

Finance Committee

4/28/2010

304 E. Grand River Ave., Howell, MI

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
Minutes of meeting dated April 7, 2010
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
None
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **RESOLUTIONS FOR CONSIDERATION:**

09 Michigan Works
RESOLUTION APPROVING THE WORKFORCE INVESTMENT ACT
INCENTIVE GRANT PLAN - Michigan Works! / Health & Human Services /
Finance

10 Administration
RESOLUTION TO APPROVE THE COUNTY-ISSUED CELL PHONE /
PAGER POLICY - Administration / Personnel Committee / Finance Committee /
Technology Committee / Finance Committee

11 Building Inspections
RESOLUTION AMENDING RESOLUTION #2010-02-080 APPROVING AN
AGREEMENT WITH THE CITY OF BRIGHTON FOR LIVINGSTON
COUNTY BUILDING DEPARTMENT OPERATIONS - Building Inspection /
Infrastructure & Development / Finance

12 Administration
RESOLUTION TO TERMINATE THE AGREEMENT BETWEEN THE
LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND SCRIPT
GUIDE RX FOR PHARMACY BENEFIT MANAGEMENT FOR
EMPLOYEES OF LIVINGSTON COUNTY CENTRAL DISPATCH AND
COURTS AND TO ENTER INTO AN AGREEMENT WITH BLUE CROSS
BLUE SHIELD OF MICHIGAN TO PROVIDE PHARMACY BENEFITS TO
THESE GROUPS

13 Administration

RESOLUTION AUTHORIZING LIVINGSTON COUNTY'S ANNUAL
BUDGET PROCESS AND CALENDAR FOR 2011 - County Administration

- 14. MISCELLANEOUS CLAIMS**
- 15. COMPUTER PRINTOUT (attached)**
- 16. ADJOURNMENT**

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE WORKFORCE INVESTMENT ACT INCENTIVE GRANT PLAN - Michigan Works! / Health & Human Services / Finance

WHEREAS, Workforce Investment Act authorizes programs and services targeted to unemployed and economically disadvantaged youth and adults, and

WHEREAS, The Michigan Department of Energy, Labor and Economic Growth has awarded an incentive grant of \$14,265 to Livingston County Michigan Works!, and

WHEREAS, It is the recommendation of staff that the funds be used for operation costs of the Michigan Works! Service Center, and

WHEREAS, This plan requires approval of both the Board of Commissioners and the Livingston County Workforce Development Council, and

WHEREAS, The Livingston County Workforce Development Council approved this plan at their March 18, 2010 meeting.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the Incentive Grant Plan in the amount of \$14,265 for the period of July 1, 2009 to June 30, 2010.

BE IT FURTHER RESOLVED that the Chairman is authorized to sign said plan for submission to the Michigan Department of Labor and Economic Growth.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE COUNTY-ISSUED CELL PHONE/PAGER POLICY –
Personnel Committee / Finance Committee / Technology Committee / Finance Committee / Full Board

WHEREAS, the County has issued approximately 160 cell phones to various departments; and

WHEREAS, reductions in the taxable value of real estate have had a negative impact on Livingston County operating revenues which has resulted in the need for increased scrutiny of all County operations; and

WHEREAS, establishing a uniform County-issued Cell Phone/Pager policy will produce a reduction in future operating expenses by eliminating non-essential cell phone issuance; and

WHEREAS, the Technology Committee, the Personnel Subcommittee and the Finance Committee have reviewed this matter and recommend the approval of the County-issued Cell Phone/Pager policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves
the attached County-issued Cell Phone/Pager policy.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners requests and it is
anticipated that all County elected officials shall comply with the County-issued Cell
Phone/Pager policy.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AMENDING RESOLUTION #2010-02-080 APPROVING AN AGREEMENT WITH THE CITY OF BRIGHTON FOR LIVINGSTON COUNTY BUILDING DEPARTMENT OPERATIONS - Co. ADMINISTRATION / I&D-4.19.10

- WHEREAS,** the Livingston County Building Department has a need to fill a vacant Building Official position as same will be vacated by a retirement on February 26, 2010; and
- WHEREAS,** for purposes of continuity, the Infrastructure and Development Committee has researched many options for filling the vacant Building Official position; and
- WHEREAS,** this position is vital to the continuation of State-mandated building inspection and plan review functions; and
- WHEREAS,** the City of Brighton submitted a Proposal for Provision of Building Department Services, dated February 18, 2010, which provides the best interim solution to the management of the Livingston County Building Department; and
- WHEREAS,** the six (6) month duration of this contract will allow an adequate amount of transition time for the County to resolve the need for filling the vacant Building Official position with a permanent solution to serve the future needs of Livingston County; and
- WHEREAS,** funding for this Agreement is available in the 2010 Building Department Budget.
- WHEREAS,** this Resolution has been recommended for approval by the Infrastructure & Development Committee.

THEREFORE BE IT RESOLVED that Livingston County will contract with the City of Brighton to perform County Building Department functions, including Chief Building Official duties, per State statute, as set forth in the attached Amended Proposal and Contract for Provision of Building Department Services, dated February 18, 2010, for six (6) months.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign any Agreement Amendment upon the approval and review of civil counsel.

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MOVED:

SECONDED:

CARRIED:

PROPOSAL FOR PROVISION OF BUILDING DEPARTMENT SERVICES TO LIVINGSTON COUNTY – 2/18/10

OBJECTIVE: TO PROVIDE LIVINGSTON COUNTY WITH BUILDING DEPARTMENT MANAGEMENT SERVICES, INCLUDING TECHNICAL ASSISTANCE FOR BUILDING PLAN REVIEW AND INSPECTION SERVICES THROUGH THE APPOINTMENT OF THE CITY OF BRIGHTON BUILDING OFFICIAL AS THE CHIEF BUILDING OFFICIAL.

SCOPE OF WORK:

- Provide consistent advice and guidance to citizens, contractors and architects regarding building codes and building department related issues.
- Provide on-site presence (Building Official) at the County offices for no less than 16 hours per week, or as mutually determined by the Livingston County and the City of Brighton.
- Provide responsive and timely plan reviews as needed with the same high quality of service currently in the City of Brighton; consistent with the current building codes and applicable township, village, county and state ordinances.
- Utilize the existing Livingston County administrative organization to receive and document all permit applications, plan reviews and inspection requests.
- Provide on-site inspections as needed.
- Manage the provision of tracking and documentation of all projects and inspections for the Livingston County records and staff through the use of the existing administration structure or as directed by the Acting County Administrator.
- The City will use the current County fee schedule for permits issued in the respective client communities.
- Attend pre-construction and red flag meetings with the Township officials, planning staff and clients as needed for potential construction projects.
- Administer Construction Board of Appeals meeting when needed.
- The final agreement will reflect records retention policy required by the County.
- Provide ordinance enforcement on an as needed basis.

LIVINGSTON COUNTY RESPONSIBILITIES:

- Provide office space necessary at County offices
- Provide vehicle and gas to Building Official.
- Agreement is for a 6 month period with an option to extend an additional 6 months
- Cost of \$25,000 for the services paid to the City of Brighton in monthly installments of \$4,166.66 for the 6-month initial period. The costs of services over and above sixteen (16) hours per week will be charged to Livingston County at the rate of \$70 per hour.
- Provide insurance coverage as deemed necessary by the parties' respective Attorneys.

BENEFITS TO LIVINGSTON COUNTY:

- Provides seamless transition for County Building Services.
- Maintain high level of service at significant reduction in costs.

TIMING:

- The transition of the basic services could be immediate. Adjustments to details would be ongoing.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO TERMINATE THE AGREEMENT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND SCRIPT GUIDE RX FOR PHARMACY BENEFIT MANAGEMENT FOR EMPLOYEES OF LIVINGSTON COUNTY CENTRAL DISPATCH AND COURTS AND TO ENTER INTO AN AGREEMENT WITH BLUE CROSS BLUE SHIELD OF MICHIGAN TO PROVIDE PHARMACY BENEFITS TO THESE GROUPS - HUMAN RESOURCES - PERSONNEL COMMITTEE / FINANCE COMMITTEE / BOARD

WHEREAS, Resolution 2006-12-413 was adopted on December 18, 2006 to enter into an agreement with ScriptGuide Rx for pharmacy benefit management for employees of Livingston County Central Dispatch; and

WHEREAS, Resolution 2007-04-103 was adopted April 10, 2007 to enter into an agreement with ScriptGuide Rx for pharmacy benefit management for employees of the Livingston County Courts; and

WHEREAS, the agreement with ScriptGuide Rx requires 90 days written notice to terminate; and

WHEREAS, the collective bargaining agreements governing wages and benefits for Central Dispatch and Court employees allow the employer to select pharmacy benefit managers, including reversion to Blue Cross Blue Shield, to provide prescription drug coverage; and

WHEREAS, Blue Cross Blue Shield of Michigan has been the pharmacy benefit provider for the remainder of County employees during this period of time and has provided such services in a satisfactory manner; and

WHEREAS, Blue Cross Blue Shield of Michigan will be able to begin providing pharmacy benefits to Livingston County Central Dispatch and Court employees beginning September 1, 2010; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the termination of the current contract for pharmacy benefit management services with ScriptGuide Rx effective August 31, 2010.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract for pharmacy benefit management services with Blue Cross Blue Shield of Michigan to take effect September 1, 2010.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any agreement necessary to effectuate this resolution.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2010-?

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LIVINGSTON COUNTY'S ANNUAL BUDGET PROCESS AND CALENDAR FOR 2011 - COUNTY ADMINISTRATION - FINANCE: 4/28/10

WHEREAS, the consequence of toxic mortgages, plant closures, world-wide recession, and Michigan's loss of population, has resulted in what is called a "New Economic Reality;" and

WHEREAS, the impact of the "New Reality" on Livingston County government is evidenced by declining real estate values, loss of job opportunities, decline in population resulting in a dramatic long term decline in tax revenues; and

WHEREAS, the depression of anticipated revenues demands governments at all levels must respond by matching the reduction in the cost of governmental services against the loss of revenues; and

WHEREAS, the path to the future is not to be found along the one traveled yesterday.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the following objectives in the preparation of the 2011 Budget:

- Preserve services essential to the safety of our residents unavailable except through Livingston County Government.
- Preserve services essential to the health of our residents, unavailable except through Livingston County Government.
- Services must be consistent with and sustainable within the fiscal parameters of the current and projected economic realities. It is acknowledged that this may require:
 - Consolidation
 - Transfer
 - Sharing
 - Streamlining
 - Elimination
 - Inter-local Government Cooperation
 - Public/Private Partnerships

BE IT FURTHER RESOLVED that the following actions shall continue to be implemented in all Departments:

- Maximize employee productivity = eliminate downtime.
- Continue implementation of benefit policy changes.
- All step wage increases shall require evaluation above good competent performance—eliminate time-in-grade automatic increases.

- Evaluate technology applications to insure full utilization and effectiveness. Eliminate applications which fail to improve efficiency.
- Challenge the status quo in all work processes to promote improvements.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby strongly encourages Elected Officials and Department Directors and Commissioners to participate in the Livingston County New Economy Summit to assist with determining a collective vision for the Livingston County region.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby directs;

- Personnel Expenditures shall be recalculated consistent with current benefit policies and authorized positions.
- 2011 Operating Budgets shall be established consistent with 2009 / 2010 levels, excluding one-expenditures.
- Capital Expenditure requests will reviewed/prioritized & authorized on a case-by-case basis.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby directs the following budget review process consistent with the attached budget calendar:

- Administration to conduct a series of Department Director meetings to present and assist departments with preparing their 2011 Budget request.
- Departments prepare budget requests.
- Chairman and Vice-Chairman of Board of Commissioners, Chairman of the Finance Committee and County Administration to evaluate/review Department Budgets and compose recommended appropriations.
- Recommended budgets and capital project requests review by the appropriate Board Committee for concurrence.
- Budget is presented to the Finance Committee for recommendation to the Board of Commissioners.
- Board of Commissioners adopts 2011 Livingston County Budget.

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MOVED:

SECONDED:

CARRIED:



2011 BUDGET CALENDAR



A P R	28 th	FINANCE COMMITTEE	Budget Process Discussions Adopt Budget Resolution Adopt Budget Calendar
M A Y	5 TH	NEW: ELECTEDS & DEPARTMENT DIRECTORS	Participation in the LIVINGSTON COUNTY NEW ECONOMY SUMMIT: <i>New Economy 101 - Fundamentals of the Global New Economy</i> , at Three Fires Middle School - 6:30 to 8:30 p.m. Contact Pat Convery [pconvery@howell.org] to RSVP. Also, please see the Howell Chamber Web Site to review presentations from the Michigan Municipal League and MSU Land Policy Institute at http://www.howell.org/ .
	6 TH	DEPARTMENT DIRECTORS' MEETING	Discussions regarding 2011 Budget Preparation.
	7 TH to 31 ST	DEPARTMENTS & ADMIN	Working on 2011 Budgets through JULY.
J U N E	1 ST to 31 ST	DEPARTMENTS & ADMIN	Working on 2011 Budgets through JULY.
	11 TH	INTERNAL SERVICE FUNDS	Submit Operating and Capital Budgets to County Administrator.
	16 TH	NEW: ELECTEDS & DEPARTMENT DIRECTORS	Participation in the LIVINGSTON COUNTY NEW ECONOMY SUMMIT: <i>Livingston Community Resource Workshop</i> , at Crystal Gardens, 9:00 a.m. to 12:00 p.m. Contact Pat Convery [pconvery@howell.org] to RSVP.
	6 TH or 19 TH	?? PUBLIC HEARING ?? BOARD OF COMMISSIONERS	2010 Allocated General Operating Millage for Summer Taxes Approves Resolution to Adopt General Operating Millage for Summer Taxes
J U L Y	1 ST to 31 ST	DEPARTMENTS & ADMIN	Working on 2011 Budgets.
	31 ST	DEPARTMENTS & ADMIN	Completion of Work on 2011 Budgets which began in MAY.
A U G	1 ST to 31 ST	SUB-COMMITTEES	Reviews Operating Budgets / Capital Requests; and, Makes recommendation to Finance Committee
S E P T	7 TH or 20 TH	TRUTH IN TAXATION HEARING BOARD OF COMMISSIONERS	For Ambulance Millage Approves Resolution to Adopt 2010 Millage Rate and Approves Annual Apportionment Report.
	22 ND	FINANCE COMMITTEE	Preliminary Budgets presented to Finance Committee:
	O C T	4 TH	BOARD OF COMMISSIONERS
PUBLIC HEARING			Adoption of 2011 Budget