

FINANCE COMMITTEE

6/26/2008

304 E. Grand River Avenue

7:30 AM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
Minutes of meeting dated June 11, 2008
- 4. TABLED ITEMS FROM PREVIOUS MEETINGS**
None
- 5. APPROVAL OF AGENDA**
- 6. REPORTS**
- 7. CALL TO THE PUBLIC**
- 8. FRIEND OF THE COURT**
 - A. RESOLUTION AUTHORIZING THE SUBMISSION OF THE FY 2009 COOPERATIVE REIMBURSEMENT GRANT APPLICATION, AGREEMENT AND OTHER SUPPORTING DOCUMENTS TO THE MICHIGAN DEPARTMENT OF HUMAN SERVICES - Friend of the Court / Public Safety Committee / Finance Committee (SEE RES
- 9. PROSECUTORS OFFICE / FAMILY SUPPORT**
 - A. RESOLUTION TO AUTHORIZE A COOPERATIVE REIMBURSEMENT CONTRACT FOR FISCAL YEAR 2009 WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES AND THE FAMILY SUPPORT DIVISION OF THE PROSECUTORS OFFICE - Family Support / Finance Committee
- 10. COMMUNITY CORRECTIONS**
 - A. RESOLUTION AUTHORIZING SUBMISSION OF A GRANT TO THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR APPROPRIATIONS FOR FISCAL YEAR 2009 - Community Corrections / Public Safety Committee / Finance Committee
- 11. DISTRICT COURT**
 - A. RESOLUTION AUTHORIZING APPLICATION FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION GRANT TO OBTAIN ENHANCEMENT TRAINING FOR SOBRIETY COURT TEAM - District Court / Public Safety Committee / Finance Committee
- 12. BUILDING SERVICES**
 - A. RESOLUTION AUTHORIZING A CONTRACT THE IRISH CONSTRUCTION FOR THE RENOVATION OF THE MAGISTRATES HEARING ROOM INTO A FULLY FUNCTIONAL COURT ROOM AND BUDGET AMENDMENT- Building Services / Infrastructure & Development Committee / General Government Committee / Infrastructure & Development Committee / Finance Committee

- 13. SHERIFF DEPARTMENT**
A. RESOLUTION TO AMEND FISCAL-YEAR 2008 SHERIFF DEPARTMENT GENERAL FUND BUDGET - Administration /Sheriff Department/ Public Safety Committee / Finance Committee
- 14. COUNTY CLERK**
A. RESOLUTION TO ENTER INTO A TWO YEAR AGREEMENT WITH ADP- County Clerk / Finance Committee
- 15. HUMAN RESOURCES**
A. RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF ADMINISTRATIVE ANALYST FOR CENTRAL SERVICES / JUDICIAL CENTER IN SUPPORTING THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC) / Finance Committee
B. RESOLUTION TO ESTABLISH A POLICY ON VACATION ELIGIBILITY FOR LIVINGSTON COUNTY'S NON-UNION EMPLOYEES - Human Resources / Finance Committee
- 16. ADMINISTRATION**
A. RESOLUTION AUTHORIZING IMPLEMENTATION OF ADJUSTMENTS TO THE 2008 LIVINGSTON COUNTY BUDGET - County Administration
-
- 08A** RESOLUTION AUTHORIZING THE SUBMISSION OF THE FY 2009 COOPERATIVE REIMBURSEMENT GRANT APPLICATION, AGREEMENT AND OTHER SUPPORTING DOCUMENTS TO THE MICHIGAN DEPARTMENT OF HUMAN SERVICES - Friend of the Court / Public Safety Committee / Finance Committee
-
- 09A** RESOLUTION TO AUTHORIZE A COOPERATIVE REIMBURSEMENT CONTRACT FOR FISCAL YEAR 2009 WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES AND THE FAMILY SUPPORT DIVISION OF THE PROSECUTORS OFFICE - Family Support / Finance Committee
-
- 10A** RESOLUTION AUTHORIZING SUBMISSION OF A GRANT TO THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR APPROPRIATIONS FOR FISCAL YEAR 2009 - Community Corrections / Public Safety Committee / Finance Committee
-
- 11A** RESOLUTION AUTHORIZING APPLICATION FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION GRANT TO OBTAIN ENHANCEMENT TRAINING FOR SOBRIETY COURT TEAM - District Court / Public Safety Committee / Finance Committee
-
- 12A** RESOLUTION AUTHORIZING A CONTRACT THE IRISH CONSTRUCTION FOR THE RENOVATION OF THE MAGISTRATES HEARING ROOM INTO A FULLY FUNCTIONAL COURT ROOM AND BUDGET AMENDMENT- Building Services / Infrastructure & Development Committee / General Government Committee / Infrastructure & Development Committee / Finance Committee

13A RESOLUTION TO AMEND FISCAL-YEAR 2008 SHERIFF DEPARTMENT
GENERAL FUND BUDGET - Administration /Sheriff Department/ Public Safety
Committee / Finance Committee

14A RESOLUTION TO ENTER INTO A TWO YEAR AGREEMENT WITH ADP-
County Clerk / Finance Committee

15A RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF
ADMINISTRATIVE ANALYST FOR CENTRAL SERVICES / JUDICIAL
CENTER IN SUPPORTING THE CRIMINAL JUSTICE COORDINATING
COUNCIL (CJCC) / Finance Committee

15B RESOLUTION TO ESTABLISH A POLICY ON VACATION ELIGIBILITY
FOR LIVINGSTON COUNTY'S NON-UNION EMPLOYEES - Human
Resources / Finance Committee

16A RESOLUTION AUTHORIZING IMPLEMENTATION OF ADJUSTMENTS
TO THE 2008 LIVINGSTON COUNTY BUDGET - COUNTY
ADMINISTRATION

17. MISCELLANEOUS CLAIMS

18. COMPUTER PRINTOUT

19. ADJOURNMENT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SUBMISSION OF THE COOPERATIVE REIMBURSEMENT GRANT APPLICATION, AGREEMENT AND OTHER SUPPORTING DOCUMENTS TO THE MICHIGAN DEPARTMENT OF HUMAN SERVICES – Friend of the Court / Public Safety Committee / Finance Committee

WHEREAS, funding is available through the Michigan Department of Human Services (DHS) for the purpose of securing reimbursement for eligible child support enforcement costs; and

WHEREAS, in fiscal year 2007-2008, Livingston County was granted \$1,755,684 for said reimbursement of eligible child support enforcement costs; and

WHEREAS, Livingston County is now eligible to receive \$1,990,000 through the DHS for the period of October 1, 2008 through September 30, 2009 with the DHS share of 66%, or \$1,313,400 and the County of Livingston funding the balance of 34%, or \$676,600.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the FY 2009 Grant Application documents with the Michigan Department of Human Services for the period October 1, 2008 – September 30, 2009, with the grant being \$ 1,990,000, and the DHS share of 66% or \$1,313,40 and the County of Livingston funding the balance of 34% or \$676,600.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners be authorized to sign the above Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A COOPERATIVE REIMBURSEMENT CONTRACT FOR FISCAL YEAR 2009 WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES AND THE FAMILY SUPPORT DIVISION OF THE PROSECUTORS OFFICE - Family Support / Public Safety Committee / Finance Committee

WHEREAS, the Livingston County Board of Commissioners approved by Resolution No. 2007-06-175 dated June 18, 2007, the 2008 Cooperative Reimbursement Contract between the Michigan Department of Human Services and the Family Support Division of the Prosecutors Office; and

WHEREAS, the Cooperative Reimbursement Contract for 2008 expires September 30, 2008; and

WHEREAS, the State of Michigan has mandated that all contracts for this program coincide with the time frame for the State fiscal year; and

WHEREAS, a new contract for 2009 is desirable for the purpose of securing appropriate funding for costs incurred in operating the Family Support Division’s program during fiscal year 2009; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the application for and resulting 2009 Cooperative Reimbursement Contract with the Department of Human Services for the Family Support Division Cooperative Reimbursement Program with the grant period being October 1, 2008, through September 30, 2009, in the amount of \$289,000.00 with the Michigan Department of Human Services paying \$190,740.00 or 66% of such amount and the County of Livingston funding the balance of \$98,260.00 or 34%.

BE IT FURTHER RESOLVED that the chair of the Livingston County Board of Commissioners is authorized to sign the 2009 Cooperative Reimbursement Contract and any future amendments upon review of civil counsel.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR APPROPRIATIONS FOR FISCAL YEAR 2009 – Community Corrections / Public Safety Committee / Finance Committee

WHEREAS, funding is available through the Michigan Department of Corrections for the purpose of operational expenses, programs and Residential Services; and the Livingston County Community Corrections Advisory Board has approved and recommended application to the Michigan Department of Corrections for Fiscal Year 2009 (October 1, 2008 through September 30, 2009); and

WHEREAS, in Fiscal Year 2008 , Livingston County was granted \$318,921 for said operational expenses, programs and Residential Services; and

WHEREAS, Livingston County is applying to receive \$622,231 for the period of October 1, 2008, through September 30, 2009, to be allocated for the following:

Comprehensive Plans and Services	\$292,819
Residential Services	\$329,412
GRANT TOTAL	\$622,231

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the FY 2009 Grant Application documents.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners be authorized to sign the above Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION NO:

PAGE: 2

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING APPLICATION FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION GRANT TO OBTAIN ENHANCEMENT TRAINING FOR SOBRIETY COURT TEAM – District Court / Public Safety Committee / Finance Committee

WHEREAS, Livingston County and the 53rd District Court are eligible to apply for the CY 2009 National Highway Traffic Safety Administration’s Driving While Impaired (DWI) Court Training Program; and

WHEREAS, Livingston County, would receive training for eight (8) members of the Sobriety Court Team to more effectively carry out the duties of an operational Sobriety Court; and

WHEREAS, the only cost to the Livingston County would be travel costs associated with each member of the team for the one (1) day training session; and

WHEREAS, receipt of the grant would qualify Livingston County to apply for an unknown amount of funding from the State Highway Safety Office to offset the costs of travel for the eight (8) member team; and

WHEREAS, the 53rd District Court will be identified as the lead agency and will vest members of the Sobriety Court Team with responsibilities related to fulfilling grant requirements; and

WHEREAS, this Resolution has been recommended for approval by the Public Safety/Judiciary and Finance Committees.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the submission of the grant application to the National Highway Traffic Safety Administration (NHTSA) and subsequent grant application to the State Highway Safety Office.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners be authorized to sign the above referenced grant application and subsequent grant documents upon review of Civil Counsel.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH IRISH CONSTRUCTION FOR THE RENOVATION OF THE MAGISTRATES HEARING ROOM INTO A FULLY FUNCTIONAL COURTROOM AND TO ISSUE A BUDGET AMENDMENT- Building Services / Infrastructure & Development Committee / General Government Committee / Infrastructure & Development Committee / Finance Committee

WHEREAS, the District Court has brought to the attention of Building Services the need for expanded space within the Magistrates hearing room; and

WHEREAS, Building Services along with District Court has brought this matter to the attention of the Livingston County Administrator and the Board of Commissioners; and

WHEREAS, the Livingston County Board of Commissioners has directed Building Services and Purchasing to work with Lindhout Associates to design this project and chose a construction company for the renovation for a cost not to exceed \$2,500; and

WHEREAS, utilizing the purchasing policy, four vendors have bid on the project. Building Services is recommending that Irish Construction be awarded the bid for the renovation of the Magistrates hearing room at a cost of \$39,500; and

WHEREAS, in addition to the construction costs, there will be \$2,650 spent on carpeting through an existing blanket contract with Commercial Interiors; and

WHEREAS, the proposed budget amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, the proposed budget amendment includes an increase to the Building Services and the Judicial Center department budgets in an amount not to exceed \$44,650 for the cost of this project for the 2008 fiscal-year budget; and

WHEREAS, the project cost will come from a transfer from the General Fund Contingency in an amount not to exceed \$44,650.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a contract with Irish Construction for renovation of the Magistrate's hearing room, at a cost not to exceed \$39,500 and in addition, a cost not to exceed \$2,500 to Lindhout Associates for design services.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of carpeting in an amount not to exceed \$2,650 on the existing blanket purchase order with Commercial Interiors.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approve and adopt the following Fiscal-Year 2008 amended budget as follows with a net zero affect to the General Fund:

	2008 Amended <u>Budget</u>	Proposed Budget <u>Amendment</u>	Proposed 2008 Amended <u>Budget</u>
<u>Building Services Fund</u> 631-269	\$2,974,574	\$44,650	\$3,019,224
<u>General Fund</u>			
101-168 Judicial Ctr	\$2,486,496	\$44,650	\$2,531,146
101-968 Contingency	\$890,060	(\$44,650)	\$845,410

The budgetary worksheets showing the line-item changes for the proposed 2008 budget amendment will be attached as part of the resolution.

#

MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AMEND FISCAL-YEAR 2008 SHERIFF DEPARTMENT GENERAL FUND BUDGET - Administration / Sheriff Department / Public Safety Committee / Finance Committee

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, several actions have transpired including personnel changes, contract settlements and grant awards that require an amendment to provide a sufficient budget for actual expenditure activity; and

WHEREAS, the Sheriff Department has consistently been bringing in more revenue each month in inmate housing and state reimbursements than anticipated resulting in a projected year end net increase of \$101,775 in revenue; and

WHEREAS, it is necessary to recognize additional grant funding from the State of Michigan Office of Highway Safety Planning in the amount of \$4,833 for equipment; and

WHEREAS, the Sheriff Department has paid \$2,335 in unemployment to date and a transfer from the Unemployment fund is requested; and

WHEREAS, an amount of \$70,595 will be brought forward from General Fund Balance of which \$21,008 is for State Training funds that were received in prior years but not spent and \$50,274 for inmate medical expenses related to fiscal year 2007 but not paid until 2008; and

WHEREAS, the remaining funds will be transferred from Contingency to properly fund personnel for activity related to contract resolutions and agreements with the Board.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the following 2008 Fiscal Year Budget Amendment:

Fund / Department	<u>2008 Adopted Budget</u>	<u>Proposed Amendment</u>	<u>2008 Proposed Amended Budget</u>
General Fund	\$46,145,523		\$46,145,523

The budgetary worksheets showing the line-item changes for the General Fund Fiscal-Year 2008 proposed budget amendment will be attached as part of the resolution.

MOVED: # # #

RESOLUTION NO: #

PAGE: 2

--

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ENTER INTO A TWO YEAR AGREEMENT WITH ADP-County Clerk / Finance Committee

WHEREAS, the Livingston County Clerk has been negotiating with ADP, the county’s payroll processing contractor, for a reduced rate on their services for payroll and Human Resource Services; and

WHEREAS, ADP has submitted a guaranteed two year price program with an eight percent (8.64%) reduction in our annual fees for Payroll, Human Resources and Time and Attendance by doing the following:

1. Reduced bundled pricing for per pay processing
2. No-charge for per pay processing report-Bond report
3. No-charge for monthly report-A03 MERS
4. 10% discount on etime
5. 10% discount on HR perspective; and

WHEREAS, the agreement has been reviewed by the county’s legal counsel; and

WHEREAS, ADP has provided excellent services to Livingston County for more than twenty years.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the Chairman to sign the agreement and any minor amendments with ADP for an annual rate not to exceed \$90,000.00 annually.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF ADMINISTRATIVE ANALYST FOR CENTRAL SERVICES / JUDICIAL CENTER IN SUPPORTING THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC) - *Personnel Subcommittee / Finance Committee*

WHEREAS, the Criminal Justice Coordinating Council (CJCC) has been created and consists of several county entities including the Circuit, District and Juvenile Courts (including Friend of the Court, Probation Departments and Corrections), Office of the Prosecuting Attorney and Sheriff’s Department (including the jail); and

WHEREAS, the Criminal Justice Coordinating Council has been formed to insure public safety and equal justice through the coordination of services and programs in the most effective and efficient manner; and improving criminal and juvenile justice policies, programs and operational decision making; and

WHEREAS, this newly created position will correctly collect, measure, analyze and communicate to the CJCC information regarding criminal and juvenile procedures and policies and their impact on the jail, courts, prosecutor and law enforcement and would be in a position to make decisions that would impact the efficiency and cost-effectiveness of the court system, jail and other areas of the criminal and juvenile justice systems; and

WHEREAS, this position has been evaluated based on the Plante Moran Compensation Study and has been identified as a non-union exempt Grade K; and

WHEREAS, the funding for this position is in the General Fund Contingency.

WHEREAS, the Personnel Sub-committee and Finance Committee has reviewed and supports this newly created position in assisting the CJCC at a Grade K.

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves the creation of the part-time position of Administrative Analyst for the CJCC at an exempt, non-union, pay grade K working less than 20 hours per week with no benefits provided.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize a budget amendment to transfer \$23,500 from the General Fund Contingency to the General Fund Department 168 – Central Services, Judicial Center.

#

MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ESTABLISH A POLICY ON VACATION ELIGIBILITY FOR LIVINGSTON COUNTY’S NON-UNION EMPLOYEES - *Personnel Committee / Finance Committee*

WHEREAS, Livingston County does not currently have a written policy regarding vacation time; and

WHEREAS, Livingston County has modified its sick and vacation time practices for non-union employees with the introduction of a short term disability benefit; and

WHEREAS, creating a policy will allow processing of vacation time in a consistent manner and provide written understandable guidelines for employees and supervisors to adhere to; and

WHEREAS, the proposed maximum amount of vacation accrued will be increased to 264 hours, 33 days, to provide for a more reasonable maximum accumulation; and

WHEREAS, with the current and projected economic situation facing the State of Michigan and specifically Livingston County, vacation hours used will not be considered “hours worked” as it relates to overtime eligibility under the Fair Labor Standards Act (FLSA); and

WHEREAS, the Personnel Sub-Committee and Finance Committee has reviewed this matter and has recommended the creation of this policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the policy regarding Vacation Time for non-union employees.

#

**MOVED:
SECONDED:**

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING IMPLEMENTATION OF ADJUSTMENTS TO THE 2008 LIVINGSTON COUNTY BUDGET - County Administration / Finance Committee

WHEREAS, the Finance Committee viewed a presentation of the five year projection of anticipated revenues and expenditures at their June 11th meeting; and

WHEREAS, these projections illustrated the negative effects of the declining property values; the reduction in interest earnings; the record foreclosures; the near absence of new construction against the increasing cost of providing services; and

WHEREAS, these projections concluded that absent immediate and long term modifications in the structure, priorities and cost of services, Livingston County would consume all current reserves within the next few years; and

WHEREAS, the Finance Committee determined that a number of adjustments to the County Budget beginning in 2008 were appropriate and necessary to buffer the reduction in future revenues; and

WHEREAS, additional expenditure reductions in 2009 and 2010 will also be necessary to preserve essential reserves and continue Livingston County’s financial capacity into the future.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby endorses the following modifications to the 2008 budget:

- Effective immediately, no vacant position shall be replaced. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll.
- It is recognized that Elected Officials and Department Directors are in the best position to determine reductions in spending. However in the absence of all Departments submitting a voluntary reductions amounting to at least 1.7% of their 2008 General Fund allocation by July 18, the Board of Commissioners directs that the 2008 General Fund allocation to every Department be reduced by 2% effective August 1, 2008.
- The allocation to the Capital Replacement Reserve shall be reduced by \$222,500.
- The Delinquent Property Tax Reserve will be capped at \$6 million. Earnings beyond this amount will be transferred to the General Fund as regular income.
- Consolidate County offices in order to reduce operating expenses.

#

**MOVED:
SECONDED:
CARRIED:**