

# **FINANCE COMMITTEE SPECIAL**

12/1/2008

304 E. Grand River Avenue, Howell, MI

7:30 PM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CALL TO THE PUBLIC**
- 5. BOARD OF COMMISSIONERS**
  - A. RESOLUTION ADOPTING THE 2009 LIVINGSTON COUNTY BUDGET - Board of Commissioners / Finance Committee
- 6. ADJOURNMENT**

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**05A** RESOLUTION ADOPTING THE 2009 LIVINGSTON COUNTY BUDGET -  
Board of Commissioners / Finance Committee

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**RESOLUTION**

NO. 2008-12-1  
DATE December 1, 2008

**DRAFT**

**LIVINGSTON COUNTY**

**RESOLUTION ADOPTING THE 2009 LIVINGSTON COUNTY BUDGET -  
Board of Commissioners / Finance Committee**

**WHEREAS,** in accordance with the provisions of Public Act 2 of 1968, Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, requires that each local unit of government adopt a balanced budget for all required funds; and

**WHEREAS,** the County Administrator submitted a proposed budget as required by statute which implements board policies; and

**WHEREAS,** the Finance Committee has requested and reviewed the proposed line-item budget for each County department, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2009 Budget to the Board of Commissioners; and

**WHEREAS,** on the 30th day of May, 2008, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.3897 on June 16, 2008, to support the 2009 General Fund Budget; and

**WHEREAS,** it is recommended that the 2009 General Fund Budget be approved for the total of \$44,676,572 and Special Revenue and Enterprise Funds approved as shown in the revised Proposed 2009 Budget Plan, as well as the informational summary of projected revenues and expenditures for Internal Service Funds; and

**WHEREAS,** the recommended 2009 Budget was filed with the Livingston County Clerk on the 14th day of November, 2008; pursuant to state statute; and

**THEREFORE BE IT RESOLVED** that the 2009 General Fund Budget is approved in the amount of \$44,676,572 and revenues shall be appropriated and expenditures budgeted for the 2009 General Fund Budget, Special Revenue Funds, and Enterprise Funds on a fund and cost center basis in the amounts set forth below:

<b>PROSECUTING ATTORNEY</b>		
Family Support	General Fund – Division #230	\$236,885
Prosecuting Attorney	General Fund - Division #282	\$2,011,718
Prosecutor Drug Fund	Fund #264	\$10,000

<b>PROBATION - CIRCUIT</b>		
Circuit Court Probation	General Fund - Division #151	\$67,487

<b>EQUALIZATION</b>		
Equalization	General Fund - Division #225	\$631,324

<b>VETERANS AFFAIRS</b>		
Veterans Burials	General Fund - Division #681	\$21,732
Veterans Affairs	General Fund - Division #682	\$208,751
Veteran's Relief Fund	Fund #293 <i>General Fund Appropriation</i>	\$6,000 \$6,000
Veteran's Trust Fund	Fund #294	\$40,000

<b>MSU EXTENSION</b>		
MSU Cooperative Ext	General Fund - Division #261	\$293,991

<b>PERSONNEL</b>		
Personnel	General Fund - Division #270	\$365,186

<b>COUNTY CLERK</b>		
County Clerk	General Fund - Division #215 Equipment Contingency #966	\$910,873 \$5,245
County Clerk Circuit Court Div.	General Fund - Division #216	\$704,524
Tax Allocation	General Fund - Division #248	\$1,450
Elections	General Fund - Division #262	\$63,059

<b>DRAIN COMMISSIONER</b>		
Drain Commission	General Fund - Division #275	\$1,859,824
DPW	General Fund - Division #441	\$121,684
Drains Public Benefit	General Fund - Division #445	\$218,742
Landfill Fund	Fund #517 <i>General Fund Appropriation</i>	\$102,469 \$93,862
Septage Receiving Station	Fund #577	\$550,967

<b>REGISTER OF DEEDS</b>		
Register of Deeds	General Fund - Div. #283	\$786,571
Co. Survey Remonumentation	Fund #245	\$218,181
Register of Deeds Automation	Fund #256	\$219,258

Plat Board	General Fund - Div. #249	\$1,260
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<b>TREASURER</b>		
Treasurer	General Fund - Div. #253	\$965,191
Homestead Property Exemption	Fund #255	\$1,400

<b>ANIMAL CONTROL</b>		
Animal Control	General Fund - Division #430	\$565,837

<b>COUNTY ADMINISTRATION</b>		
Board of Commissioners	General Fund - Division #101	\$552,343
Administration	General Fund - Division #172	\$599,398
Auditing Services	General Fund - Division #224	\$115,691
Data Processing – IT	General Fund - Division #228	\$1,131,638
Purchasing	General Fund - Division #233	\$235,624
Bldg & Grounds	General Fund - Division #265	\$23,667
Civil Counsel	General Fund - Division #299	\$118,000
Mental Health	General Fund - Division #649	\$600,470
Agency on Aging	General Fund – Division #672	\$148,986
Economic Development	General Fund – Division #728	\$98,580
Community Action Programs	General Fund - Division #747	\$650,974
Insurance – MMRMA	General Fund - Division #851	\$1,000,000
Ins – Unemployment	General Fund - Division #870	\$150,000
Contingencies	General Fund - Division #968	\$1,295,294
Appropriations	General Fund - Division #966	\$3,753,751
CDBG – OLHSA	Fund #244	\$16,500
Rev Sharing Reserve Fund	Fund #285	\$2,905,570
Benefit Fund	Fund #677	\$7,996,500

<b>AIRPORT</b>		
Airport Fund	Fund #581	\$1,101,183

<b>AMBULANCE</b>		
Ambulance Fund	Fund #210	\$7,056,649
Medical Examiner	General Fund - Division #648	\$178,907

<b>BUILDING &amp; SAFETY ENGINEERING</b>		
Building Safety	Fund #542	\$1,484,252

<b>CENTRAL DISPATCH / 911</b>		
Emergency Services	General Fund -Division #426	\$295,300
911 Services	Fund #261	\$4,193,983

<b>SHERIFF</b>		
Sheriff	General Fund - Division #301	\$8,161,279
Court Security Officers	General Fund - Division #305	\$223,868
Secondary Road Patrol	General Fund - Division #315	\$223,836
Sheriff Training	General Fund - Division #320	\$17,000
Marine	General Fund - Division #331	\$74,140
Michigan Safe Communities	General Fund - Division #335	\$69,000
Jail	General Fund - Division #351	\$6,532,271
Corrections Officers Training	Fund #263	\$30,000
Drug Law Enforcement Fund	Fund #265	\$55,000
Federal Equitable Sharing	Fund #266	\$165,000
OUIL Forfeiture Fund	Fund #267	\$3,000
Criminal Forfeiture Fund	Fund #296	\$5,000

<b>HEALTH DEPARTMENT</b>		
Contagious	General Fund -Division #605	\$4,730
Health Department	General Fund - Division#601	\$455,410
Health Fund	Fund #221	\$3,942,723
	<i>General Fund Appropriation</i>	<i>\$385,111</i>

<b>JOB TRAINING SERVICE / MICHIGAN WORKS!</b>		
Administrative Cost Pool	Fund #277	\$3,051,401

<b>PLANNING</b>		
Planning	General Fund - Division #721	\$360,956

<b>COMPREHENSIVE COMMUNITY CORRECTIONS</b>		
Comprehensive Community Correction	Fund #275	\$334,498
	<i>General Fund Appropriation</i>	<i>\$125,704</i>

<b>L.E.T.S</b>		
L.E.T.S.	Fund #588	\$2,412,213

**BE IT FURTHER RESOLVED**, that the Board of Commissioners requested and the Courts presented line-item budget requests and those are authorized in the amounts set forth below:

<b>CIRCUIT COURT</b>		
Circuit Court	General Fund - Division #131	\$785,907
Juvenile Court	General Fund - Division #149	\$1,188,355
Appellate Court	General Fund - Division #167	\$52,000
Central Services	General Fund - Division #168	\$2,463,425
	Equipment Contingency #966	\$376,000
Law Library Fund	Fund #269	\$7,000
Child Care Fund	Fund #292	\$2,757,671
	<i>General Fund Appropriation</i>	\$1,564,585

<b>FRIEND OF THE COURT</b>		
Family Counseling Services	Fund #214	\$23,391
Friend of Court	Fund #215	\$2,376,576
	<i>General Fund Appropriation</i>	\$910,989

<b>DISTRICT JUDGE, 53<sup>RD</sup> DISTRICT</b>		
District Court	General Fund - Division #136	\$2,303,825

<b>PROBATE JUDGE</b>		
Probate Court	General Fund - Division #148	\$725,858
Guardianship Services	General Fund - Division #150	\$50,000

**BE IT FURTHER RESOLVED** that the projected revenues and expenditures for Internal Service Funds is also approved; but not as part of the Livingston County Budget for 2009, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

<b>BUILDING SERVICES</b>		
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Building Services	Fund #631	\$2,911,125
Lutz County Park	Fund #156	\$20,142
Fillmore Estate Co Park	Fund #157	\$6,000

<b>CAR POOL</b>		
Car Pool Fund	Fund #661	\$1,019,584

<b>INFORMATION TECHNOLOGY</b>		
Information Technology	Fund #636	\$3,468,900

**BE IT FURTHER RESOLVED**, that during these extenuating economic times County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2009 fiscal year as deemed necessary.

**BE IT FURTHER RESOLVED**, that the Chief Administrative Officer is authorized to execute transfers among line items and cost centers within limits of \$10,000 per transfer without the prior approval of the Board of Commissioners. The Chief Administrative Officer will notify the Finance Committee of any such transfers.

**BE IT FURTHER RESOLVED**, that any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.

**BE IT FURTHER RESOLVED**, that any services that lose funding (either charges-for-services, fees, or contractual, etcetera) or which costs exceed the revenue generated and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or the services are provided by others; shall be reduced commensurate with funding levels.

**BE IT FURTHER RESOLVED** that all Judges, County Elected Officials and County Department Heads shall abide by the Purchasing Policy, as adopted and amended from time to time by this Board, for all purchases made with funds appropriated by the Board of Commissioners and these budgeted funds shall be appropriated contingent upon compliance with the Purchasing Policy. The County Clerk shall



not be authorized to make payment of any claims not in compliance with such Purchasing Policy and monies so budgeted.

**BE IT FURTHER RESOLVED** that all Judges, County Elected Officials and County Department Heads shall abide by the County Cash Policy, as adopted and amended by this Board from time to time.

**BE IT FURTHER RESOLVED** that all Judges, County Elected Officials and County Department Heads shall review revenue projections monthly. If these projections fail to materialize; then, the Judges, County Elected Officials and County Department Heads shall make corresponding reductions to their department's expenditures.

**BE IT FURTHER RESOLVED** that all Judges, County Elected Officials and County Department Heads shall review departmental fees and make a recommendation, with justification, for fee increases to the Board of Commissioners to cover the costs of providing services.

**BE IT FURTHER RESOLVED** that the approved Authorized & Funded Employee List contained in the attached budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

**BE IT FURTHER RESOLVED** that the hiring freeze enacted by the Board of Commissioners on July 7, 2008 remains in effect. All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized & Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Heads budget. Said vacated position shall not be filled, except by specific Board authorization.

**BE IT FURTHER RESOLVED** that if the Board of Commissioners authorizes a vacant position shall be filled; then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year open for the appropriate duration of time to properly compensate for vacation and/or sick pay-offs to insure personnel expenditures don't exceed the 2009 authorized budget.

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**MOVED:  
SECONDED:**



RESOLUTION NO: #

PAGE: 8

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**CARRIED:**

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