

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

11/14/2011

304 E. Grand River Avenue, Howell, MI

7:30 PM

AGENDA

REVISED

9:20 am, Nov 14, 2011

1. **CALL MEETING TO ORDER**
 2. **APPROVAL OF MINUTES**
Minutes dated: October 11, 2011
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
OLSHA - Quarterly Report
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-
- 07 **LETS**
RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE F.T.A. TRIENNIAL TRAINING WORKSHOP IN CHICAGO, IL DECEMBER 6-7, 2011 - L.E.T.S.
-
- 08 **County Clerk**
RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME COURT CLERK -County Clerk
-
- 09 **Treasurer**
RESOLUTION TO CORRECT HEALTH CARE REIMBURSEMENT AND DEPENDANT CARE REIMBURSEMENT ACCOUNT BALANCE IN THE BENEFITS FUND TO REFLECT RECOMMENDATIONS MADE BY BREDERNITZ, WAGNER AND CO., P.C.
-
- 10 **Information Technology**
RESOLUTION AUTHORIZING THE PAYMENT TO LESA FOR FIBER CONNECTIONS TO THREE EMS SUB-STATIONS - INFORMATION TECHNOLOGY
-
- 11 **Michigan Works**
RESOLUTION APPROVING THE FISCAL YEAR 2012 FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PLANS FOR SERVICES TO ELIGIBLE PARTICIPANTS FROM LIVINGSTON COUNTY.
-
- 12 **Emergency Medical Services**

RESOLUTION AUTHORIZING A CONTRACT WITH HEALTH EMS/DBA SANSIO FOR THE IMPLEMENTATION OF AN INTERGRATED WEB ENABLED EMERGENCY MEDICAL SERVICE ELECTRONIC REVNET BILLING SOLUTION - EMS / Health and Human Service/ Finance Committee

13 Equalization
RESOLUTION REQUESTING THE REORGINAZATION OF THE EQUALIZATION DEPARTMENT Equalization / General Government / Finance

14 Equalization
RESOLUTUION TO AMEND THE ANNUAL APPORTIONMENT REPORT Equalization / General Government Committee / Finance

15 Administration
RESOLUTION TO ADOPT A CLAIMS AND PAYABLES POLICY FOR LIVINGSTON COUNTY – County Administration

16 Administration
RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY FOR LIVINGSTON COUNTY – County Administration

17 Administration
RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE AUDIT POLICY FOR LIVINGSTON COUNTY – County Administration

18 Administration
RESOLUTION TO ADOPT A BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY – County Administration

19 Michigan Works
RESOLUTION APPROVING A CONTRACT EXTENSION BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY PROGRAM

20. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 11 - 7:30 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. DOLAN COMM. DRICK COMM. LA BELLE COMM. WILLIAMS

OTHERS:
BELINDA PETERS
PAUL McNAMARA
JANINE DUNNING
JIM ROWELL
ROBERTA BENNETT
RON VAN HOUTEN

CHRIS FOLTS
JEFF BOYD
MAGGIE JONES
DAVE DOMAS
TED WESTMEIER
JIM MANTEY

BOYD BUCHANNAN
STEVE CRANE
JULIE FIELEK
CAROL GRIFFITH
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:35 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED SEPTEMBER 12, 2011:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: DOLAN / SECONDED BY: DRICK
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS MODIFIED: REMOVAL OF ANIMAL CONTROL RESOLUTION #9 FROM AGENDA.
MOVED BY: DRICK / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

4. **REPORTS: DENNIS DOLAN.** Stopped at Airport. Great Progress. Back-fill being completed. Sewer work and core boring proceeding. A lot getting accomplished, especially due to weather. Puts project in great shape for the Spring.
5. **CALL TO THE PUBLIC:**
 - **BOYD BUCHANAN** - Home Builders Association. Appealing to Board to become involved in the Application of Genoa Township to administer Building Code. Feels the County is running things very efficiently. Genoa has shown no need for a separate building department, especially considering their higher fees. Not in the best interest of the citizens of the Township, nor of the County. January 4th is next meeting of State Bureau. Would

like County's support in fighting the Genoa Township Application. JACK has concerns that County Director will receive undeserved criticism and feels that we need to send a Resolution to the Bureau with the help of the Home Builders Association. BOYD stated that would be more than acceptable. Jack asked for concurrence from PS/ID Chair, Dave Domas. DOMAS advised that he suggested Mr. Buchanan appear tonight for this purpose.

- **STEVE CRANE** - President of Home Builders Association. Took a month to get a permit out of Green Oak and they've been established for years.
- **JULIE FIELEK** - County Building Department has made rapid progress in the last few years and was personally shocked when Genoa Township brought up establishing their own department. Boyd could send several bullet points to include in the Resolution. DOLAN - everything needs to go directly to the Bureau so that we are assured they receive the material.
- **JIM ROWELL** – Wanted to reiterate that once the Bureau's approval is given, there is no regulation after that.
- **DAVE DOMAS** – Wal-Mart Pharmacy in Hartland will hold “Ask the Pharmacist” on 10/16 and 22nd.

6. RESOLUTIONS FOR CONSIDERATION.

7. BUILDING SERVICES: RESOLUTION AUTHORIZING REPLACEMENT OF WORN CARPET AT THE JUDICIAL CENTER AND HISTORICAL COURT HOUSE

RECOMMEND MOTION TO: FINANCE
MOVED BY: LA BELLE / SECONDED BY: DRICK
YEAS: DOLAN - LA BELLE - WILLIAMS / NAYS: DRICK
MOTION: PASSED

8. PUBLIC HEALTH: RESOLUTION AUTHORIZING OUT OF STATE TRAINING TO ATTEND RADON RESISTANT NEW CONSTRUCTION TRAINING IN WASHINGTON DC

RECOMMEND MOTION TO: FINANCE
MOVED BY: DRICK / SECONDED BY: LA BELLE
ALL IN FAVOR - MOTION PASSED

9. ANIMAL CONTROL: RESOLUTION AMENDING THE LIVINGSTON COUNTY ANIMAL CONTROL ORDINANCE BY THE ADDITION OF ARTICLE IX, ORDINANCE VIOLATIONS, ENFORCEMENT AND PENALTIES

REMOVED FROM AGENDA

9. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING CHANGES IN MILEAGE CHARGES FOR EMERGENCY MEDICAL SERVICES

RECOMMEND MOTION TO: FINANCE
MOVED BY: LA BELLE / SECONDED BY: DRICK
 ALL IN FAVOR - MOTION PASSED
 YEAS: **DOLAN** **DRICK** **LA BELLE** **WILLIAMS**
 NAYS: **DOLAN** **DRICK** **LA BELLE** **WILLIAMS**
MOTION: **PASSED** **FAILED**

10. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF PURCHASE ORDER TO TRITECH EMERGENCY MEDICAL SYSTEMS INC. FOR SWEET SOFTWARE MAINTENANCE FOR THE EMS DEPARTMENT

RECOMMEND MOTION TO: FINANCE INSERT COMMITTEE
MOVED BY: DOLAN DRICK LA BELLE
SECONDED BY: DOLAN DRICK LA BELLE
 ALL IN FAVOR - MOTION PASSED
 YEAS: DOLAN DRICK LA BELLE WILLIAMS
NAYS: DOLAN DRICK LA BELLE WILLIAMS
MOTION: PASSED FAILED

11. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF PURCHASE ORDER TO NETSMART OHIO INC. FOR SOFTWARE SUPPORT OF NETSMART SOFTWARE FOR THE DEPARTMENT OF PUBLIC HEALTH

RECOMMEND MOTION TO: FINANCE INSERT COMMITTEE
MOVED BY: DOLAN DRICK LA BELLE
SECONDED BY: DOLAN DRICK LA BELLE
 ALL IN FAVOR - MOTION PASSED
 YEAS: DOLAN DRICK LA BELLE WILLIAMS
NAYS: DOLAN DRICK LA BELLE WILLIAMS
MOTION: PASSED FAILED

12. ADJOURNMENT:

MOTION TO ADJOURN AT 8:45 PM.
MOVED BY: DOLAN DRICK LA BELLE
SECONDED BY: DOLAN DRICK LA BELLE
 ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE F.T.A. TRIENNIAL TRAINING WORKSHOP IN CHICAGO, IL DECEMBER 6-7, 2011 – L.E.T.S.

WHEREAS, it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and

WHEREAS, the Federal Transit Administration strongly encourages every transit agency that is a direct recipient of Federal Funds to attend their Triennial Workshop for the most up-to-date information about Federal Requirements and industry “Best Practices”; and

WHEREAS, this is the only FTA Region 5 training being offered by the F.T.A. for transit agencies scheduled for Triennial Reviews in 2012 and it will be held in Chicago IL. December 6-7, 2011; and

WHEREAS, the training itself is at no cost, however it is estimated for travel, lodging, and food to cost \$1,000 whereby, Federal and State grant funds are available and are approved for this use, along with fare box revenues, to pay 100% of the costs of attending this program.

THEREFORE BE IT RESOLVED THAT The Livingston County Board of Commissioners approves out of state travel for L.E.T.S. Director and Operations Manager to attend the Federal Transit Administration’s Triennial Workshop in Chicago, Illinois December 6-7, 2011, with no funding being paid from the Livingston County General Fund or any other County funds.

BE IT FURTHER RESOLVED THAT there is no cost for the training itself, however, it is estimated that the total cost of lodging, County vehicle costs, and food is not to exceed Nine Hundred dollars (\$1,000) and is included in the L.E.T.S. 2011 Budget.

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF L.E.T.S.

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz
Date: October 20, 2011
**Re: Resolution authorizing out of state travel for L.E.T.S. Director and
Operations Manager to attend the FTA Triennial Training
Workshop in Chicago, IL December 6-7, 2011 – L.E.T.S.**

Attached for your consideration and approval is a resolution to allow out of state travel for the Director and Operations Manager to attend the 2011 Federal Transit Administration (F.T.A.) Triennial Training Workshop in Chicago, Illinois, December 6-7, 2011.

As a direct recipient of Federal Funds, Livingston Essential Transportation Service is responsible to follow all FTA rules and regulations related to Federal funds. Due to ever changing FTA rules and regulations, attendance is strongly recommended.

The total cost of this training is Federal and State Grant eligible as an allowable expense and the cost to attend is not to exceed One Thousand dollars (\$1,000). Thus all costs will be borne by Federal and State grant monies with any balance made up from local farebox revenue. L.E.T.S. did budget for this training in its 2011 budget.

Should you have any questions, I can be contacted at ext 7847 or 517-540-7847.

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE FILLING OF A VACANT PART TIME COURT CLERK -
County Clerk / General Government Committee / Finance Committee**

WHEREAS, The Livingston County Clerk’s office has a vacant court clerk position because of a transfer; and

WHEREAS, to maintain efficiency and perform the mandated functions of the County Clerk as Clerk to the Circuit Court; and

WHEREAS, funding is available in the County Clerk’s budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
approves filling the vacant part time court clerk.

CIRCUIT COURT CLERK DIVISION

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Legal Div. Super/Chief Dep.	1	
Senior CC Judicial Clerk	1	
Courtroom Clerk	3	
CC Judicial Clerk	4	3
Totals:	9	3

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Legal Div. Super/Chief Dep	1	
Senior CC Judicial Clerk	1	
Courtroom Clerk	3	
CC Judicial Clerk	4	3
Totals:	9	3

#

#

#

**MOVED:
SECONDED:
CARRIED:**



Margaret M. Dunleavy
LIVINGSTON COUNTY CLERK

County Clerk
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

E-mail: mdunleavy@co.livingston.mi.us

TO: General Government Committee

FROM: Margaret M. Dunleavy, Livingston County Clerk

RE: Hiring Freeze Exception

DATE: November 2, 2011

I am requesting an exception to the hiring freeze for a part time position in the County Clerk's Circuit Court Division that was reviewed for an exception in April of 2010. This position is still critical to the operations of the County Clerk's Circuit Court Office. This position became vacant because the employee transferred to a full time position in another division of the court.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Margaret Dunleavy

Title of Position to be Filled: P/T(29 hrs.) Deputy Court Clerk
Grade F entry Salary: \$ 20,116.72

Annual Cost of Budgeted Position (incl. fringe benefits): \$ 24,759.00

Projected Cost for the next five years (incl. fringe benefits): \$ 123,795.00

*New Position/Classification Yes/No: **NO**

Name of Employee last occupying this position: **Katie Niehaus**

When did the position become vacant: October 28, 2011

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? **YES**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job Description. **Briefly described, the primary duties are filing of legal paperwork into the official case file used by the Judges in Court, and, providing the case files to the courts. The duties of this position are essential to court operations. A hearing can not be held without the case file & the pleadings therein. See attached for the additional duties of this position.**

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what affect this program/service has on current operations. **Among other statutory responsibilities, and, under Michigan Compiled Law & Court Rules, the County Clerk is appointed as the Clerk of the Circuit Court, to be the official record keeper for Circuit Files. Constitutional authority, [Const.1963,Art.6,Sec 14], and pursuant to MCL 600.571(a); MSA 27A.571.(a)]**

If not mandated, outline the reason(s) for the department providing this task/work. **N/A**

3. Budgeted department head count for the past five years:
Jan., 2006: 22 Jan., 2007 :22 Jan., 2008 :22 Jan., 2009 : 21 Jan., 2010 : 21
Please explain changes:

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? **YES** Identify all special skills, education and/or licensing requirements for the position. **High School/GED: Good with numbers, attention to detail, and possess abilities in record maintenance.**

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? **Each staff member maintains a steady workload. There is no redundancy within the positions. There is not enough personnel time to reassign responsibilities and still maintain service to the courts and/or public.**
6. Specifically list three reasonable options if your request to replace a position is denied. **No reasonable options come to mind. The office could shorten its hours to the public, but that isn't feasible because statutorily the Clerk is required to be opened, when the court is opened.**
7. What are the consequences of deferring the vacant position over the next several months and beyond? **Consequences would result in a "mess", lost & misplaced court records, and insurmountable piles of filing.**
8. What budget saving measures has this department implemented? Have additional measures been identified? **Please see attachment A for departmental savings.**
9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **Do not see any excessive positions, or costs expended or budgeted, that could be dropped without adversely affecting mandated & public services.**
10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services. **Organizational chart attached. No staff currently on leave, or on restriction, no staff with downtime.**
11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? **Work is required to be completed by the County Clerk.**
12. Explain what services can be provided by others, private sector or non-profit? **N/A**
13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? **Unknown, but these responsibilities need to be performed within the vault of the County Clerk Circuit Court Division, on a routine schedule that ensures that these duties are completed, and the files are up to date and ready for the Court.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **Too much training goes into this position to consider a temporary employee.**

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). **This is a part-time 29 hour position, currently. However, the workload within the court is growing and is increasingly showing that this position may need to be reviewed for additional hours.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? **N/A -staff's responsibilities require their full time attention. Also, the vault is operational during court business hours, which necessitates that it be staffed. Overtime would not alleviate this.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, staff is cross-trained to fill-in for a short amount of time, such as lunch, or a sick day, but would be an unrealistic expectation for a longer duration.**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CORRECT HEALTH CARE REIMBURSEMENT AND DEPENDANT CARE REIMBURSEMENT ACCOUNT BALANCE IN THE BENEFITS FUND TO REFLECT RECOMMENDATIONS MADE BY BREDERNITZ, WAGNER AND CO., P.C. - LIVINGSTON COUNTY TREASURER

WHEREAS, the County Administrator engaged the independent accounting firm of Bredernitz, Wagner and Co., P.C. to perform certain procedures related to the County Choice Plan years for July 1, 2005 through December 31, 2007; and

WHEREAS, Bredernitz, Wagner and Co., P.C. provided a report to the County Administrator enumerating the procedures that were followed to determine what the actual balances should be in the Health Care Reimbursement and Dependent Care Reimbursement account; and

WHEREAS, all records and information needed to make an exact determination as to proper balances were not available; and

WHEREAS, the assumptions that Bredernitz, Wagner and Co., P.C. made, to come to the conclusion of the proper account balances, were acceptable to the County Administrator, Deputy Administrator/County Finance Director and the County Treasurer; and

WHEREAS, an adjustment for \$261.23 was already made in 2008 and 2009 per a year end reconciliation; and

WHEREAS, the following are the recommended adjustments 1) expense \$19,200.00 to the Benefit Fund for survey that was offered to employees to complete for \$100.00 credit to their Health Care Reimbursement account. 2) \$11,035.42 to be "written" off to an expense account.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the correction of those Health Care Reimbursement and Dependant Care Reimbursement accounts as determined by Bredernitz, Wagner and Col, P.C.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the Livingston County Treasurer to make these adjustments to the Benefit Fund for Health Care Reimbursement and Dependent Care Reimbursement accounts

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY TREASURER

200 E. Grand River
Howell, MI 48843
Phone 517-546-7010
Fax 517-545.9638
Web Site: livingstonlive.org

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer M. Nash, Livingston County Treasurer
Date: November 16, 2011
Re: Resolution to correct Health Care Reimbursement and Dependant Care Reimbursement account balance in the Benefits Fund to reflect recommendations made by Bredernitz, Wagner and Co., P.C.

At the end of 2008 the County engaged Bredernitz, Wagner & Co., P.C. to perform procedures to review the transactions in the County's Benefit Fund for the period July 1, 2005 through December 2007.

The County was administering the Health Care and Dependant Care reimbursements "in-house" during that period.

The attached resolution addresses the conclusions the accounting firm recommends.

- 1) Participants in the program were awarded \$100.00 into their reimbursement account – this totaled \$19,200.00 and needs to be expensed from the fund.
- 2) Health Care reimbursement in the amount of \$3,933.96 and \$7,101.46 in Dependant Care reimbursement was a combination of various over reimbursements to individuals. This needs to be written off, in a total write off of \$11,035.42.

The benefits administration has since been contracted out to a firm and controls are in place to monitor the reimbursements.

If you have any questions, I will be happy to address them with you. You may call me at my office or I will of course be at the meeting to address any issues you may have.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PAYMENT TO LESA FOR FIBER CONNECTIONS TO THREE EMS STATIONS– Information Technology

WHEREAS, LESA has billed the Livingston County Emergency Management for three fiber connections that were completed and accepted during the recent fiber project, and

WHEREAS, the County EMS director has agreed to and authorized the payment of the submitted invoice which included connections to the Genoa Township station at \$12,093.09, the City of Brighton station at \$6,975.00, and the Hamburg Township station at \$6,285.54, and

WHEREAS, the work was completed using the unit prices established in the original fiber project bid, and

WHEREAS, Livingston County IT will pay the invoice and in be reimbursed by Livingston County EMS, and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County IT Department to pay the invoice submitted by LESA in the amount of \$24,354.63.

#

#

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River Ave., Howell, MI 48843
Phone 517 548-3230 Fax 517 545-9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara, IT Director
Date: 11/8/2011
Re: EMS Fiber Connections

The attached EMS Fiber Connection resolution is submitted for your review and approval. During the recently completed phase of the County Fiber Project the EMS stations in Genoa Township, City of Brighton and Hamburg Township were connected to the Public Safety Network. This work was done by Amcomm during the construction of the main fiber line. The work was approved by the EMS Director with the understanding that the work was not covered in the contract but would be paid for by the EMS department. The work has been completed and the project was recently accepted by LESA. The connections at the EMS stations are up and running. The bill for the work has been presented by LESA. Please review and approve the payment of the submitted invoice.

If you have any questions please contact either me or Jeff Boyd the director of the Livingston County EMS.

Livingston Educational Service Agency
1425 W Grand River
Howell MI 48843
(517) 540-6815
Fax: (517) 540-6897

LIVINGSTON COUNTY EMERGENCY MANAGEMENT
 ATTN: SUSAN BENNETT
 300 S. HIGHLANDER WAY
 HOWELL MI 48843

Invoice Date: 08/25/2011
 Ordered By:

P. O. Number:

Invoice Number: 011256

Quantity	Description	Unit Price	Amount
1.00	COUNTY WIDE OPTICAL FIBER PROJECT - HOWELL EMS STATION	12,093.0900	\$12,093.09
1.00	COUNTY WIDE OPTICAL FIBER PROJECT - BRIGHTON EMS STATION	5,976.0000	\$5,976.00
1.00	COUNTY WIDE OPTICAL FIBER PROJECT - HAMBURG EMS STATION	6,285.5400	\$6,285.54
	40-415-0000-000-000-0000	SubTotal:	\$24,354.63

42-141-1000-000-000-0000

Please make check payable to:
Livingston Educational Service Agency
 Return Remittance Copy with Payment

TOTAL >	\$24,354.63
---------	-------------

Original Invoice

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FISCAL YEAR 2012 FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PLANS FOR SERVICES TO ELIGIBLE PARTICIPANTS FROM LIVINGSTON COUNTY.

WHEREAS, The Jobs, Education and Training (JET) program serves employable public assistance recipients through the federally funded Job Opportunities and Basic Skills program; and

WHEREAS, The Workforce Development Agency, State of Michigan announced that funds for the Food Assistance Employment and Training (FAE&T) will be allocated to Michigan Works! Agencies by formula; and

WHEREAS, Livingston County's allocation for this program is \$28,898 for the period of October 1, 2011 to September 30, 2012; and

WHEREAS, The Workforce Development Agency, State of Michigan requires that we prepare 2 plans for FY 2012 as follows:

- FAE&T Plan for FY 2012 in the amount of \$28,100 which will provide Job Search/Job Search Training, Educational/Training Programs, and Case Management to eligible participants referred by DHS.
- FAE&T Supportive Services for FY 2012 in the amount of \$798, which will provide supportive service funds for individuals participating in the program.

WHEREAS, The Livingston County Food Assistance Employment and Training proposes to serve approximately ten, 18 through 49 year old able-bodied adults without dependents who are in jeopardy of losing their food stamp eligibility due to time limits with services through the JET program; and

WHEREAS, The Workforce Development Agency, State of Michigan requires that the Workforce Development Council and the local elected officials jointly approve and submit all job training plans; and

WHEREAS, The Job Seeker Services Sub-Committee of the Livingston County Workforce Development Council approved the plan at their meeting on November 2, 2011; and

WHEREAS, The full Workforce Development Council will vote on the plan at their November 17, 2011 meeting.

NOW THEREFORE BE IT RESOLVED that the Livingston County Workforce Development Council hereby approves the Food Assistance Employment & Training Plan for in the amount of \$28,100 and the Food Assistance Employment & Training Supportive Services Plan in the amount of \$798 for the period of October 1, 2011 to September 30, 2012.

BE IT FURTHER RESOLVED, that the Chair of the Workforce Development Council be authorized to sign said plans for submission to the Workforce Development Agency, State of Michigan.

Moved:

Supported:

Carried:

TO: Livingston County Board of Commissioners

FROM: Bill Sleight, Livingston County Michigan Works!

RE: Food Assistance Employment and Training (FSE&T) Plan for Fiscal Year (FY) 2012 (October 1, 2011 through September 30, 2012)

DATE: November 7, 2011

A policy issuance providing planning instructions to MWAs for the preparation and submittal of the Food Assistance Employment and Training (FAE&T) plan for the period October 1, 2011 through September 30, 2012 was released by the Workforce Development Agency, State of Michigan.

Through an Interagency Agreement with the Department of Human Services (DHS), the Workforce Development Agency, State of Michigan (WDASOM) will administer the FAE&T Program to serve 18 through 49 year old able-bodied adults without dependents who are in jeopardy of losing their food stamp eligibility due to time limits.

FAE&T funds are distributed by formula to MWAs. Our share of the statewide grant totals \$28,898 for FY 2012. During FY 2011, we received \$42,262. We are required to prepare and submit the plan within 30 days of receipt of the instructions from MDELEG.

We are required to prepare 2 plans for FY 2011 as follows:

- FAE&T Plan for FY 2012 in the amount of \$28,100 which will provide Job Search/Job Search Training, Workfare, Unsubsidized Employment, Work Experience, Educational/Training Programs, and Vocational Training to eligible participants referred by DHS.
- FAE&T Supportive Services for FY 2012 in the amount of \$798, which will provide supportive service funds for individuals participating in the program.

As mentioned above, this program is targeted at 18 through 49 year old able-bodied adults without dependents who are in jeopardy of losing their food stamp eligibility due to time limits. With these funds, we anticipate serving approximately 10 participants from the target group.

The Food Assistance Employment and Training (FAE&T) Plan for Fiscal Year (FY) 2012 must be approved by both the Workforce Development Council (WDC) and the Livingston County Board of Commissioners. The Job Seeker Services Sub-Committee of the Livingston County Workforce Development Council approved the plan at their meeting on November 2, 2011. The full Workforce Development Council will vote on the plan at their November 17, 2011 meeting.

Attached is a resolution for your consideration.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A REVNET EXTENSION ADDENDUM WITH HEALTH EMS/DBA SANSIO FOR IMPLEMENTATION OF A INTERGRATED WEB ENABLED EMERGENCY MEDICAL SERVICE ELECTRONIC REVNET BILLING SOLUTION - EMS / HEALTH AND HUMAN SERVICES/ FINANCE COMMITTEE

WHEREAS, Livingston County EMS has determined a need for a Integrated Web enabled Electronic RevNet Billing Solution; and

WHEREAS, Livingston County EMS will implement the RevNet Billing and sunset the Tri-Tech Billing Software ; and

WHEREAS, the proposed RevNet Extension Addendum will begin January 1, 2012 and terminate with 30 days written notice by either party; and

WHEREAS, the total charge to generate a complete claim will not exceed \$3.00 per run; and

WHEREAS, Health EMS of Duluth, Mn, submitted a quote that will provide the Integrated Web Based Billing Solution at an initial payment of \$1,995.00 and a monthly subscription fee of \$564.00 effective January 1, 2012; and

WHEREAS, funding for same is available through the 2012 EMS Budget; and

WHEREAS, this Resolution has been recommended for approval by the Health and Human Services Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a RevNet Extension Addendum with Health EMS for Intergrated Web based RevNet Billing Solution at an initial payment of \$1,995.00 plus a subscription fee of \$564.00 per month in addition to any transaction fees not to exceed \$3.00 per run beginning January 1, 2012.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd
Date: 10/19/2011
Re: RevNet Billing Software

Livingston County EMS currently invests approximately \$4.23 per call for the purposes of billing our EMS runs. We have identified efficiencies in our processes that could reduce that amount to less than \$3.00 per call by switching to RevNet billing software. RevNet billing already exists as a function of our current HealthEMS software that is already in use for patient charting. This proposed transition merely entails using software we already have to its fullest extent available. EMS is requesting we sunset the current billing software (Sweet/Tri-Tech) and transition to RevNet effective January of 2012. The appropriate agreement shall be sent for civil counsel approval allowing the Board Chair to sign the RevNet Extension Addendum upon board approval.

The appropriate funds for this project, including training, hardware, connectivity and software are in the 2012 budget.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION REQUESTING THE REORGANIZATION OF THE EQUALIZATION DEPARTMENT

Equalization / General Government / Finance

WHEREAS, The Equalization Department is reorganizing to more effectively redistribute the work within the department, and

WHEREAS, reorganizing will help ensure all the functions of Equalization will be met, and

WHEREAS, bringing the Industrial Study back in house and the elimination of a part time Senior Appraiser position, and

WHEREAS, upgrading one position and creating one part time Administrative Aid position will relieve the time constraints on the department, and

THEREFORE BE IT RESOLVED THAT THE Livingston County Board of Commissioners hereby authorize the following positions for Equalization:

One Full Time Director	Grade R
One Full Time Deputy Director	Grade N
One Full Time Senior Appraiser	Grade K
Two Full Time Appraisers	Grade J
One part-time Administrative Aid	Grade F

MOVED:

SECONDED:

CARRIED:



Livingston County Equalization Department
Administration Building
304 East Grand River, Suite 103 – Howell, Michigan 48843
(517) 546-4182 – Fax (517) 552-2322 – Web Site www.LivingstonLive.org

Michael Ortiz, Director Sue Bostwick, Deputy Director

Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick
Date: October 19, 2011
Re: Reorganization of the Equalization Department

Over the course of the past six years our department has conformed to the request of staffing reductions due to budgetary constraints. The current staffing levels are 4.45 employees. This includes four full time positions, Deputy Director, Senior Appraiser, Appraiser and Clerk. This also includes two part time positions, Director at .25, and a Senior Appraiser at .2.

While the workforce reduction has taken place over several years, last year the director retired and the deputy director assumed the responsibilities of the position. A portion of the duties of the deputy (the industrial study) were contracted out of the office. The cost to the County was \$27,000. The department also had the additional responsibility of the apportionment report. Due to the current market conditions (the lack of sales) the appraisal work became more labor intensive. Additional appraisal work was required in the residential class to insure accuracy and proficiency within the class. In order to fulfill the requirements of the department, many of the responsibilities have been redistributed.

For the 2011, the sales have improved only slightly. We will still be required to perform appraisals in four units for the residential class of property. We have also brought the appraisal work (industrial class) previously contracted back into the office. Due to this, the responsibilities have remained shifted. The Clerk has taken on the responsibility of the personal property review, which enabled the Senior Appraiser to resume doing audits. The part time Senior Appraiser position will be eliminated in January. By upgrading the clerk position to an appraiser position the cost to the county will be minimal, while covering the mandated responsibilities of the department.

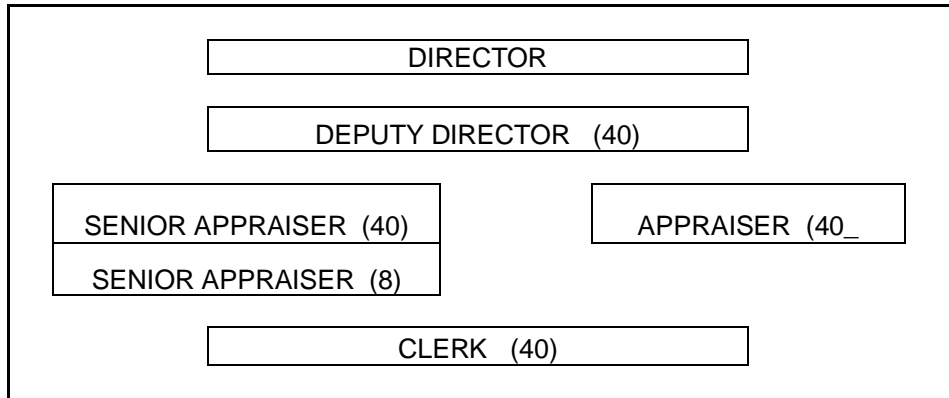
By restructuring the responsibilities of the appraisers, various aspects of the work they have incurred over the past several years have taken time away from the main function of their job description. A temporary part time Administrative Aid would insure the appraisers have adequate time to do the appraisal work. This classification change and part time addition will not cost the county addition money. Bringing the industrial class back in

house and the elimination of a part time Senior Appraiser will cover the costs. By bringing the industrial appraisals back in house and up grading the clerk to an appraiser position the 2011 budget has seen a difference of \$22,005 over the 2010 year. The elimination of the part time Senior Appraiser and replacing it with an temporary part time Administrative Aid position will be a cost to the county of \$2,326. This will be a savings to the county of \$19,679 over two years.

The following page is a flow chart of the positions currently and proposed along with the description of the jobs involved.

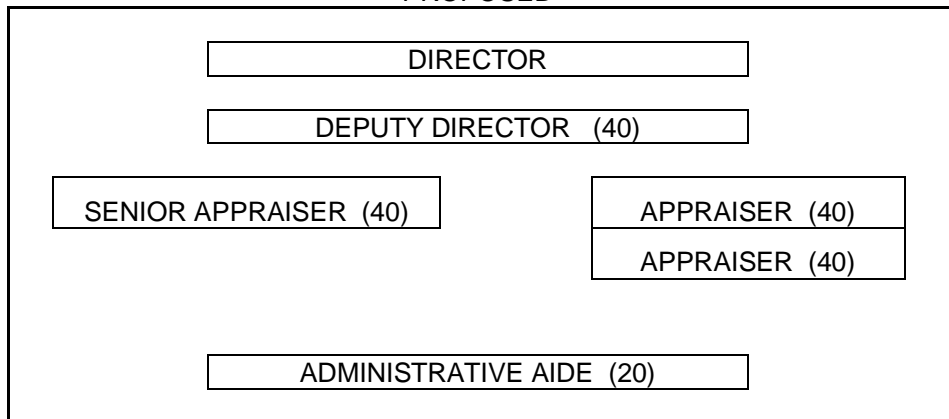
Should you have any questions please contact me.

CURRENT



Salary: \$ 259,791.00
Benefits: \$ 108,181.00
Total \$ 367,972.00

PROPOSED



Salary: \$ 265,427.00
Benefits: \$ 107,540.00
Total: \$ 372,967.00

Request Submitted by: **Equalization, Sue Bostwick**

Title of Position to be Filled: **Appraiser and Administrative Aide** Salary: **\$40,401, \$15,130**

Annual Cost of Budgeted Position (incl. fringe benefits): **Appraiser: \$66,537**
Administrative Aide: \$15,130

Projected Cost for the next five years (incl. fringe benefits): **Total for both positions, \$408,335**

New Position/Classification Yes No **X**

If No: Name of Employee Last Occupying this Position

Currently there is one appraiser on staff. Kathy Spencer was the last Administrative Aide in the office, this was 2007.

When did the position become vacant?

2007, anticipated .2 position loss 1-1-12

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

Yes, during certain times of the year based on business needs.

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. **The appraiser position is an up-grade in position. This position is responsible for the residential sales studies. This includes the required reports affiliated with the sales studies. Also included are the sales of the agricultural, commercial and industrial to be used in the appraisal studies. Currently is reviewing the personal property which is the minimal requirements of the State Tax Commission. The Administrative Aide position would free time of the appraisers to do the required work. The responsibilities would be preparing real property statements and processing them when returned, answering the telephone, sending study letters to property owners.**

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work. **MCL 211.34 mandates county equalization. Equalization must determine if each unit or city has been equally and uniformly assessed. To determine this we conduct sales studies and appraisal studies. All values are based on "true cash value", or the usual selling price. The appraiser position is essential to the determination of true cash value. The administrative aid would allow additional time for the appraisers to perform their mandated jobs.**

3. Budgeted department head count for the past five years:

Jan., 2011 :4.45 Jan., 2010 :5.2 Jan., 2009 :5.2 Jan., 2008 :6.6 Jan., 2007 :7

Please explain changes: **As people have retired or moved to different offices, their positions have not been filled. Staff has picked up the work of the vacated position to the best of their abilities.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

The appraiser position is a certification through the State Tax Commission. The administrative aide must have knowledge of property taxes law, homestead exemption, personal property and the tax calendar, and public relations.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

For 2011 we have brought the industrial class back in-house from a contract position. Up grading one position and adding one part time administrative aid, the savings to the county is (\$12, 804 Senior Appraiser + \$27,000 Industrial Contract -\$15,130 Administrative Aid – \$4,123 up grade to Appraiser) \$20,551. This would insure the fulfillment of the mandated requirements of the State Tax Commission.

6. Specifically list three reasonable options if your request to replace a position is denied.

1. Contract the appraisal work of a class of property out of the office.

2. Eliminate all non mandated work. This would include checking tax bills, top ten, SEV of school districts etc.

3. Not doing the real property statements,

7. What are the consequences of deferring the vacant position over the next several months and beyond?

The mandated requirements may not be met.

8. What budget saving measures has this department implemented? Have additional measures been identified?

We contract the commercial study, saving fringe benefit costs. We have gone to a three year contract, saving additional costs to the contract. We use technology to cut hours worked. This includes new equipment that will save in the medium and long runs.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

We cannot eliminate a position and complete the required work. Our current budget is primarily salary and inter-county office expenses. Outside of those two items our budget is \$44,467 of which \$36,050 is the cost of the commercial contract.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

Currently, the Director provides 10 hours a week, the function of the position is to utilize technology to streamline the reporting procedures.

Deputy Director: oversees personnel and day to day functions of the department. Does all required reports. This includes the equalization report, taxable value report, school report, apportionment report. Oversees all studies, and teaches appraisal theory to appraisers. Insures all work is of high quality and done on time. Reviews summer and winter millage rates and tax amounts of the local unit's tax bills.

Senior Appraiser: Industrial and part of the Agricultural appraisal study. This includes all field work, sales, land values and ECF's for each class of property. Does up dates to the data base with maintenance and tax information.

Appraiser: Residential and Agricultural appraisal study including all sales, land values, and ECF's. Does up dates to the data base with maintenance and tax information.

Clerk: Does the residential sales study. Sends real property statements and processes them on return. Does the L- 4015 report that determines the ratio for the residential class. Is currently doing the personal property review allowing the senior appraiser to return to doing audits. Payroll, billing and accounts receivable are also part of the responsibilities

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

The work could be done by another county. It can not be shared with a local municipality due to a conflict of interest.

12. Explain what services can be provided by others, private sector or non-profit?

Additional appraisal work could be contracted out to others.

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

The Appraiser position must be certified through the State Tax Commission.

The Administrative Aide must have knowledge of the property tax law and requirements we are mandated to fulfill.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

We have utilized temporary part time position in the past. The position was to help at tax bill time. The estimated time used was about 30 hours. However, the person hired had to be experienced in property taxes and BS&A software.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). **Yes, the additional position of the Administrative Aide is requested a part time position.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

Our busiest time is October and November and overtime may be required. Last year, one employee was off on sick leave for 2.5 months. Upon returning in mid September there was a backlog of work. Overtime was required then (overtime is paid in comp time). Estimated amount of overtime was about 40 – 60 hours for each employee. Estimations for this year is between 30 – 60 hours.

17. Has cross-trained staff been fully utilized to maximize the output of existing staff?

Please provide explanation(s). **Cross training is currently utilized. However this can only be done to a point. The Level 1 and 2 Appraisers would find the industrial class of property beyond their knowledge.**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND THE APPORTIONMENT REPORT APPROVED IN
RESOLUTION # 2011-10-291 Equalization**

WHEREAS, the Livingston County Board of Commissioners has approved the 2011 apportionment report in resolution # 2011-10-291; and

WHEREAS, an amendment is required for the Howell to Hartland '00 '93 school transfer district; and

WHEREAS, the proper debt to the incoming school district will be corrected from 3.67 to 6.75,

WHEREAS, the election on November 8, 2011, has change the millage rate for police and fire protection in Green Oak Charter Township from

Police 1.4978 to 2.38 mills

Fire 1.4016 to 1.77 mills

THEREFORE BE IT RESOLVED THAT THE Livingston Bouny Board of Commissioners hereby approves the amendment of the 2011 Apportionment Report for the school transfer district of Howell to Hartland '00 and the police and fire protection millage in Green Oak Charter Township

#

#

#

MOVED:

SECONDED:

CARRIED:

Year **2011**

County Name	County Allocated Rate	Total County Extra Voted / General Law Operating Rate	Total County Debt Rate
LIVINGSTON	3.3897	0.3000	0.0000

Enter **County** and **Local Unit** information in columns **B** through **E**
 Enter **Community College** and **Authority** information in columns **G** through **I**
 Enter **ISD** and **Local K12 School** information in columns **K** through **P**
 Enter information in the **yellow highlighted** boxes.

Local Unit Name Townships Cities Villages Listed Alphabetically	Total Allocated / Charter Rate	Total Other Extra Voted / General Law Operating Rate	Total Debt Rate
BRIGHTON TWP.	0.9073		
COHOCTAH TWP.	0.8086	1.5000	
CONWAY TWP.	0.8870	1.9488	
DEERFIELD TWP.	0.9310	1.0000	
GENOA TWP.	0.8146		
GREEN OAK TWP.	0.8596	4.1500	
HAMBURG TWP.	0.8442	3.1918	0.3932
HANDY TWP.	0.8696		
HARTLAND TWP.	0.8003	1.8819	
HOWELL TWP.	0.8931	0.9496	
IOSCO TWP.	0.8344	1.4133	
MARION TWP.	0.8216		
OCEOLA TWP.	0.6939	0.9932	
PUTNAM TWP.	0.8915	1.6618	
TYRONE TWP.	0.9067		
UNADILLA TWP.	0.6892	3.5000	
BRIGHTON CITY	15.2734		1.1889
FENTON CITY	0.0000	0.0000	0.0000
HOWELL CITY	15.9443		
FOWLerville VLG	14.6276	0.4698	
PINCKNEY VLG	8.0000	2.0000	

Community College Name	Total Operating Rate	Total Debt Rate
LANSING CC	3.8072	
MOTT CC	1.9896	0.8700
OAKLAND CC	1.5844	

Intermediate School District Name (ISD)	ISD Allocated Rate	ISD Total Vocational / Spec Ed Rate	ISD Total Debt Rate	ISD Enhancement Rate
GENESEE	0.1635	3.3706		
INGHAM	0.1894	5.7987		
LIVINGSTON	2.3361			
OAKLAND	0.2003	3.1687		
SHIAWASSEE	0.2238	3.6802		
WASHTENAW	0.0984	3.8761		

Authority Name (DDA, Dist. Library, Transit, Rec Auth., Fire Auth., etc.) ADD IF NEW	Total Authority Operating Rate	Total Authority Debt Rate
HC METRO AUTH	0.2146	
FIRE AUTH - BRIGHTON	1.2500	
FIRE AUTH - FOWLerville	1.1000	
FIRE AUTH - HOWELL AREA	1.1000	
DIST. LIBRARY BRIGHTON	0.8892	
DIST. LIBRARY CROAMINE	1.5212	
DIST. LIBRARY DEXTER	1.1286	0.5000
DIST. LIBRARY FOWLerville	0.4026	
DIST. LIBRARY HOWELL	0.6920	
DIST. LIBRARY PINCKNEY	0.9562	
VETERANS RELIEF	0.0500	
ROADS - HANDY TWP	1.0000	

Local K12 School District Name	Total Hold Harmless / Supplemental Oper Rate	Total Whole Non Homestead Oper Rate	Total Debt / Sinking Fund / Bldg Site Rate	Total Non Homestead Oper Rate for Comm.Pers.	Total Recreational Rate
BRIGHTON		18.0000	5.7000	6.0000	
BYRON		18.0000	0.0000	6.0000	
DEXTER		18.0000	8.5000	6.0000	
FENTON		18.0000	7.2862	6.0000	
FOWLerville		18.0000	8.3400	6.0000	
HARTLAND		18.0000	7.6000	6.0000	
HOWELL		18.0000	7.5700	6.0000	
HURON VALLEY		18.0000	7.9513	6.0000	
LINDEN		18.0000	5.4773	6.0000	
MORRICE		16.5032	7.0000	4.5032	
PINCKNEY		18.0000	7.5500	6.0000	
SOUTH LYON		18.0000	10.8500	6.0000	
STOCKBRIDGE		18.0000	3.9000	6.0000	
WEBBERVILLE		18.0000	8.4307	6.0000	
WHITMORE LAKE		18.0000	7.2500	6.0000	
25251 TR-HOWL/BYR 83				0.0000	
47015 TR-HOW/BRI '93		18.0000	2.5800	6.0000	
47019 TR-HOW/BRI 91		18.0000	2.7075	6.0000	
47020 TR-HOW/BRI 96		18.0000	2.5800	6.0000	
47024 TR-HOW/BRI '96		18.0000	2.5800	6.0000	
47025 TR-PIN/BRI 97		18.0000	1.5103	6.0000	
47035 TR-MORRICE/FOW 97				0.0000	
47037 TR-HOWELL/FOW 97		18.0000	3.5800	6.0000	
47039 TR-WEBBER/FOW 00		18.0000	8.3400	6.0000	
47041 TR-HOW/FOW 02		18.0000	5.3600	6.0000	
47061 TR-HOW/HART '79				0.0000	
47076 TR-HOW/HART 00		18.0000	7.4200	6.0000	
47062 TR-HOW/HART '87				0.0000	
47063 TR-HOW/HART '87				0.0000	
78025 TR-HOW/BYRON '96		18.0000	2.5800	6.0000	
33221 TR-FOW/WEB '96		18.0000	8.4307	6.0000	
78021 TR-HOW/BYRON '79		18.0000	0.0000	6.0000	
78023 TR-HOW/BYRON '92		18.0000	2.5800	6.0000	
78026 TR-HOW/BYRON '82				0.0000	

Voc Ed Sp Ed

Debt SF

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of _____ for the year _____

Signature of County Equalization Director

NOTARIZATION

_____ *Notary Public*

_____ *County, Michigan*

STATE OF MICHIGAN

County of _____ } ss

Subscribed before me this _____

Day of _____ *year* _____

My commission expires _____ , _____

**Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of LIVINGSTON for the Year 2011**

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value*	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars
HC METRO AUTH	\$7,607,448,630	0.2146	\$ 1,632,558.48	0.0000	\$ -	\$ 1,632,558.48
FIRE AUTH - BRIGHTON	\$2,339,368,674	1.2500	\$ 2,924,210.84	0.0000	\$ -	\$ 2,924,210.84
FIRE AUTH - FOWLerville	\$478,900,362	1.1000	\$ 526,790.40	0.0000	\$ -	\$ 526,790.40
FIRE AUTH - HOWELL AREA	\$1,520,226,863	1.1000	\$ 1,672,249.55	0.0000	\$ -	\$ 1,672,249.55
DIST. LIBRARY BRIGHTON	\$2,293,040,970	0.8892	\$ 2,038,972.03	0.0000	\$ -	\$ 2,038,972.03
DIST. LIBRARY CROAMINE	\$1,060,242,597	1.5212	\$ 1,612,841.04	0.0000	\$ -	\$ 1,612,841.04
DIST. LIBRARY DEXTER	\$52,095,130	1.1286	\$ 58,794.56	0.5000	\$ 26,047.57	\$ 84,842.13
DIST. LIBRARY FOWLerville	\$499,991,122	0.4026	\$ 201,296.43	0.0000	\$ -	\$ 201,296.43
DIST. LIBRARY HOWELL	\$2,065,074,810	0.6920	\$ 1,429,031.77	0.0000	\$ -	\$ 1,429,031.77
DIST. LIBRARY PINCKNEY	\$301,660,330	0.9562	\$ 288,447.61	0.0000	\$ -	\$ 288,447.61
VETERANS RELIEF	\$7,607,448,630	0.0500	\$ 380,372.43	0.0000	\$ -	\$ 380,372.43
ROADS - HANDY TWP	\$149,483,200	1.0000	\$ 149,483.20	0.0000	\$ -	\$ 149,483.20

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of LIVINGSTON for the Year 2011

(A) Local K12 School District Name	(B) Total Taxable Value*	(C) Total NonHomestead Taxable Value*	(D) Total Commercial Personal Taxable Value*	(E) HH / Supplemental Rate	(F) Est. HH / Supplemental Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreational Rate	(L) Est. Recreational Tax Dollars	(M) Total Est. Local K12 School Tax Dollars
*Columns (B), (C) and (D) Exclude Renaissance Zone Taxable Value												
BRIGHTON	\$1,996,621,457	\$558,310,774	\$49,798,820	0.0000	\$ -	18.0000	\$ 10,348,386.85	5.7000	\$ 11,380,742.30	0.0000	\$ -	\$ 21,729,129.16
BYRON	\$27,985,049	\$2,972,539	\$130,230	0.0000	\$ -	18.0000	\$ 54,287.08	0.0000	\$ -	0.0000	\$ -	\$ 54,287.08
DEXTER	\$52,095,130	\$8,281,343	\$12,510	0.0000	\$ -	18.0000	\$ 149,139.23	8.5000	\$ 442,808.61	0.0000	\$ -	\$ 591,947.84
FENTON	\$227,670,272	\$32,496,684	\$351,200	0.0000	\$ -	18.0000	\$ 587,047.51	7.2862	\$ 1,658,851.14	0.0000	\$ -	\$ 2,245,898.65
FOWLERVILLE	\$488,470,222	\$111,486,608	\$6,322,583	0.0000	\$ -	18.0000	\$ 2,044,694.44	8.3400	\$ 4,073,841.65	0.0000	\$ -	\$ 6,118,536.09
HARTLAND	\$1,060,126,404	\$241,733,638	\$15,431,682	0.0000	\$ -	18.0000	\$ 4,443,795.58	7.6000	\$ 8,056,960.67	0.0000	\$ -	\$ 12,500,756.25
HOWELL	\$2,074,097,188	\$646,510,166	\$51,659,090	0.0000	\$ -	18.0000	\$ 11,947,137.53	7.5700	\$ 15,700,915.71	0.0000	\$ -	\$ 27,648,053.24
HURON VALLEY	\$47,659,451	\$12,787,491		0.0000	\$ -	18.0000	\$ 230,174.84	7.9513	\$ 378,954.59	0.0000	\$ -	\$ 609,129.43
LINDEN	\$138,119,465	\$26,605,734	\$522,293	0.0000	\$ -	18.0000	\$ 482,036.97	5.4773	\$ 756,521.75	0.0000	\$ -	\$ 1,238,558.72
MORRICE	\$2,724,945	\$453,277		0.0000	\$ -	16.5032	\$ 7,480.52	7.0000	\$ 19,074.62	0.0000	\$ -	\$ 26,555.14
PINCKNEY	\$1,008,562,197	\$197,240,932	\$7,384,464	0.0000	\$ -	18.0000	\$ 3,594,643.56	7.5500	\$ 7,614,644.59	0.0000	\$ -	\$ 11,209,288.15
SOUTH LYON	\$280,432,786	\$24,983,459	\$521,400	0.0000	\$ -	18.0000	\$ 452,830.66	10.8500	\$ 3,042,695.73	0.0000	\$ -	\$ 3,495,526.39
STOCKBRIDGE	\$94,924,289	\$19,156,734	\$544,870	0.0000	\$ -	18.0000	\$ 348,090.43	3.9000	\$ 370,204.73	0.0000	\$ -	\$ 718,295.16
WEBBERVILLE	\$4,591,070	\$450,497	\$3,440	0.0000	\$ -	18.0000	\$ 8,129.59	8.4307	\$ 38,705.93	0.0000	\$ -	\$ 46,835.52
WHITMORE LAKE	\$86,153,192	\$35,294,411	\$1,970,400	0.0000	\$ -	18.0000	\$ 647,121.80	7.2500	\$ 624,610.64	0.0000	\$ -	\$ 1,271,732.44
25251 TR-HOWL/BYR 83				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47015 TR-HOW/BRI '93	\$109,610			0.0000	\$ -	18.0000	\$ -	2.5800	\$ 282.79	0.0000	\$ -	\$ 282.79
47019 TR-HOW/BRI 91	\$526,579			0.0000	\$ -	18.0000	\$ -	2.7075	\$ 1,425.71	0.0000	\$ -	\$ 1,425.71
47020 TR-HOW/BRI 96	\$98,500			0.0000	\$ -	18.0000	\$ -	2.5800	\$ 254.13	0.0000	\$ -	\$ 254.13
47024 TR-HOW/BRI '96	\$90,000			0.0000	\$ -	18.0000	\$ -	2.5800	\$ 232.20	0.0000	\$ -	\$ 232.20
47025 TR-PIN/BRI3 97	\$506,761			0.0000	\$ -	18.0000	\$ -	1.5103	\$ 765.36	0.0000	\$ -	\$ 765.36
47035 TR-MORRICE/FOW 97				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47037 TR-HOWELL/FOW 97	\$98,300			0.0000	\$ -	18.0000	\$ -	3.5800	\$ 351.91	0.0000	\$ -	\$ 351.91
47039 TR-WEBBER/FOW 00	\$65,350			0.0000	\$ -	18.0000	\$ -	8.3400	\$ 545.02	0.0000	\$ -	\$ 545.02
47041 TR-HOW/FOW 02	\$90,100			0.0000	\$ -	18.0000	\$ -	5.3600	\$ 482.94	0.0000	\$ -	\$ 482.94
47061 TR-HOW/HART '79				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47076 TR-HOW/HART 00	\$13,606			0.0000	\$ -	18.0000	\$ -	7.4200	\$ 100.96	0.0000	\$ -	\$ 100.96
47062 TR-HOW/HART '87				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47063 TR-HOW/HART '87				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
78025 TR-HOW/BYRON '96	\$42,946			0.0000	\$ -	18.0000	\$ -	2.5800	\$ 110.80	0.0000	\$ -	\$ 110.80
33221 TR-FOW/WEB '96	\$256,752			0.0000	\$ -	18.0000	\$ -	8.4307	\$ 2,164.60	0.0000	\$ -	\$ 2,164.60
78021 TR-HOW/BYRON '79	\$675,589	\$8,175		0.0000	\$ -	18.0000	\$ 147.15	0.0000	\$ -	0.0000	\$ -	\$ 147.15
78023 TR-HOW/BYRON '92	\$40,487			0.0000	\$ -	18.0000	\$ -	2.5800	\$ 104.46	0.0000	\$ -	\$ 104.46
78026 TR-HOW/BYRON '82				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47064 TR-HOW/HART '94	\$102,587			0.0000	\$ -	18.0000	\$ -	10.1800	\$ 1,044.34	0.0000	\$ -	\$ 1,044.34
47040 TR-WEB/FOW '01	\$379,370	\$3,110		0.0000	\$ -	18.0000	\$ 55.98	8.3400	\$ 3,163.95	0.0000	\$ -	\$ 3,219.93
47065 TR-HOW/HART '93	\$99,900			0.0000	\$ -	18.0000	\$ -	10.1800	\$ 1,016.98	0.0000	\$ -	\$ 1,016.98
47068 TR-HOW/HART '97	\$224,000			0.0000	\$ -	18.0000	\$ -	9.3300	\$ 2,089.92	0.0000	\$ -	\$ 2,089.92
47069 TR-HOW/HART '00	\$116,000			0.0000	\$ -	18.0000	\$ -	10.6700	\$ 1,237.72	0.0000	\$ -	\$ 1,237.72
47017 TR-HOW/BRI '82				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47018 TR-HOW/BRI '89				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47011 TR-HOW/BRI '80				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47012 TR-HOW/BRI '85				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47013 TR-HOW/BRI '87				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47014 TR-HOW/BRI '88				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47086 TR-STOCK/PINCK '96				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47087 TR-FOW/PINCK '96	\$96,400			0.0000	\$ -	18.0000	\$ -	7.5500	\$ 727.82	0.0000	\$ -	\$ 727.82
47082 TR-HOW/PINCK '92	\$90,000			0.0000	\$ -	18.0000	\$ -	10.1300	\$ 911.70	0.0000	\$ -	\$ 911.70
47074 TR-PINCK/HOW '93	\$72,040		\$1,762,100	0.0000	\$ -	18.0000	\$ 10,572.60	6.2930	\$ 453.35	0.0000	\$ -	\$ 11,025.95
47021 TR-PINCK/BRI '79	\$125,990			0.0000	\$ -	18.0000	\$ -	5.7000	\$ 718.14	0.0000	\$ -	\$ 718.14
47022 TR-PINCK/BRI '80				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47081 TR-HOW/PINCK '89				0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
47023 TR-PINCK/BRI '92	\$12,578,310	\$1,193,513	\$530	0.0000	\$ -	18.0000	\$ 21,486.41	0.8230	\$ 10,351.95	0.0000	\$ -	\$ 31,838.36
63241 TR-BRI/SOUTHLYON '78	\$80,752			0.0000	\$ -	18.0000	\$ -	10.8500	\$ 876.16	0.0000	\$ -	\$ 876.16
63242 TR-BRI/SOUTHLYON '93	\$136,684			0.0000	\$ -	18.0000	\$ -	10.8500	\$ 1,483.02	0.0000	\$ -	\$ 1,483.02
2010 Debt Correction	\$52,297,939			0.0000	\$ -	0.0000	\$ -	0.8964	\$ 46,879.87	0.0000	\$ -	\$ 46,879.87

2011 Tax Rate Request (This form must be completed and submitted on or before September 30, 2011)

Carefully read the instructions on page 2.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

LIVINGSTON

2011 Taxable Value of ALL Properties in the Unit as of 5-23-11

832764,235

Local Government Unit Requesting Millage Levy

GREEN OAK CHARTER TOWNSHIP

For LOCAL School Districts: 2011 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2011 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2010 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2011 Current Year "Headlee" Millage Reduction Fraction	(7) 2011 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ADMIN	Oper-All		1.0000	.85960	1.0000	.85960	1.0000	.85960		.85960	
FIRE	Fire-All		1.5000	1.4016	1.0000	1.4016	1.0000	1.4016		1.4016	12-2011
FIRE	Fire-All		1.7700	.3684	1.0000	.36840	1.0000	.36840		.36840	12-2014
POLICE	Police/All		1.6000	1.4948	1.0000	1.4948	1.0000	1.4948		1.4948	12-2011
POLICE	Police/All		2.3800	.88520	1.0000	.88520	1.0000	.88520		.88520	12-2014

Prepared by _____ Telephone Number _____ Title of Preparer _____ Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk
 Secretary
 Chairperson
 President

Signature: *Michael H. Sedlak* Date: 11-9-2011
Print Name: MICHAEL H. SEDLAK

Signature: *Mark St. Charles* Date: 11-9-2011
Print Name: MARK ST. CHARLES

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2011 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) _____ Rate _____

For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal _____

For Commercial Personal _____

For all Other _____

Please read instructions on page 2
carefully

2011 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2011)

County: **LIVINGSTON** 2011 Taxable Value of ALL Properties in the Unit as of 5-23-11: **HO TR 00 Ocolea Township**
 Local Government Unit: **1116,000**
 For LOCAL School Districts: 2011 Taxable Value excluding Principal Residents, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2011 tax roll.

(1)	(2)	(3)	(4)	(5) ¹	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2010 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	2011 Current Year "Headlee" Millage Reduction Fraction	2011 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Debt Levy	#21	9/30/2003								2.010	
Debt Levy	#23	11/1/2006								1.060	
Debt Levy	#24	5/20/2010								0.300	
Debt Levy	#25	5/20/2010								0.100	
Debt Levy	#26	5/20/2010								0.200	
Debt Levy	#27 (ser. A 2011 refund)	4/4/2000								2.940	
Debt Levy	#28 (ser. B 2011 refund)	4/4/2000								0.140	

Prepared by: **Scott Bacon** Telephone Number: **810 626-2122** Title of Preparer: **Assistant Superintendent** Date: **9/9/2011**

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.243, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.12(1)(3).

Clerk: **Cynthia E. Sinelli** Signature: *Cynthia E. Sinelli* Print Name: **Cynthia E. Sinelli** Date: **9/9/2011**
 Secretary: Chairperson: President: **John K. Kaszyca** Signature: *John K. Kaszyca* Print Name: **John K. Kaszyca** Date: **9/9/2011**

*Under Truth in Taxation, MCL Section 211.246, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9.
 The requirements of MCL 211.246 must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

***IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2011 for instructions on completing this section	Rate
Total School Dist. Operating Rates to be Levied (H/H/Supp & NH Oper ONLY)	
For Principal Residence, Qualified Agricultural, Qualified Forest & Industrial Personal Non-homestead	
For Commercial Personal	
For all Other -	Debt (Dec. 2011) 6.75



LIVINGSTON COUNTY, MICHIGAN
Department of Equalization
304 E Grand River Ave, Suite
Phone 546-41-82 Fax 552-2322
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick
Date: 11-09-2011
Re: Amendment of the Apportionment Report

I have received two amendments to the apportionment report recently. The first is in the Howell to Hartland '00 transfer school district. The correction is from the Hartland School incoming debt to be levied. The initial request was for 3.67 the new debt request is for 6.75. This difference is due to when the property transferred. The transfer date is 2-10-2000. The difference in the millage rate is the two levies dated 4-4-2000. The property owners had the opportunity to vote on the millage and therefore, it is levied against the property.

The second change is for the fire and police millage in Green Oak Township. The election was held on November 8, 2011, and approved by the electors. This change is to take effect for the 2011 winter tax billing. The correction for this is the police have changed from 1.4948 to 2.38 the fire protection is from 1.4016 to 1.77.

Each correction has a corrected L-4029 attached and Green Oak Township has had the Truth in Taxation hearing that is required.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT A CLAIMS AND PAYABLES POLICY FOR LIVINGSTON COUNTY – County Administration

WHEREAS, Livingston County is in need of a policy for claims and payables; and

WHEREAS, it is the intent of the Livingston County Board of Commissioners that elected officials and department heads preserve the integrity of Livingston County government by agreeing to submit forth claims for payment that are appropriate, reasonable and required for the administration and operation of their departments; and

WHEREAS, the Claims and Payables Policy establishes a standard review and approval process for all claims submitted for payment by Livingston County Departments and Elected Officials; and

WHEREAS, the Claims and Payables Policy establishes that all claims presented for payment are subject to review and further inquiry at the discretion of County Administration; and

WHEREAS, the Claims and Payables Policy recognizes that it is the duty of the County Board of Commissioners to adjust, allow and authorize the payment of claims against the County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Claims and Payables Policy to be effective with the approval of this resolution.

#

MOVED:

SECONDED:

CARRIED:

Livingston County, Michigan
CLAIMS & PAYABLES POLICY
Resolution #XXXX-XXX Approved: xx.xx.xx

I. PURPOSE AND SCOPE

The Uniform Budgeting Act, P.A. 621 of 1978, requires that the officers and/or employees of a local unit of government shall not authorize or participate in the expenditure of funds except as authorized by the units Legislative Body. It is the intent of the Livingston County Board of Commissioners that elected officials and department heads preserve the integrity of Livingston County government by adhering to the budget adopted by the Board of Commissioners and agreeing to submit forth claims for payment that are appropriate, reasonable and required for the administration and operation of their departments.

II. POLICY

Claims will be reviewed and certified by the responsible administrative officials prior to payment approval by the Board of Commissioners, to assure the prompt payment of invoices and the financial integrity of Livingston County government. The Accounts Payable department may pay certain budgeted pre-authorized account claims prior to approval by the Board to avoid finance or late charges in accordance with Payment of Accounts Payable with Board Pre-Authorization Policy. Claims which are presented for payment are subject to review and further discussion at the discretion of County Administration, in accordance with the Accounts Payable Audit Policy.

It shall be the duty of the County Board of Commissioners to adjust, allow and authorize the payment of all claims against the County. See: MCL 46.11 (q) and MCL 46.71.

Livingston County will follow the guidelines of allowable and unallowable expenditures for a Governmental Unit as set forth in the Bulletin for Audits of Local Units of Government issued by the Michigan Department of Treasury. The Bulletin can be accessed by following the link below:

http://www.michigan.gov/treasury/0,1607,7-121-1751_2194-5984--,00.html

The examples listed in the above mentioned bulletin are not considered an exhaustive list of legal or illegal expenditures. Exhibit "A" includes a list of unallowable, restricted or limited specific to Livingston County.

III. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.

IV. Departmental Procedures

Each elected official and/or department head, or their designee, shall receive the original invoice for a claim against their respective department. Immediately upon receipt of the invoice, the elected official and/or department head, or their designee shall:

- § Confirm funds were appropriated in the specific department annual budget, as amended; funds are available and the purchase is in compliance with the purchasing policy
- § Verify that the goods and/or services have been received and inspected.
- § Compare the invoice with the purchase order, resolution or proposal, if applicable, to ensure the quantity and price are accurate. Staple a copy of the purchase order, packing slip, and/or authorizing resolution to the invoice.
- § On the invoice indicate the vendor number, appropriate fund, department and account number to which this expenditure is to be charged.
- § Sign the invoice requesting approval for payment. Invoices must be signed by the department director, elected official, or designee with signatures on file with Accounts Payable.
- § Forward the completed packet to the Accounts Payable office.

If the invoice submitted does not contain all proper backup information, the invoice shall be held until proper information has been submitted.

E X H I B I T “A”

The following are a few expenses that are not allowable or have a restriction or limit connected to the purchase. It is not intended to be all inclusive but rather a list of common expenses that are illegal, inappropriate, unreasonable or not required for the administration and operation of County departments.

Unallowable Expenses

- Retirement functions, gifts, or plaques for employees or officials
- Contributions to churches, veterans, and non-profit organizations
- Office refreshments, picnics
- Items deemed as campaign material by the Board of Commissioners
- Flowers
- Over-the-counter medications

These items may be purchased at the employee's expense

Restricted Expenses

- Coffee/Meals
- Promotional Materials – **All** purchases must be approved through Board resolution prior to ordering
- Uniforms – Employees who are required to wear uniforms
 - Unions – uniforms only per the terms of the contract
 - Clothing beyond the scope of the contract shall be limited to two (2) items per year
 - Non-Union employees
 - Shall be limited to two (2) items per year
 - Clothing above the limit must be purchased by the employee at their own expense.
- Clothing Allowance – Allowances for clothes or shoes that can be worn for everyday use are taxable. Employees who receive a

clothing allowance shall not receive reimbursement for clothing or shoes above and beyond that allowance.

- Office Supplies - basic office supplies shall be ordered from the County's current vendor's core item list. Items ordered outside of the core list may be subject to review for reasonableness under the terms of the Accounts Payable Audit Policy.

DRAFT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY FOR LIVINGSTON COUNTY – County Administration

WHEREAS, it has been determined that the implementation of an Accounts Payable with Board Pre-Authorization Policy will enhance consistency and accuracy of those accounts that are pre-authorized by the Board of Commissioners; and

WHEREAS, it may be necessary that the Board authorizes the payment of certain accounts that are determined to be necessary or advantageous prior to formally presenting them to the full Board of Commissioners; and

WHEREAS, no such pre-authorized claims shall be in excess of the approved budgeted amounts; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Accounts Payable with Board Pre-Authorization Policy to be effective with the approval of this resolution.

#

#

#

MOVED:

SECONDED:

CARRIED:

Livingston County, Michigan
PAYMENT OF ACCOUNTS PAYABLE WITH BOARD PRE-
AUTHORIZATION POLICY
Resolution #XXXX-XXX Approved: xx.xx.xx

I. POLICY

Due to holidays and seasonal demands on the Board of Commissioners, it may be necessary to authorize the processing and payment of certain accounts payable, including appropriated amounts, payroll, payroll taxes and withholdings, prior to formally presenting them to the full Board of Commissioners. The purpose of this Policy is to establish a procedure to allow for such processing and payments, and to provide for review and approval by ratification by the Board.

II. STATUTORY REFERENCES

This Policy is authorized by MCLA 46.11, MCLA 141.421 et seq., and the Michigan Department of Treasury's interpretive statements regarding the requirements of the Uniform Budgeting and Accounting Act.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption and Resolution Number: _____

Board of Commissioners Review Date and Resolution number: _____

Name and Date of Last Committee Review: _____

Related Policies: _____

PAYMENT OF ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY

PROCEDURE

1. In any instance where the Board of Commissioners will not meet due to year-end holidays (Christmas, New Year's, etc.), or where a regularly scheduled meeting of the Board of Commissioners is cancelled for any reason, the Chairperson of the Board may authorize the use of this Policy to provide for the payment of Accounts Payable which are within the categories of the "scheduled accounts" set forth in Exhibit "A" attached. The Board Chair, County Administrator, or the County Clerk, or in their absence, their designees may provide for payment of those scheduled accounts which they determine to be necessary or advantageous to pre-authorize for payment prior to formal review and approval by the Board and/or the Finance Committee. No such pre-authorized claims shall be in excess of the approved budgeted amounts.

2. The County Administrator, Finance Officer, or County Clerk, or their designees, shall, at the designated body's next meeting, notify the Board and/or the Finance Committee of the accounts which have been paid and of the amounts paid as specified under the Livingston County Board of Commissioners Accounts Payable Audit Policy. The Board and/or the Finance Committee shall then act to review, ratify payment, and certify the claims paid, in accordance with the terms of the Accounts Payable Audit Policy.

3. The Livingston County Administrator may amend the list of scheduled accounts set forth in Exhibit "A" as may be necessary to provide for the effective administration of this Policy.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Board of Commissioners.

E X H I B I T "A"

PRE-AUTHORIZED ACCOUNTS

The following claim categories are authorized for payment under the terms of the Payment of Accounts Payable with Board Pre-Authorization Policy.

1. Witness fees & jury fees
2. Trust & Agency Accounts
3. Postage
4. Supportive services payments (Mi Works, Veterans)
5. Payments due to federal, state, or local government
6. Non general fund drain board approved
7. Authorized contracts
8. Insurance Payments
9. Employee Benefit Payments
10. Utilities (Gas, Electric, Phone)
11. Petty cash
12. Discounted items (with terms)
13. Approved travel & registration advances
14. Immediate emergency equipment and service needs

Date Reviewed and Recommended by:

County Administrator: _____

Board of Commissioners adopted date: _____

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE AUDIT POLICY FOR LIVINGSTON COUNTY – County Administration

WHEREAS, it has been determined that the implementation of an Accounts Payable Audit Policy will maintain the financial integrity of Livingston County by assuring that invoices submitted for payment have carefully been reviewed and analyzed prior to submission to the Board of Commissioner for approval of payment; and

WHEREAS, the appropriate department will be contacted by County Administration for clarification or to gather additional information, when required, on certain invoices being audited before that invoice is placed on the claims docket; and

WHEREAS, the County Administrator and Finance Officer will certify that the claims being submitted for payment have been carefully reviewed and will attest to the appropriateness of the accounts submitted for payment; and

WHEREAS, the certification form will also identify those invoices, if any, that in the opinion of County Administrator or Finance Officer, merit detailed inquiry and review by the Board and

WHEREAS, the Board of Commissioners retain the right to review the Claims docket and all supporting invoices and question and investigate the merits of any claim submitted for payment by any Elected Official, Department Director or employee; and

WHEREAS, it is the duty of the County Board of Commissioners to adjust, allow and authorize the payment of claims against the County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Accounts Payable Audit Policy to be effective with the approval of this resolution.

#

#

#

MOVED:

SECONDED:

CARRIED:

Livingston County, Michigan
ACCOUNTS PAYABLE AUDIT POLICY
Resolution #XXXX-XXX Approved: xx.xx.xx

I. POLICY

To assure the prompt payment of invoices and the financial integrity of Livingston County government, all claims submitted for payment through Accounts Payable will be carefully reviewed and analyzed by County Administration prior to submittal for payment approval by the Board of Commissioners. The Accounts Payable Department may pay certain pre-authorized accounts payable prior to approval as authorized by the Board to avoid finance or late charges and to pay appreciated amounts and payroll (including related payroll taxes and withholdings).

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: _____

Board of Commissioners Review Date and Resolution Number: _____

Name and Date of Last Committee Review: _____

Related Policies: _____

ACCOUNTS PAYABLE AUDIT POLICY

PROCEDURE

1. Prior to a meeting of the Board of Commissioners, the County Administrator and Finance Officer, or their designees, will review the Accounts Payable Claims Report and any supporting invoices.
2. The County Administrator and the Finance Officer, or in their absence, their designees, will prepare a certification in the form attached, with a copy to be attached to the archived copy of the Claims Report, attesting to their review of the Accounts Payable listing and to the appropriateness of the accounts submitted for payment. The report will also indicate any invoices paid prior to Board approval. The certification will identify any accounts which, in the opinion of the County Administrator or the Finance Officer, merit detailed inquiry and review by the Board.
3. The Board, at all times, retains the right to review the Accounts Payable printout and supporting invoices in complete detail, and to question and investigate the merits of any claim submitted for payment.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Board of Commissioners.

CERTIFICATION OF ACCOUNTS PAYABLE

We hereby certify that we have received the Accounts Payable printout dated _____ and found it to be in good order and appropriate for confirmation by the Board of Commissioners.

The following requests for payment are time sensitive and not included in the claims report:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

We believe the following requests for payment merit further discussion and inquiry:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Respectfully submitted,

Belinda Peters
Livingston County Administrator

Cynthia Mendoza
Livingston County Finance Officer

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT A BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY – County Administration

WHEREAS, Livingston County is in need of a policy for business expense reimbursements; and

WHEREAS, the Business Expense Reimbursement Policy will expand upon and replace the current Training and Conference Policy;

WHEREAS, the Business Expense Reimbursement Policy applies to all employees and elected officials who request reimbursement/ payment for expenses incurred while on authorized County business and establishes a uniform procedure for all County Departments to adhere to when seeking reimbursement for expenses; and

WHEREAS, County Administration is responsible for the administration of this policy and Elected Officials and/or Department Directors are responsible for ensuring the requests for business expense reimbursements for their employees were incurred while on official County business.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Business Expense Reimbursement Policy to be effective with the approval of this resolution.

#

#

#

MOVED:

SECONDED:

CARRIED:

Livingston County, Michigan

BUSINESS EXPENSE REIMBURSEMENT POLICY

Resolution #XXXX-XXX Approved: xx.xx.xx

Purpose

The purpose of this policy is to establish a uniform procedure to reimburse Livingston County employees and Elected Officials for business expenses while on official County business.

Application of Policy

The Business Expense Reimbursement Policy applies to all Livingston County employees and Elected Officials who incur expenses while on authorized County business.

Authorization

1. The Livingston County Board of Commissioners authorizes the Business Expense Reimbursement Policy.
2. County Administration, or its designee, is responsible for administration of this policy.
3. Elected Officials, Department Directors, and immediate supervisors are responsible for ensuring the request for business expense reimbursement only as allowed under this policy and certify so by approving the employee's reimbursement request.

Approval Process

1. All reimbursement for business expenses must be submitted on the standard County Expense Reimbursement Form. The form must be properly completed and submitted within 60 days of expense by the employee and approved by the employee's immediate Supervisor, Department Director, or Elected Official.
2. The employee's immediate Supervisor shall review the Expense Reimbursement Form for verification of allowable expenses and accuracy, indicating their approval by signing said form.

CONFERENCES

A professional conference, as defined in this policy, is a gathering of professionals sharing a common position, expertise and/or authority who meet to discuss current issues within a specific discipline/field and who attend sessions designed to update the participant's knowledge in the various facets of a particular discipline/field. The conference shall be job-related and beneficial to the County.

Each appointed Department Director shall be eligible to attend one (1) national conference per year. Should the conference be outside Michigan, attendance will require prior Board approval. The national conference shall be located within the continental United States. This limitation shall apply regardless of the specific Department's funding source available for the conference.

Each appointed Deputy or Assistant shall be extended the opportunity to attend one (1) in-state conference annually.

An appointed Department Director may choose, at his/her own discretion, to extend the offer to attend a national conference in a given year to the appointed Deputy or Assistant in lieu of the Department Head exercising his/her privilege that year.

TRAINING

The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures utilized in accomplishing their assigned tasks. Training, as opposed to conferences, shall be available to all employees as authorized by the Director of the Department. It is understood that training sessions are generally of a one (1) or two (2) day duration, are held within the State of Michigan, and are designed to teach a specific skill, technique and/or application. Should the training be outside Michigan, attendance will require prior Board approval. Almost all training will provide the participant with a certificate of achievement or acknowledgement of participation which shall be presented to the Department Head or designated person within the employee's department to verify successful completion of the training. The training shall be job-related and beneficial to the County.

ALLOWABLE EXPENDITURES

ACCOMMODATIONS

Reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., an employee may elect to stay overnight the preceding calendar day.

If official business terminates after 5:00 p.m. and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business.

If a double room is shared with a County Official or employee, each may claim reimbursement for one-half ($\frac{1}{2}$) the rate.

If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

MEALS

The County will reimburse an employee for meals while on approved business conducted out of County. Itemized receipts are required. Reimbursements must be for the County employee only and incurred expenses should be reasonable. Alcoholic beverages are not an allowable expense. The amount shall be based upon the actual amount spent up to a maximum of \$40.00 per day. If the site is in a federally recognized high cost area, per IRS Publication 1542, and approved by the Board of Commissioners amounts may exceed the \$40/day maximum.

For those conference or training sessions which do not require overnight accommodations, the following maximums apply:

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

For those conferences or training sessions that require overnight accommodations, the above maximums apply. However, under certain circumstances and with prior Department approval, reimbursement may be based upon the actual amount spent up to a maximum of \$40.00 per day.

Food Services/Tips: The maximum allowable tip for meals is up to 15% of the actual meal cost, excluding alcoholic beverages. Total cost of the meal and tip must be within the meal guidelines listed above.

If meals are included with registration, corresponding meals are not reimbursable.

Actual itemized receipts must be included with the travel reimbursement request form within sixty (60) days of the employee's return.

TRANSPORTATION

The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. The cost for luggage on the public carrier will be reimbursed.

In the event that an employee uses a personal vehicle for travel in lieu of air transportation, business expenses reimbursement shall be at the prevailing Board approved County mileage rate or union contract rate and shall not exceed rate for commercial coach air travel.

When an employee uses a personal vehicle for day to day business travel to/from business locations, mileage expense reimbursement shall be at the prevailing Board approved County mileage or union contract mileage rate.

Reimbursement for parking fees is allowed with original dated receipts.

If the employee is directed to return to his/her work site after conducting official County business, the employee shall be paid for the return trip back to the work site. Work site shall be defined as the County Department office which is considered the employee's main assignment.

If an employee is permitted to begin business travel from his/her residence, the amount of mileage claimed should be the mileage driven in excess of that which is ordinarily incurred during the daily commute to ones' main work site.

Example: Employee attends a meeting in Ann Arbor which is 30 miles from home. Drives to work after the meeting, which is another 30 miles. Normal drive to work is 20 miles. Employee would claim 40 miles, net actual extra miles driven.

$(30 + 30 = 60 - 20 = 40 \text{ miles})$

Mileage for employees and elected officials (except County Board of Commissioners. See MCL 46.52 and 46.62) shall **not** be paid for regular commuting miles from home to work or work to home. Employees who are required to travel on County business are only to request mileage for travel other than what would be considered their normal commute from home. Mileage to County Commissioners must be included on their W-2 as taxable income.

An employee who is "called back" during off duty hours to work site shall not be paid for mileage traveled.

MISCELLANEOUS

Miscellaneous expenses incidental to official County travel shall be held to the minimum amount required for essential and efficient conduct of County business. The department head or his/her authorized representative approving the travel voucher will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

The following miscellaneous items are reimbursable with appropriate receipts:

1. **Registration Fees:** Enrollment or registration fees for conventions and meetings, associations or organizations are allowable for individuals attending as official representatives of the County. Receipts must be attached to the voucher. **Registration literature must be attached.** If meals are included in the registration fee, corresponding meals are not reimbursable.
2. **Parking Fees:** Reimbursement for parking fees is allowable, with receipts.
3. **Taxi Cab:** Necessary taxi cab fares will be allowed with receipts.

4. Car Rental: Allowable only if: (a) approved in advance of travel by the County Administrator or the County Administrator's designee, (b) it is more advantageous for County business and (3) more economical than some other mode of transportation. Explanation and receipt are required.
5. Personal Expenses: The County will not reimburse for the following: fees and tips for valets, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, snacks and similar personal expenses.
6. Baggage Fees: Travelers will be reimbursed for one bag with appropriate receipts.
7. Toll Bridge, Toll Road, and Ferry Boat Expenses: Toll bridge, toll road and ferry boat expenses are allowed with receipts.
8. Unforeseen expenses incurred due to inclement weather will be evaluated on a case by case basis.

Any request for variation and/or exception to this Policy shall require approval from the Livingston County Board of Commissioners. It's the prudent responsibility of each Elected Official and Department Director to authorize only such conferences and training as is funded in the specific Department annual budget. Department budgets will not be amended to fund out-of-state travel for amounts greater than the amount originally appropriated in the annual budget. If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee. The Livingston County Board of Commissioners may amend, modify, or delete all or any portion of this Policy at any time. This Policy replaces all other existing policies on this matter.

Expense Reimbursement Form shall include the following: travel dates, starting address, destination address, purpose of travel, and verification of the availability of funds in the applicable Department's budget. Odometer readings or documentation from an online mapping program showing the beginning and ending destination points may be included with the Expense Reimbursement Form.

Receipts must be taped to an 8.5 x 11 sheet of paper prior to submittal.

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING A CONTRACT EXTENSION BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY PROGRAM

WHEREAS, The Michigan Prisoner Re-Entry Program is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community; and

WHEREAS, The Michigan Department of Corrections has contracted with the Oakland Livingston Human Services Agency (OLHSA) to administer these services in Oakland and Livingston Counties.

WHEREAS, Effective November 10, 2011, the Dept. of Corrections cancelled their contract with OLHSA and will be transitioning to another contractor,

WHEREAS, Livingston County Michigan Works! was awarded a \$80,000 contract by OLHSA to deliver workforce development and adult education services for the period October 1, 2010 to September 30, 2011 to parolees in Livingston County, and;

WHEREAS, OLHSA desires to extend that contract through November 9, 2011 at a cost of \$7,249 in order to provide a smooth transition to the new program operator, and

WHEREAS, These services will continue to be delivered by two services providers under contract with Livingston County Michigan Works!: Ross IES and Community Mental Health Services of Livingston County; and

WHEREAS, It is expected that Livingston County Michigan Works! will continue to provide these services for the new program operator

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners approves the contract extension with Oakland Livingston Human Services Agency for the period October 1, 2011 to November 9, 2011, in the amount of \$7,249 for the delivery of workforce development services for the Michigan Prisoner Re-entry program.

BE IT FURTHER RESOLVED that the Chair be authorized to sign said contract.

#

#

#

MOVED:

SUPPORTED:

CARRIED:

TO: Livingston County Board of Commissioners

FROM: Bill Sleight

RE: 2011 Contract – Michigan Prisoner Re-entry Initiative

DATE: November 10, 2011

The Michigan Prisoner Re-Entry program is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community. The Oakland Livingston Humans Services Agency (OLHSA) has contracted with the Michigan Department of Corrections to deliver the program in Livingston and Oakland Counties. Since 2007, Livingston County Michigan Works! has provided workforce development services for the Prisoner Re-entry program through a contract with OLHSA.

Last month, the Michigan Dept. of Corrections cancelled its contract with OLHSA and is in the process of selecting another program operator. To make the transition as smooth as possible, the Dept. of Corrections asked OLHSA to continue to provide services through November 9, 2011. Thus, OLHSA has offered to extend our contract through November 9, 2011 for \$7,249. We will be entering into another contract with the new program operator for the balance of the fiscal year. We received the OLSHA contract extension today, and OLHSA has asked that we return an executed contract to them as soon as possible so they complete the grant closeout process by December 10.

The contract extension must be approved by Board of Commissioners.

Attached is a resolution for your consideration.