-50%	Yes effective 10/01/2019	
	2150-0149-30%			
	2920-0152-20%			
Court Services Specialist FT - Q27531	2150-0142-50%	2150-0142-100%	Yes effective 10/01/2019	
	2150-0149-30%			
	2920-0152-20%			
Circuit Ct Finance Manager FT - X14701	2150-0142-50%	1010-0132-10%	Yes effective 10/01/2019	
	2150-0149-15%			
	2920-0152-35%			

FY2020 BUDGET - REQUEST FOR FUNDING TRANSFER

Department	Position	Present Funding	Requested Funding	Recommendation
	Circuit Ct Admin/Friend of the Ct FT - X15201	2150-0142-60% 2920-0152-40%	1010-0131-30% 2150-0142-70%	Yes effective 10/01/2019
	Info Systems Tech III FT - X43904	1010-0131-23% 2150-0142-35% 2150-0149-5% 2920-0152-10% 2920-0660-8% 2920-0662-19%	1010-0131-23% 2150-0142-35% 2150-0149-5% 2150-0230-10% 2920-0660-8% 2920-0662-19%	Yes effective 10/01/2019
	Project Coordinator FT - X71101	2150-0142-60% 2150-0149-20% 2920-0152-20%	1010-0131-20% 2150-0142-60% 2150-0149-20%	Yes effective 10/01/2019
	Senior Accountant FT - X83204	2150-0142-70% 2150-0149-15% 2920-0152-15%	1010-0131-25% 2150-0142-75%	Yes effective 10/01/2019

FY2020 BUDGET - UNFUNDED POSITIONS

Department	Position #	Position Classification	Status	GF	Other	Comments
Accounting	X68501	Procurement Analyst	Vacant	currently unfunded		Yes
Administration	X31601	Economic Development Manager FT	Vacant	currently unfunded		Yes
Airport	N07501	Airport Maintenance Supervisor FT	Vacant	currently unfunded		Yes
	N04003	Administrative Secretary FT	Vacant	currently unfunded		Yes
	N08002	Airport Maintenance Worker FT	Vacant	currently unfunded		Yes
Clerk	N30501	Elections Coordinator FT	Vacant	currently unfunded		Yes
	G27101	County Clerk Deputy Hrly	Vacant	currently unfunded		Yes
Clerk-Circuit Court Records	G19503	Circuit Court Clerk FT	Vacant	currently unfunded		Yes
	G19701	Circuit Court Liaison FT	Vacant	currently unfunded		Yes
	G19702	Circuit Court Liaison FT	Vacant	currently unfunded		Yes
CVB	N80301	Tourism Asst Hrly	Vacant	currently unfunded		Yes
CVB/Parks	X60001	Park Superintendent FT	Vacant	currently unfunded		Yes
District Court	D15026	Court Clerk/District Ct Hourly	Vacant	currently unfunded		Yes
Drain	G20003	Clerk II	Vacant	currently unfunded		Yes
Equalization	G09301	Assessment Administration Clerk FT	Vacant	currently unfunded		Yes
	G09203	Appraisal Technician FT	Vacant	currently unfunded		Yes
Facilities Management	G12403	Building Maintenance Mech II FT	Vacant	currently unfunded		Yes
Family Court	G19303	Child Support Specialist FT	Vacant	currently unfunded		Yes
	G27504	Court Services Specialist FT	Vacant	currently unfunded		Yes
	G27501	Court Services Specialist FT	Vacant	currently unfunded		Yes
	G35501	Family Court Transport Officer FT	Vacant	currently unfunded		Yes
	G93001	Word Processing Coordinator FT	Vacant	currently unfunded		Yes
	N33701	Family Court Project Manager FT	Vacant	currently unfunded		Yes
	G01007	Account Clerk I FT	Vacant	currently unfunded		Yes
	G36101	FOC Caseworker II FT	Vacant	currently unfunded		Yes
	X40501	FOC Chief Enforcement Officer FT	Vacant	currently unfunded		Yes
	X18201	Clinical Supervisor II/Fam Ct FT	Vacant	currently unfunded		Yes

FY2020 BUDGET - UNFUNDED POSITIONS

Department	Position #	Position Classification	Status	GF	Other	Comments
Family Court - Child Care Fund	X42202	Grants Monitor - Hourly	Vacant	currently unfunded		Yes
	X08001	Assistant Prosecutor I FT	Vacant	currently unfunded		Yes
Human Resources	N39703	Human Resources Specialist FT	Vacant	currently unfunded		Yes
Public Health	N20602	Community Nutrition Counselor FT	Vacant	currently unfunded		Yes
	N20701	Community Nutrition Specialist Hrly	Vacant	currently unfunded		Yes
Register of Deeds	G31204	Deeds Record Technician FT	Vacant	currently unfunded		Yes
Sheriff Animal Control	G20007	Clerk II FT	Vacant	currently unfunded		Yes
	G06001	Animal Control Officer FT	Vacant	currently unfunded		Yes
Sheriff Courtroom Security	S05051	Sheriff Deputy Hrly	Vacant	currently unfunded		Yes
	S05052	Sheriff Deputy Hrly	Vacant	currently unfunded		Yes
	S05053	Sheriff Deputy Hrly	Vacant	currently unfunded		Yes
	S05054	Sheriff Deputy Hrly	Vacant	currently unfunded		Yes
Sheriff Jail Operations	G22002	Communication Dispatcher FT	Vacant	currently unfunded		Yes
Sheriff Operations	G34002	Departmental Clerk FT	Vacant	currently unfunded		Yes
	G54001	Mechanic/Sheriff FT	Vacant	currently unfunded		Yes
	C02505	Lieutenant AA Degree FT	Vacant	currently unfunded		Yes
Sheriff/Marine Safety	G02002	Account Clerk II FT	Vacant	currently unfunded		Yes
Solid Waste	W32505	Solid Waste Disp Site Oper/Seasonal	Vacant	currently unfunded		Yes
	W32506	Solid Waste Disp Site Operator FT	Vacant	currently unfunded		Yes
Treasurer	G62405	Property Tax Technician FT	Vacant	currently unfunded		Yes

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED x	
REQUESTING DEPARTMENT Prosecutor's Office	COMMITTEE DATE 08/20/2020	REQUESTOR SIGNATURE DJ Hilson	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
The Prosecutor is requesting approval to apply for the and accept the FY 2021 STOP Violence Against Women grant in the amount of \$131,805.00. A 25% in-kind match is required and will be provided by attorneys assisting the prosecutor funded under this grant. The terms of this grant will not allow reimbursement of any administrative expenses. The grant period is October 1, 2020, through September 30, 2021.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
Move to approve the Prosecutor to apply for and accept the FY 2021 STOP Violence Against Women grant.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
			
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			Date
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 – 67	BOARD DATE: 8/25/2020	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means	BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE August 20, 2020	REQUESTOR SIGNATURE Matthew Farrar
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)		
<p>The lease agreement between the County and Family Outreach Center, Inc., will expire on September 30, 2020. Family Outreach "Provides screening, assessments, and crisis intervention to Muskegon County and Kent County Correctional Facilities inmate population. Additional services include coordination of care, diversion, specialized groups, and individual substance use counseling." Family Outreach rents 1,846 square feet of space at the County owned Oak Street Facility.</p> <p>Attached is a new three year agreement for the Board's consideration which includes the following changes from the last contract: 1) 2% annual rent increase (previous rent was the same for three years), 2) eliminated automatic renewals. County Board must approve all renewals.</p> <p>Should the Board wish to continue renting to Family Outreach, the following motion is suggested; if not, no action is necessary.</p>		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)		
Move to approve a three year lease agreement, expiring on September 30, 2023, between the County and Family Outreach Center, and authorize the Chair to sign the agreement.		
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)		
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE & MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee		
		Date
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 – 68	BOARD DATE: 8/25/2020
PAGE NO.		

LEASE AGREEMENT

This Lease Agreement (“Agreement”) is made on _____ by and between the County of Muskegon, a municipal corporation and political subdivision of the State of Michigan, having its principal place of business at 990 Terrace Street, Muskegon, Michigan, 49442 (“County”) and Family Outreach Center, Inc., a Michigan non-profit corporation, having its principal place of business at 1939 Division Ave South, Grand Rapids, Michigan, 49507 (“Family Outreach Center”).

In consideration of the leasing by County to Family Outreach Center of a portion of the building located at 1611 Oak Avenue, Muskegon, Michigan, 49442, also known as the Oak Street Facility (“Building”), the parties agree as follows:

1. Leased Premises. County hereby leases to Family Outreach Center and Family Outreach Center hereby takes from County the following portion of the Building, together with all easements, rights of ingress and egress, parking areas and all appurtenances and fixtures belonging to or appertaining thereto (“Premises”):

Portion of the Second Floor totaling 923 square feet and portion of the Third Floor totaling 923 square feet, for a combined total leased space of 1,846 square feet.

2. Term. The term of this Agreement shall commence on October 1, 2020 and shall continue until through September 30, 2023 unless otherwise terminated prior thereto and shall be renewable as provided in Section 22.

3. Rent. Family Outreach Center shall pay as rent for the Premises the sum of \$1,396.50 per month which is based on a rate of \$9.08 per square foot per year for the first year of term. All rent shall be payable in advance and shall be due on the first day of each month. Rent for partial months at the beginning and ending of the term shall be appropriately prorated. Rent shall increase an additional two percent (2%) per year during each year of the term.

4. Use of Premises. During the term Family Outreach Center shall use and occupy the Premises for the purpose of substance abuse counseling and for no other use or purpose without the prior written consent of the County. No activity shall be conducted on the Premises that does not comply with all local, state and federal laws, ordinances and regulations.

5. Peaceful Possession. County covenants that Family Outreach Center, on paying the rent and performing its covenants herein contained, shall peaceably and quietly have, hold and enjoy the Premises for the term aforesaid.

6. Taxes. County shall not be responsible for paying any taxes on Family Outreach Center’s behalf, and should County be required to do so by State, Federal, or local taxing agencies, Family Outreach Center agrees to reimburse County promptly for the full value of such paid taxes plus interest and penalty, if any. These taxes include, but are not limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax,

disability insurance and workers' compensation insurance.

7. Alterations. Family Outreach Center may remodel and make improvements to the Premises; however, any remodeling or improvements that will significantly alter the Premises or require an investment by Family Outreach Center in excess of \$5,000.00 shall require the prior written consent of County. Furthermore, Family Outreach Center shall not at any time during the term make any alteration or improvement in or to the Premises unless:

(a) The same shall be performed in a first-class workmanlike manner, at Family Outreach Center's sole cost and expense, and shall not weaken or impair the structural strength, or lessen the value of the Building on the Premises at the time;

(b) Before the commencement of any such work, plans and specification shall be filed with and be approved by all governmental departments or authorities having jurisdiction and all such work shall be done subject to and in accordance with the requirements of any applicable law and local regulation;

(c) Family Outreach Center shall furnish, at Family Outreach Center's expense, satisfactory security to County guaranteeing the completion of such work, free and clear of all liens and encumbrances.

All alterations and improvements and appurtenances on or in the Premises at the commencement of the term and which may be erected, installed or affixed on or in the Premises during the term are and shall be deemed to be immediately become part of the realty and the sole and absolute property of the County and shall be deemed to be part of the Premises except that all movable trade fixtures purchased and installed by Family Outreach Center shall remain the property of Family Outreach Center.

8. Maintenance and Repair. County shall, at its own cost and expense, keep and maintain the Premises, including parking areas, in good order and condition, ordinary wear, tear and use expected. County shall make all repairs to the Premises that are necessary to fulfill the purpose of Family Outreach Center's use of the Premises. However, if the need for any repair is the result of the negligence or intentional acts of Family Outreach Center, its agents, employees, licensees, invitees or clients, County shall charge the cost of said repair to Family Outreach Center and Family Outreach Center shall reimburse County for the cost. Family Outreach Center shall use all reasonable precaution to prevent waste, damage or injury to the Premises.

Family Outreach Center shall not contract outside maintenance for any building system or item which is owned by County. If maintenance or repair is needed, Family Outreach Center shall contact County's Facilities Management at 231-724-6416 or Facilities@co.muskegon.mi.us.

There shall be no suspension, reduction, or setoff of rent based on County's failure or delay in making repairs or providing maintenance.

9. Utilities. County shall pay, during the term of this Agreement, all charges for gas,

electricity, lights, heat, water, sewer, power, telephone and other communication services, used, rendered or supplied upon or in connection with the Premises.

10. Compliance with Laws. Family Outreach Center shall, at its own cost and expense, promptly observe and comply with all present and future laws, ordinances, requirements, orders, directions, rules and regulations of the federal, state, county and municipal governments and of all other governmental authorities having jurisdiction over the Premises or appurtenances or any part thereof, and of the insurance underwriting board or insurance inspection bureau having or claiming jurisdiction, or any other body exercising similar functions, and of all insurance companies writing policies covering the Premises or any part thereof.

11. Insurance. Family Outreach Center, at its own cost and expense, shall be required to maintain insurance coverage as follows:

(a) Workers' Compensation coverage for its employees with statutory limits and Employers Liability coverage with limits of:

Coverage A - Compensation as required by Statute
Coverage B – Employer's Liability to \$500,000.00

(b) Commercial General Liability coverage not less than provided on the standard ISO 1993 Form, which includes contractual liability, personal injury, board form property damage, extended liability, and, where applicable, products liability coverage, with coverage limits of:

Per occurrence - \$1,000,000.00

(c) Comprehensive Automobile Liability coverage not less than provided on the standard ISO 1990 Form, which includes contractual liability coverage and coverage for all owned, hired, and non-owned vehicles with limits of:

Bodily Injury and Property Damage, Any One Accident or Loss - \$1,000,000.00

(d) Umbrella or Excess Liability:

Per occurrence - \$1,000,000.00

(e) Provide and keep in force such other insurance and in such amounts as may from time to time be required by County against such other insurable hazards that are commonly insured against in the case of Premises similarly situated.

Family Outreach Center shall name the County of Muskegon as an additional insured and shall provide proof of the coverages listed above at or before the execution of this Agreement. All such insurance shall be obtained from companies of good standing that are licensed to do business in the State of Michigan. At the request of County, during the term of this Agreement, copies of the policies or certificates of such insurance shall be delivered by Family Outreach

Center to County. Family Outreach Center shall not violate or permit to be violated any of the conditions or provisions of any such policy of insurance whether carried by County or Family Outreach Center.

12. Waiver of Subrogation. Each party hereto does hereby release and discharge the other party and any officer, agent, employee or representative of such party, of and from any liability whatsoever hereafter arising from loss, damage or injury caused by fire or other casualty for which insurance (permitting waiver of liability and containing a waiver of subrogation) is carried by the injured party at the time of such loss, damage or injury, to the extent of any recovery by the injured party under such insurance.

13. Destruction. If the Premises are destroyed or damaged in whole or in part by fire or other cause, Family Outreach Center shall give the County immediate notice thereof, and Family Outreach Center, at its own cost and expense, but on the condition that insurance proceeds are made available to Family Outreach Center, shall promptly repair, replace and rebuild the same, at least to the extent of the value and as nearly as possible to the character of the buildings, improvements and equipment therein existing immediately prior to such occurrence with no abatement of rent. County shall in no event be called upon to repair, replace or rebuild any such buildings, improvements or equipment, or to pay any of the costs or expenses thereof beyond or in excess of the available insurance proceeds. All such work shall be performed in accordance with the provisions of Section 7 of this Agreement regarding alterations.

In the event, however, that more than fifty percent (50%) of the area of the Premises shall be rendered completely untenable by such damage or destruction or if any damage or destruction shall occur within one (1) year from the expiration of the term of this lease, County may, at County's option, in lieu of having the Premises rebuilt, terminate this Agreement and all obligations hereunder in which case County shall be entitled to retain all available insurance proceeds.

14. Subordination to Mortgages. This Agreement and Family Outreach Center's rights shall at all times be subject and subordinate to the lien of any mortgage, or consolidated mortgage, which may now or hereafter affect the Premises, or any part thereof, or the Premises and other land, and to any renewal, modification, consolidation, replacement and extension of any such mortgage.

Family Outreach Center shall upon demand execute, acknowledge and deliver to County, without expense to County, any and all instruments that may be necessary to subordinate this Agreement and all rights hereunder to the lien of any such mortgage and any renewal, modification, consolidation, replacement and extension.

In the event of a default on the part of County (not cured by County at least three (3) days prior to the expiration of the grace period therefore) under any mortgage affecting the Premises to which this Agreement is or shall be subject and subordinate, Family Outreach Center may itself, on account of County, cure such default. Family Outreach Center shall be entitled to collect from County all reasonable sums expended by Family Outreach Center in curing the

mortgage default, including reasonable attorney fees, and interest on all such expenditures at the legal rate of interest, by any available remedy or by deducting the same from any rent payments thereafter becoming due hereunder. If in connection with the curing of any default, Family Outreach Center shall acquire and become the holder of any mortgage affecting the Premises and thereafter shall deduct the full cost and expense of acquiring such mortgage from rents, the said mortgage shall be satisfied, released and discharged of record when Family Outreach Center shall have recouped the full actual cost and expense of acquiring the same, including interest at the mortgage rate.

15. Access by County. Family Outreach Center shall permit County or its agents to enter the Premises at all reasonable hours for the purposes of inspection, making repairs and showing the Premises to persons wishing to purchase the same or to make a mortgage loan on the same and, at any time within one (1) year prior to the expiration of the term, to persons wishing to rent the same. Family Outreach Center shall within six (6) months prior to the expiration of the term permit the usual notices of “to let”, “for rent” and “for sale” to be placed on the Premises and to remain there without hindrance or molestation.

Family Outreach Center shall permit County or its agents access seven (7) days a week twenty-four (24) hours a day to the electrical/communications closet on the Premises and all other Building related hardware areas located on the Premises.

16. No Access by Family Outreach Center. Family Outreach Center will not have access to the electrical/communications closet nor any other Building related hardware areas.

17. Indemnification. Family Outreach Center shall indemnify and save harmless County against and from all costs, expenses, liabilities, claims, suits, actions and demands of every kind or nature, including reasonable attorney fees, by or on behalf of any person, party or governmental authority whatsoever arising out of Family Outreach Center’s (i) use of the Premises, (ii) failure to perform any its obligations under this Agreement, (iii) failure to comply with any laws, ordinances, requirements, orders, directions, rules or regulations of any federal, state, county or city governmental authority, and for (iv) any mechanic’s lien, conditional bill of sale or chattel mortgage filed against the Premises or any equipment therein or any materials used in construction or alteration of any building or improvement thereon. This indemnity does not extend to claims created by the negligent or willful acts of County or its employees, agents, or contractors or by previous environmental conditions.

18. Uninsurable Losses. During the term of this Agreement, and any extension thereof, the risk of loss with respect to total uninsurable losses to the Premises, which are occasioned by any act or omission of Family Outreach Center, its employees, agents, licensees, invitees or clients shall rest upon Family Outreach Center. (The parties agree that for purposes of interpreting the foregoing provision, an example of an uninsurable loss which shall be the responsibility of Family Outreach Center would be Family Outreach Center’s failure, as possessor of the Premises to detect a malfunction in the heating system during the winter, resulting in freezing and bursting of water pipes in the Premises. If the freezing and bursting of water pipes and consequent damage flowing therefrom is not covered by insurance all such damages resulting therefrom are the responsibility of and must be paid for by Family Outreach

Center).

19. Default. Each of the following events shall be a default hereunder by Family Outreach Center and a breach of this Agreement:

(a) If Family Outreach Center shall fail to pay County any rent as and when the same shall become due and payable and shall not make such payment within ten (10) days after notice thereof by County to Family Outreach Center.

(b) If insolvency proceedings under any such insolvency act of any state shall be instituted against Family Outreach Center or if a receiver or trustee shall be appointed for all or substantially all of the property of Family Outreach Center and such proceedings shall not be dismissed or such receivership or trusteeship vacated within thirty (30) days after such institution or appointment.

(c) If Family Outreach Center shall file a petition seeking relief under any insolvency act of any state or shall otherwise voluntarily take advantage of any such law or act by answer or otherwise or shall be dissolved or shall make an assignment for the benefit of creditors.

(d) If Family Outreach Center fails to perform any its obligations under this Agreement and such non-performance continues for a period within which performance is required by a specific provision of this Agreement or, if no such period is specified, for a period of ten (10) days after notice thereof by County to Family Outreach Center, or if such performance cannot be reasonably had within such ten (10) day period, then if Family Outreach Center shall not in good faith have commenced such performance within such ten (10) day period and shall not diligently proceed therewith to completion.

(e) If Family Outreach Center shall vacate or abandon Premises.

(f) If this Agreement or Family Outreach Center's rights hereunder are transferred to any other person or party, except in a manner permitted under Section 25 hereof.

If a default occurs, County has the right to terminate this Agreement by giving to Family Outreach Center not less than five (5) days' notice of termination, and upon expiration of the time fixed in the notice, this Agreement shall expire in the same manner and with the same force and effect, except as to Family Outreach Center's liability, as if the expiration of the time fixed in the termination notice were the end of the term herein originally demised.

After expiration of the applicable notice period specified in this section, or without notice in the event of an emergency, County at its option may cause the default to be cured. Any costs expended to cure the default, together with interest thereon at the highest rate permitted by law from the date of such payment by County, shall be immediately payable on demand as additional rent. County has the right to enter the Premises for the purpose of curing any default and to remain therein until the same is corrected or remedied. County's curing of any default does not

waive or release Family Outreach Center's default or County's right to take such action as may be otherwise permissible in the case of a default.

20. Right to Reenter. In the event default as set forth in Section 18, County may reenter and repossess the Premises and remove Family Outreach Center and any property of Family Outreach Center therefrom and Family Outreach Center shall remain and continue to be liable to County for all rent and other charges payable hereunder for the remainder of the term. County may, in such event, repair and alter the Premises in such manner as County deems advisable, and let or re-let the Premises or any parts thereof for the whole or any part of the remainder of the term originally demised or for a longer period, in County's name or as the agent of Family Outreach Center. Out of any rent received from subtenants or as a result of such letting or re-letting County shall, first, pay to itself the cost and expense of retaking, repossessing, repairing and/or altering the Premises, and the cost and expense of removing all persons and property therefrom; second, pay to itself the cost and expense incurred in securing any new tenant; and, third, pay to itself any balance remaining on account of the liability of Family Outreach Center to County for a sum equal to all rent, and other charges payable hereunder and unpaid by Family Outreach Center for the remainder of the term herein originally demised.

If any rent collected by County as provided in this section, after the payments therein mentioned, is insufficient to fully pay to County a sum equal to all rent and other charges payable hereunder for the remainder of the term originally demised, the deficiency shall be paid by Family Outreach Center on the rent days herein specified, that is, upon each of such rent days Family Outreach Center shall pay to County the amount of the deficiency then existing and Family Outreach Center shall be and remain liable for any such deficiency and the County's right to recover any deficiency from Family Outreach Center shall survive the issuance of any dispossessory warrant or other termination hereof. If any rent collected by County, after the payments for costs incurred, is in excess of all rent and other charges payable hereunder for the remainder of the term originally demised, County shall be entitled to retain the excess.

21. County's Attorney Fees; Jury Waiver. If County commences an action to enforce this Agreement or to evict Family Outreach Center, Family Outreach Center agrees to pay County's reasonable attorney fees and costs.

County and Family Outreach Center knowingly and voluntarily waive trial by jury in any action (a) to enforce this Agreement; (b) to evict Family Outreach Center from the Premises; or (c) that is in anyway related to this Agreement, the Premises, or the relationship between County and Family Outreach Center.

22. Option to Renew. If this Agreement is in full force and effect and if Family Outreach Center has fully performed all of its obligations, Family Outreach Center has the option to extend this Agreement upon the same terms and conditions, except for the rent amount, for one (1) additional term of three (3) years if mutually agreed to by the County. The option for the extended term shall be exercised by Family Outreach Center giving written notice to County not less than three (3) months prior to the expiration of the current term. If the term is extended, rent shall be increased by two percent (2) per year for each year of the extended term.

23. Severability of Rights. The rights and remedies given to County in this Agreement are distinct, separate and cumulative, and no one of them, whether or not exercised by County, shall be deemed to be in exclusion of any of the others herein or by law or in equity provided.

No receipt of money by County from Family Outreach Center, after termination hereof in any lawful manner, shall reinstate, continue or extend the term, or affect any notice given to Family Outreach Center, or operate as a waiver of County's right to enforce the payment of rent and additional rent then due or thereafter falling due, or operate as a waiver of County's right to recover possession of the Premises. The parties agree that, after service of a notice to terminate, after the commencement of any proceeding, or after a final order or judgment for possession of the Premises, County may collect any money due, or thereafter falling due, without in any manner affecting such notice, proceeding, order or judgment. It is agreed that any money so collected shall be deemed to be payment on account of the use and occupation of the Premises, or at the election of County, on account of Family Outreach Center's liability hereunder.

The failure of County to insist upon a strict performance of any terms of this Agreement shall not be deemed a waiver of any rights or remedies that County may have and shall not be deemed a waiver of any subsequent breach or default in any terms of this Agreement.

24. Acceptance by Family Outreach Center. At the commencement of the term, Family Outreach Center shall accept the Premises in an as-is condition. Family Outreach Center agrees that no representations, statements, or warranties, express or implied, have been made by or on behalf of County regarding the condition of the Premises, or the use that may be made thereof. Family Outreach Center further agrees that County shall in no event whatsoever be liable for any latent defects therein.

25. Assignment and Subletting. Family Outreach Center shall not assign or sublet all or any portion of the Premises without the prior written consent of County. If an assignment or sublease is permitted by County, Family Outreach Center shall remain primarily liable for the payment of rent and for the performance of all other terms of this Agreement required to be performed by Family Outreach Center.

County shall have the right to assign its interest in the Premises or to assign, from time-to-time, the whole of the rent at any time payable hereunder. Such assignment shall be effective as to Family Outreach Center upon written notice by County to Family Outreach Center of such assignment.

26. End of Term. Family Outreach Center shall, on the last day of the term, or upon the sooner termination of the term, peaceably and quietly surrender and deliver the Premises to County free of sub-tenancies (unless County shall consent in writing to the continuance thereof), broom clean, including all improvements constructed by Family Outreach Center thereon, with all equipment in or appurtenant thereto, except all moveable trade fixtures (not including equipment installed by any subtenants) in good condition and repair, reasonable wear and tear excepted.

Any of Family Outreach Center's moveable trade fixtures or personal property, if not removed at termination and if County shall so elect, shall be deemed abandoned and become the property of County without any payment or offset therefore. If County shall not so elect, County may remove such fixtures or property from the Premises and store them at Family Outreach Center's risk and expense. Family Outreach Center shall repair and restore, and save County harmless from, all damage to the Premises caused by the removal therefrom, whether by Family Outreach Center or by County, of all such moveable trade fixtures and personal property.

The provisions of this section shall survive the expiration or sooner termination of this Agreement.

27. Notices. Any notice required under this Agreement shall be in writing and sent by registered or certified mail, return receipt requested, to the parties as follows, unless otherwise designated in writing:

(a) To Family Outreach Center, Attention Veneese Chandler, 1939 Division Avenue South, Grand Rapids, Michigan, 49507.

(b) To County, Attention County Administrator, 990 Terrace Street, Muskegon, Michigan 49442.

The notice shall be deemed to have been served on the day after it is deposited in the United States mail, postage prepaid, in the manner aforesaid. Nothing herein contained shall be construed to preclude personal service of any notice in the same manner that personal service of a Summons or other legal process may be made.

28. Holdover Tenancy. In the event that Family Outreach Center remains in possession of the Premises after the term of this Agreement, or any extension hereof, such holding over shall be construed as creating a tenancy from month to month.

29. Partial Invalidity. If any provision of this Agreement is invalid, illegal, or unenforceable, that provision will be enforced to the fullest extent permitted by law, and the validity, legality, and enforceability of the remaining provisions will not in any way be affected or impaired.

30. Law of Michigan to Apply; Construction of Terms. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. Terms and language contained in this Agreement shall be given their common and ordinary meaning and shall not be construed against either party.

31. Binding Effect. This Agreement shall bind and insure to the benefit of County and Family Outreach Center and their respective successors and permitted assigns.

32. Signage. Family Outreach Center shall have the right to place signs on the face of the building and to have at least one free-standing sign, but only if these sign rights are in

compliance with the ordinances of the Township of Muskegon.

33. Construction Liens. Family Outreach Center shall keep the Premises free from any liens arising out of any work performed thereon, materials furnished thereto or obligations incurred by Family Outreach Center. Family Outreach Center shall indemnify, defend and hold County harmless against all liability, loss, damage, cost and all other expenses arising out of claims of lien for work performed or materials furnished to or for the benefit of Family Outreach Center.

34. Remedies Cumulative; Waiver. All rights and remedies of County or Family Outreach Center hereunder are cumulative and not exclusive and shall be in addition to all other rights and remedies provided by applicable law. Failure to exercise or delay in exercising any right or remedy hereunder shall not operate as a waiver thereof nor excuse future performance. No waiver, discharge or renunciation of any claims or rights arising out of a breach of these terms and conditions shall be effective, unless in writing signed by the party so waiving and supported by consideration. Any waiver of any breach shall be a waiver of that breach only and not of any other breach, whether prior or subsequent thereto.

35. Entire Agreement; Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

36. Authorization to Act. Family Outreach Center represents that (i) it is validly organized, existing and authorized to do business under Michigan law; (ii) it has the full power and lawful authority to enter into this Agreement; and (iii) the execution of this Agreement by the individual who has signed below is legally binding on Family Outreach Center.

IN WITNESS WHEREOF, the parties have executed this Agreement on this day and year first above written.

WITNESS:

COUNTY OF MUSKEGON

_____ By: _____
Susie Hughes, Chair
Muskegon County Board of
Commissioners

INC. FAMILY OUTREACH CENTER SERVICES,
Veneese Chandler

_____ By: _____
Veneese Chandler
Its: Executive Director

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Treasurer's Office		COMMITTEE DATE 8/20/2020		REQUESTOR SIGNATURE
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The County Treasurer is requesting the renewal (payments have been on-going since May of 2019) of the contract with Title Check LLC of Kalamazoo to perform certain duties "Scope of Work" related to Public Act 123 of 1999 in relation to the tax reversion process.</p> <p>Title Check LLC is a sole source provider as they perform title work for 65 counties and the State of Michigan and is the only company that completes the process from forfeiture to auction.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Approve the ongoing contract with Title Check LLC, beginning May 1, 2019 and continuing for a period of (5) five years, concluding on April 30, 2024. This contract is to provide services under the scope of Public Act 123 of 1999 to the Muskegon County Treasurer acting in its official duty as the Foreclosing Governmental Unit for the County of Muskegon.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				
				Date
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 - 69	BOARD DATE: 8/25/2020	PAGE NO.	

RENEWAL OF CONTRACT TO PROVIDE SERVICES

Renewal of Contract to Provide Services, dated and effective as of May 1, 2019, between **Title Check, LLC** of 622 W Kalamazoo Ave, Kalamazoo, MI 49007 (the "Contractor") and the **Muskegon County Treasurer** of 173 E Apple Ave, Muskegon, MI 49442 (the "Treasurer/FGU").

The Contractor and the Treasurer/FGU originally executed a contract for tax reversion services in 2005. This original contract was subsequently extended in 2006, 2009, and again in 2014. The term of the most recent contract extension is set to expire on April 30, 2019.

The relationship between the Contractor and the Treasurer/FGU over the past 14 years has been mutually beneficial and both parties desire to continue this relationship into the future. To this end, the Contractor has offered to continue providing services to the Treasurer/FGU for an additional five (5) years.

Accordingly, in consideration of the mutual promises stated in this Agreement, the parties agree as follows:

Term: The Term of this Agreement shall commence on May 1, 2019 and continue for a period of five (5) years, concluding on April 30, 2024.

Scope of Work: The Contractor shall provide to the Treasurer/FGU the services set forth in the attached Summary of Services Provided which is hereby incorporated and made a part of this Agreement. These services are consistent with those provided by the Contractor under past agreements.

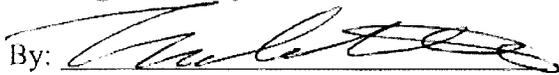
Terms and Conditions: The attached Terms and Conditions are hereby incorporated and made a part of this Agreement and are substantially consistent with those Terms and Conditions included in earlier agreements.

Compensation: The Treasurer/FGU shall compensate the Contractor for the satisfactory rendering of services outlined in the aforementioned Proposal to Provide Services at the rate outlined in the aforementioned Terms and Conditions.

Counterparts: This Agreement may be executed in one or more counterparts, each of which is deemed an original but all of which together shall constitute one agreement.

To evidence the parties' agreement to this Agreement, each party has executed and delivered it on the date indicated under that party's signature.

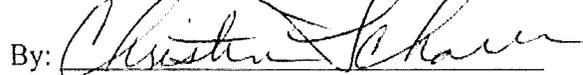
Muskegon County Treasurer

By: 

Tony Moulatsiotis
Muskegon County Treasurer

Dated: 04/29/2019

Title Check, LLC

By: 

Christine Schauer
Its: Operations Manager

Dated: 4/26/19

TERMS AND CONDITIONS

Controlling Legislation: The services to be provided hereunder are governed by the provisions of the Michigan General Property Tax Act, and Public Acts 123, 132, 133 and 134 of 1999, as amended. These Acts shall provide the minimum standard for satisfactory performance under this agreement.

Option to Extend Term: The Treasurer/FGU shall have the option to exercise one five-year extension to the Term. Pricing for services to be provided during such extension shall be negotiated 90 days before the expiration of the Term.

Reports: The Contractor shall provide online, on-demand reporting to the Treasurer/FGU through its online web portal, orco.title-check.com, or other similar application. The Treasurer/FGU may check the status of any pending file at any time by accessing this resource.

Information Sharing: The Treasurer/FGU shall provide to the Contractor, in a timely manner, all information necessary for the Contractor to render services under this Agreement.

Scope of Title Search: The Contractor shall provide a title search on all parcels which proceed to foreclosure, and shall also examine other records as prescribed by statute. Parties identified in the search shall additionally be traced for current address and telephone number to the best of the Contractor's ability.

Effect of Redemption: Upon notice of redemption from forfeiture by Treasurer/FGU, Contractor shall immediately discontinue any and all research and contact tasks for the subject parcel(s), and shall remove or properly classify same in the foreclosure management system. Treasurer/FGU shall transmit redemption information to Contractor on at least a weekly basis.

Form of Official Documents: Where promulgated by the Michigan Department of Treasury or other authority, the Contractor shall use only those approved forms or documents.

Ownership of Records: Any Records ("Records") produced by the Contractor in accordance with this Agreement, whether complete or incomplete, shall be the property of the Treasurer/FGU. Records shall include title abstracts, search/bring down sheets or summaries thereof, and relevant recorded documents, maintained by the Contractor in physical and digitally imaged format; Records shall also include digitally imaged copies or replications of all USPS mail pieces and return receipts created in the provision of due process in accordance with this Agreement. Records shall not include any other documents, comments, communications, images, preparatory material, databases records, proprietary software, or other material that is not specifically defined herein as Records. Any material in the Contractor's possession not constituting Records shall remain the sole property of the Contractor.

Maintenance of Records: The Contractor shall maintain all Records in its possession for the Term of this Agreement and for a minimum of six (6) months thereafter. Within six (6) months of the termination of this Agreement, the Contractor shall deliver any Records in its possession to Treasurer/FGU in a mutually agreed upon manner.

Independent Contractor: The Contractor is an independent contractor and not an employee of the Treasurer/FGU or County. The Contractor shall secure, at its own expense, all personnel required in supplying services under the awarded contract.

Insurance: The Contractor shall maintain the following minimum insurance coverage:

1. Commercial General Liability : \$1,000,000 occurrence/aggregate
2. Automobile : \$1,000,000 occurrence
3. Workers Compensation : statutory limits
4. Employers' liability: \$100,000 accident/disease per employee, \$500,000 policy limit.
5. Professional liability/Errors & Omissions: \$ 100,000 occurrence, \$300,000 aggregate.

Such coverage(s) shall name the Treasurer/FGU and County as an additional insured, and shall provide for notice of cancellation to the Treasurer/FGU. Original certificates of insurance shall be provided to the Treasurer/FGU prior to commencement of work under this contract.

Indemnification: The Contractor shall indemnify and hold harmless the Treasurer/FGU, its employees, and County from and against claims, losses, damages, and expenses, including attorney fees, (collectively "Claim Costs") which result from Contractor's failure to properly identify a party of interest entitled to notice pursuant to MCL 211.78i. However, Contractor's obligation to indemnify and hold harmless shall not include Claim Costs resulting from: **1).** Any failure on the part of Contractor which was the result of a defect or omission in the public records evidencing ownership outlined in MCL 211.78i; **2).** Contractor's failure to identify a party whose property interest was not identifiable by reference to MCL 211.78i(6); **3).** Any scenario in which a party entitled to notice was afforded minimum due process of law. Furthermore, Contractor's obligation to indemnify and hold harmless shall include a setoff for the sale amount received by the Treasurer/FGU if the property at issue has been sold or in an amount equal to 1.5 x state equalized value if the property at issue was transferred to the State, a local unit of government, or remains in the possession of Treasurer/FGU.

No Third Party Beneficiary Rights: This Agreement and the provisions contained herein are for the sole benefit of the parties hereto and their successors and permitted assigns. This Agreement shall not be construed as conferring any rights, including any third party beneficiary rights, to any person or entity of any kind that is not a party hereto.

Payment for Services Rendered: The Administration Fee shall be a base fee of \$62.88 per parcel for the administration of the reversion and foreclosure process. The Administration Fee is due and payable as of *May 15th* annually for each parcel assigned to the Contractor and not redeemed prior to such date. The amount due for the Administration Fee shall be invoiced and paid monthly in 1/12th increments. The amount due for title search fees (\$55.25 per parcel or \$21.25 per parcel) shall be invoiced as of *July 15th* annually and shall be due and payable for each parcel assigned to the Contractor and not redeemed prior to such date.

Pricing: The pricing for each task is outlined below:

TASK	UNIT COST
Receive/review February notices	Included in Administration Fee
Track redemptions	Included in Administration Fee
Title search*	\$55.25 per parcel first time parcels. \$21.25 per parcel update fee for parcels with prior Title Check search record data <u>if complete.</u>
Generate notice - certified mail form	Actual Cost (postage) plus \$.20 per notice
Mail notices / receive returns / skip trace	Included in Administration fee
Publish alternate service	Actual Cost (printing and publishing)
Personal visit / service	Actual Cost (process server or agent)
Create court documents / proofs of notice	Included in Administration Fee
Market foreclosed parcels for sale	Included in Administration Fee
Conduct live and internet auctions	Included in Administration Fee

* Search activity is discontinued when parcels are redeemed.

SUMMARY OF SERVICES PROVIDED

Overview:

Contractor provides comprehensive real estate title research, skip tracing of parties with property interest, due process notification, foreclosure processing, task management, and property disposition services.

This document outlines the services that Contractor will provide to Treasurer/FGU and those tasks that will be the responsibility of the Treasurer/FGU.

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Contractor conducts substantially all of the research, notice, and documentation tasks associated with the tax foreclosure and property liquidation process as the agent of the Treasurer/FGU.

Each year Contractor is assigned a list of properties that have been turned over as delinquent to the Treasurer/FGU. After this time, Contractor completes the following tasks as applicable:

- 1) Generates, mails, tracks, receives and stores (by digital image) the ***first certified mail notice*** (aka "the February notice") and its electronic receipt record. This notice is sent by February 1st prior to forfeiture.
- 2) ***Creates a list of properties remaining delinquent*** once the forfeiture deadline has passed and the Treasurer/FGU has recorded the Certificates of Forfeiture.
- 3) ***Parses each delinquent property record*** so that each person listed on the tax roll receives an individual notice. (Example: A husband and wife are each entitled to separate notice by law. ***The tax roll must be manually edited*** to create multiple entries for each parcel where there is more than one person listed).
- 4) ***Generates a test mail*** form using the parsed delinquent tax roll records. This form is sent by first class mail to each person and each address on the delinquent tax roll to determine if the address is deliverable and to capture and utilize any address forwarding orders going forward.
- 5) ***Conducts title search and tax roll review*** activity on each parcel to determine all parties entitled to notice under statute.
- 6) Documents the names and last known addresses of parties of interest ***in our foreclosure management system*** as they are identified in recorded title and tax roll documents.
- 7) Determines and documents the ***names of spouses*** of married male grantees where unknown or not clearly listed.
- 8) ***Sends further test mail*** as additional parties of interest are identified to determine the accuracy and deliverability of their identified last known address.
- 9) ***Compares active lists*** with the Treasurer/FGU on an ongoing basis and removes those parcels from the process where taxes have been paid and the parcels redeemed from forfeiture.

- 10) *Skip traces parties of interest* on an ongoing basis where mail is being returned because of undeliverable addresses or expired forwarding orders.
- 11) Sends mail to parties of record warning of *pending property inspection* visit and associated fees.
- 12) *Generates inspection notice forms* that meet statutory requirements and forwards these forms to the Treasurer/FGU's designated property inspector for delivery to the occupants of forfeited parcels.
- 13) Furnishes property inspectors with a means to *document their visits*, either via a hand-held tablet, or paper forms and a digital camera.
- 14) Documents, as determined by property inspector, whether or not *properties appear to be occupied*, unoccupied/vacant, or where lands are unimproved.
- 15) Captures the *street address* of properties where previously unknown.
- 16) Generates *proofs of notice* for filing with the circuit court using the inspection data returned to Contractor from property inspector.
- 17) *Sends mail* to parties of record warning of *pending publication of their names* and associated fees.
- 18) *Creates publication notice advertisement* and negotiates prices with a local periodical. In many instances, the published piece is printed elsewhere to reduce cost and then inserted into the local paper as opposed to being printed in column.
- 19) *Publishes notice two times* as required by statute and an affidavit of publication is secured and furnished to the Treasurer/FGU's legal counsel for filing with the circuit court.
- 20) Facilitates all required notice to the *Internal Revenue Service* through a specially negotiated procedure in which the IRS is provided with final statutory certified notice as well as additional electronic notice.
- 21) Generates, mails, tracks, receives and stores (by digital image) the *final certified mail notice (aka "the notice of hearing")* and its electronic receipt record. This notice is sent just prior to the show cause hearing.
- 22) Re-sends the notice of hearing by first class mail to any parties/addresses where the certified mail delivery was *unclaimed, refused or otherwise undeliverable*.
- 23) Send the notice of hearing by first class mail to the *occupant* of properties where an address is available and where it is believed that an occupied structure exists.
- 24) Compiles the results of the property inspection visits and certified mail notice delivery into *proofs of notice* and furnishes them to the Treasurer/FGU's legal counsel for filing with the circuit court.
- 25) Sends a final *"simple English" notice* to all parties of record by regular first-class mail after the show cause and circuit court hearings, but just prior to the final redemption date. This occurs in the final 15 days of redemption.
- 26) Provides access to title search files, delivery information, mail receipts, and other documentation to the Treasurer/FGU through a *custom online web portal*.
- 27) Assembles a list of foreclosed parcels once the redemption period has expired and *re-examines the sufficiency of notice* provided to determine whether any parcels should be pulled for insufficient notice.
- 28) Sends additional electronic notice to the *Internal Revenue Service* after the expiration of the redemption period to notify the IRS of all properties that have proceeded through to foreclosure.

- 29) Creates *notices of foreclosure* and forwards to the Treasurer/FGU for recording to demonstrate that the redemption period has expired. Many Treasurer/FGUs also post a copy of this notice on the parcels.
- 30) Sends mail to any foreclosed properties that appears to be occupied, further notifying the occupant of foreclosure and requesting that they *vacate the premises*.
- 31) Generates and mails a *Notice to Quit* to each occupied property again requesting that the occupants vacate the premises. This notice also satisfies statutory notice requirements if the Treasurer/FGU chooses to conduct a formal eviction.
- 32) Further assesses *foreclosed property*, with the assistance of the Treasurer/FGU, in order to prepare such property for auction, conveyance to local units for public purpose, or other disposition.
- 33) Dispatches staff to document the location, improvements, condition, and other attributes of those foreclosed properties that will be auctioned. This typically involves a *physical inspection*, changing of locks on parcels with structures, thorough photographing, and completion of an inventory-type checklist.
- 34) Places *auction signs* on the property.
- 35) Posts the results of the property inspections *on the auction website* for public viewing and marketing of the properties.
- 36) Places the *advertising* legally required to disclose the date of the auction in a local periodical.
- 37) Addresses matters involving *special circumstances* such as occupied structures, contaminated properties, boundary/encroachment or other legal issues, condemnation or demolition orders and rectifies such issues as determined practical.
- 38) Removes *successfully contested foreclosures* from the process as conditions warrant.
- 39) Conducts a *public land auction* where foreclosed properties are sold. This auction is usually conducted with other adjacent counties in a convenient, central location and is held both in-person and online simultaneously.
- 40) Collects buyer funds and places them into an *escrow account*. This includes an allowance for recording of the deed as well as summer taxes due on the property at the time of the auction.
- 41) Collects and verifies *deed information* from buyers.
- 42) Collects a *notarized affidavit* from auction buyers as required by MCL 211.78m.
- 43) Reviews, with help of Treasurer/FGU, the *delinquency status* of auction buyers and *cancels any sales* as appropriate.
- 44) Generates deeds and forwards to the Treasurer/FGU for *review, ratification, and execution* within statutory time allowances.
- 45) Forwards *final auction proceeds* to the Treasurer/FGU.

Tasks Completed by Treasurer/FGU:

During the forfeiture and foreclosure process, the Contractor performs most of the time-consuming tasks related to title search, delivery of notice, and database management.

This frees the staff of the Treasurer/FGU to focus on more intensive interaction with its taxpayers, implement procedures to prevent foreclosure, and streamline hardship and payment arrangement policies.

The Treasurer/FGU:

- 1) Records the Certificate of Forfeiture with the Register of Deeds by April 15th each year.
- 2) Retains legal counsel, and files the complaint along with a list of forfeited property with Circuit Court by June 15th annually.
- 3) Schedules the show cause hearing in its office, and obtains the date of the judicial hearing from circuit court.
- 4) Develops and implements outreach programs to identify, contact, and counsel at-risk owner-occupants to prevent foreclosure and loss of homesteads.
- 5) Identifies and coordinates efforts with local, state, or federal agencies that are available to assist delinquent taxpayers in preventing the loss of property.
- 6) Promotes foreclosure prevention through the local media.
- 7) Interacts with Contractor to maintain a current and accurate list of un-redeemed parcels and to prevent *redeemed* parcel owners from receiving further communication.
- 8) Forwards any updated contact details (new or additional addresses or situational events such as death, divorce, etc.) to Contractor.
- 9) Holds the show cause administrative hearing and appears at the final hearing.
- 10) Enters into payment arrangements or exemption agreements with taxpayers.
- 11) Coordinates public purpose takings with local units of government after foreclosure.
- 12) Aids in the assessment of foreclosed properties and determines policy regarding the level of involvement with specific properties.

RENEWAL OF CONTRACT TO PROVIDE SERVICES

Renewal of Contract to Provide Services, dated and effective as of May 1, 2019, between **Title Check, LLC** of 622 W Kalamazoo Ave, Kalamazoo, MI 49007 (the "Contractor") and the **Muskegon County Treasurer** of 173 E Apple Ave, Muskegon, MI 49442 (the "Treasurer/FGU").

The Contractor and the Treasurer/FGU originally executed a contract for tax reversion services in 2005. This original contract was subsequently extended in 2006, 2009, and again in 2014. The term of the most recent contract extension is set to expire on April 30, 2019.

The relationship between the Contractor and the Treasurer/FGU over the past 14 years has been mutually beneficial and both parties desire to continue this relationship into the future. To this end, the Contractor has offered to continue providing services to the Treasurer/FGU for an additional five (5) years.

Accordingly, in consideration of the mutual promises stated in this Agreement, the parties agree as follows:

Term: The Term of this Agreement shall commence on May 1, 2019 and continue for a period of five (5) years, concluding on April 30, 2024.

Scope of Work: The Contractor shall provide to the Treasurer/FGU the services set forth in the attached Summary of Services Provided which is hereby incorporated and made a part of this Agreement. These services are consistent with those provided by the Contractor under past agreements.

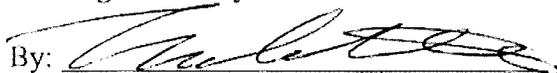
Terms and Conditions: The attached Terms and Conditions are hereby incorporated and made a part of this Agreement and are substantially consistent with those Terms and Conditions included in earlier agreements.

Compensation: The Treasurer/FGU shall compensate the Contractor for the satisfactory rendering of services outlined in the aforementioned Proposal to Provide Services at the rate outlined in the aforementioned Terms and Conditions.

Counterparts: This Agreement may be executed in one or more counterparts, each of which is deemed an original but all of which together shall constitute one agreement.

To evidence the parties' agreement to this Agreement, each party has executed and delivered it on the date indicated under that party's signature.

Muskegon County Treasurer

By: 

Tony Moulatsiotis
Muskegon County Treasurer

Dated: 04/29/2019

Title Check, LLC

By: 

Christine Schauer
Its: Operations Manager

Dated: 4/26/19

TERMS AND CONDITIONS

Controlling Legislation: The services to be provided hereunder are governed by the provisions of the Michigan General Property Tax Act, and Public Acts 123, 132, 133 and 134 of 1999, as amended. These Acts shall provide the minimum standard for satisfactory performance under this agreement.

Option to Extend Term: The Treasurer/FGU shall have the option to exercise one five-year extension to the Term. Pricing for services to be provided during such extension shall be negotiated 90 days before the expiration of the Term.

Reports: The Contractor shall provide online, on-demand reporting to the Treasurer/FGU through its online web portal, orco.title-check.com, or other similar application. The Treasurer/FGU may check the status of any pending file at any time by accessing this resource.

Information Sharing: The Treasurer/FGU shall provide to the Contractor, in a timely manner, all information necessary for the Contractor to render services under this Agreement.

Scope of Title Search: The Contractor shall provide a title search on all parcels which proceed to foreclosure, and shall also examine other records as prescribed by statute. Parties identified in the search shall additionally be traced for current address and telephone number to the best of the Contractor's ability.

Effect of Redemption: Upon notice of redemption from forfeiture by Treasurer/FGU, Contractor shall immediately discontinue any and all research and contact tasks for the subject parcel(s), and shall remove or properly classify same in the foreclosure management system. Treasurer/FGU shall transmit redemption information to Contractor on at least a weekly basis.

Form of Official Documents: Where promulgated by the Michigan Department of Treasury or other authority, the Contractor shall use only those approved forms or documents.

Ownership of Records: Any Records ("Records") produced by the Contractor in accordance with this Agreement, whether complete or incomplete, shall be the property of the Treasurer/FGU. Records shall include title abstracts, search/bring down sheets or summaries thereof, and relevant recorded documents, maintained by the Contractor in physical and digitally imaged format; Records shall also include digitally imaged copies or replications of all USPS mail pieces and return receipts created in the provision of due process in accordance with this Agreement. Records shall not include any other documents, comments, communications, images, preparatory material, databases records, proprietary software, or other material that is not specifically defined herein as Records. Any material in the Contractor's possession not constituting Records shall remain the sole property of the Contractor.

Maintenance of Records: The Contractor shall maintain all Records in its possession for the Term of this Agreement and for a minimum of six (6) months thereafter. Within six (6) months of the termination of this Agreement, the Contractor shall deliver any Records in its possession to Treasurer/FGU in a mutually agreed upon manner.

Independent Contractor: The Contractor is an independent contractor and not an employee of the Treasurer/FGU or County. The Contractor shall secure, at its own expense, all personnel required in supplying services under the awarded contract.

Insurance: The Contractor shall maintain the following minimum insurance coverage:

1. Commercial General Liability : \$1,000,000 occurrence/aggregate
2. Automobile : \$1,000,000 occurrence
3. Workers Compensation : statutory limits
4. Employers' liability: \$100,000 accident/disease per employee, \$500,000 policy limit.
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Such coverage(s) shall name the Treasurer/FGU and County as an additional insured, and shall provide for notice of cancellation to the Treasurer/FGU. Original certificates of insurance shall be provided to the Treasurer/FGU prior to commencement of work under this contract.

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Contractor provides comprehensive real estate title research, skip tracing of parties with property interest, due process notification, foreclosure processing, task management, and property disposition services.

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- 6) Promotes foreclosure prevention through the local media.
- 7) Interacts with Contractor to maintain a current and accurate list of un-redeemed parcels and to prevent *redeemed* parcel owners from receiving further communication.
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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED x	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Administration / Veterans		COMMITTEE DATE 08/20/20		REQUESTOR SIGNATURE Michael Baauw
SUMMARY OF REQUEST (PRIMARY DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES) County Department of Veterans Affairs Staff is requesting approval from the Board of Commissioners to apply for the State of Michigan 2021 County Veteran Service Fund Grant (Public Act 210 of 2018). If approved by the state, the minimum amount we would receive is \$25,000. In FY20, we were awarded \$119,948.00. There will be no matching dollars required for Muskegon County.				
To be eligible to receive the grant, the County Department of Veterans' Affairs must satisfy the following: <ol style="list-style-type: none"> 1. Maintain a minimum level of county funding for Veteran Service Operations equal to the level of county funding for Veterans Service Operations for the preceding fiscal year. (we meet this requirement annually) 2. Establish remote access to the United States Department of Veterans Affairs computing systems and require county veteran service officers to obtain a PIV card. (we have met this requirement) 3. Submit quarterly reports to the Michigan Veterans Affairs Agency in accordance with the reporting requirements detailed in this document. (we will gladly meet this requirement, as we have for the FY19 and FY20 County Veterans Service Fund Grants). 4. Provide no less than 20 hours per week toward veteran service operations. (we meet this requirement already) 5. Submit financial reports to the Michigan Veterans Affairs Agency on a quarterly basis, demonstrating that the County Department of Veterans' Affairs expended the grant funds received directly and solely on Veteran Service operations during the period of the report. (we will gladly meet this requirement as we have for the FY19 and FY20 County Veterans Service Fund Grants). 				
If awarded the grant, the funds will be used to continue the employment of our front office assistant, travel and training for mandatory accreditation requirements, Peace-Era Veteran emergent relief funds, and mileage reimbursement for driving Veterans to/from medical appointments and other needs.				
On 8/24/20, the Veterans Advisory Committee voted via e-mail to recommend to the Board of Commissioners to apply for the grant. The e-mail vote will be included on the 8/25/20 Veterans Advisory Committee Agenda. Yes votes were received by Billy Stancroff, Gary Foster, Jill Mathews, Joe Kemp, and Bob Carter. At the time of writing this motion, responses from the remaining three members have not been received.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES) Move to authorize Muskegon County Department of Veterans Affairs personnel apply for the 2021 State of Michigan County Veteran Service Fund Grant.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				
		Date		
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- August 1, 2020 Letter of Intent request sent to counties
- August 10, 2020 Video Meeting – general overview of Letter of Intent and Fund goals
[Join Microsoft Teams Meeting](#)
[+1 248-509-0316](#) United States, Pontiac (Toll)
 Conference ID: 334 194 202#
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)
- August 14, 2020 Deadline – Letter of Intent to apply for grant funding MUST be received at MVAAGrants@Michigan.gov no later than 5:00 p.m. EST
- August 17, 2020 Grant Application period is open; grant guidance and application will be emailed to counties that submitted Letter of Intent
- Thursday, August 20 Webinar – general overview of Grant Application/Budget requirements
 Tuesday, August 25 Webinar – Q&A
 (webinar details will be sent via email as soon as finalized)
- September 1st, 2020 Deadline – Grant Application MUST be received at MVAAGrants@Michigan.gov no later than 5:00 p.m. EST
- September 15, 2020 Notification of approval/denial/resubmission requests
- TBD - Individual conferences with counties to review denials and resubmission requests
- September 15, 2020 Award letters and Grant Agreement packet sent for approved applications*
- October 1, 2020 Deadline – Resubmissions MUST be received no later than 12:00 p.m. EST
- October 5, 2020 Award letters and Grant Agreement packet sent for resubmissions*

*MVAA must receive county signed copy of CVSF Grant Agreement within 60 days of receipt of the Grant Award packet. Grant Agreements received after the 60 days may be forfeited

Grant Agreements will be processed as received. Fully executed Grant Agreements will be returned to the County and payment request will be submitted.

Please note: All documents should be sent to: MVAAGrants@michigan.gov. The time/date of receipt by the MVAA is determined by the time/date stamp provided by the State of Michigan email system.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE WAYS & MEANS		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT AIRPORT	COMMITTEE DATE 8/20/2020	REQUESTOR SIGNATURE ROBERT M. LUKENS	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>This item seeks approval and acceptance of the 2020 Michigan Air Service Program grant contract No. 2020-0747 for Capital Improvement and Equipment Projects. The grant awards \$20,000 of the total cost of \$22,222 to provide professional engineering services related to the design, bidding, and construction of an ADA compliant unisex restroom beyond the passenger screening area in the terminal building.</p> <p>MDOT requires the County to provide a local match of 10% of the \$22,222.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to approve and authorize the Chair to sign MDOT 2020 Air Service Capital Improvement and Equipment Grant Contract No. 2020-0747, and authorize the Clerk to execute the required resolution.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
			
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			Date
AGENDA DATE: 8/20/2020	AGENDA NO.: WM20/08 – 71	BOARD DATE: 8/25/2020	PAGE NO.

EXTRACT FROM THE MINUTES OF A REGULAR MEETING OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AT MUSKEGON, MICHIGAN, HELD ON AUGUST 25, 2020.

The following Resolution was introduced, considered and adopted:

RESOLUTION

RESOLUTION ADOPTING AND APPROVING EXECUTION OF A GRANT BY THE MUSKEGON COUNTY BOARD OF COMMISSIONERS, OF MUSKEGON, MICHIGAN, AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION, FOR THE PURPOSE OF CAPITAL IMPROVEMENT AND EQUIPMENT FOR MUSKEGON COUNTY AIRPORT, MDOT CONTRACT NO. 2020-0747.

BE IT RESOLVED by the members of the Board of Commissioners of Muskegon, Michigan:

Section I. That the County Board of Commissioners, of Muskegon, Michigan, shall enter into a Sponsor Contract for the development of the Muskegon County Airport, and that such Sponsor Contract shall be as set forth herein below:

Section II. That the Chairperson of the Muskegon Board of Commissioners of Muskegon, Michigan, Susie Hughes, is hereby authorized and directed to execute said Sponsor Contract on behalf of the County of Muskegon, Michigan, and the County Clerk is hereby authorized and directed to impress the official seal and to attest said execution;

Section III. That the Contract referred to herein below shall be as attached:

I, Nancy A. Waters, Clerk of Muskegon County, Muskegon, Michigan, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Commissioners on August 25, 2020. In testimony whereof, I have hereunto set my hand and affixed the seal.

Nancy A. Waters, Clerk

Date