

BOARD OF COMMISSIONERS

11/21/2011

304 E. Grand River Avenue, Howell, MI 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
 - Meeting Minutes of: November 7, 2011
 - Meeting Minutes of: November 16, 2011
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
 - A. Consent Agenda - Res. 2011-11-302 thru 2011-11-305
 - B. Regular Agenda - Res. 2011-11-306 thru 2011-11-313
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
 - A. Consent Agenda - Res. 2011-11-302 thru 2011-11-305
11. **RESOLUTIONS FOR CONSIDERATION:**
 - A. Regular Agenda - Res. 2011-11-306 thru 2011-11-313

2011-11-302 **Board of Commissioners**
RESOLUTION TO APPROVE APPOINTMENTS TO THE HUMAN SERVICES COLLABORATIVE BODY - Board of Commissioners

2011-11-303 **Community Corrections**
RESOLUTION TO APPOINT TWO NEW MEMBERS TO THE LIVINGSTON COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

2011-11-304 **Michigan Works**
RESOLUTION APPROVING THE FISCAL YEAR 2012 FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PLANS FOR SERVICES TO ELIGIBLE PARTICIPANTS FROM LIVINGSTON COUNTY.

2011-11-305 **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

- 2011-11-306** **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
-
- 2011-11-307** **County Clerk**
RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME COURT CLERK -County Clerk
-
- 2011-11-308** **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.
-
- 2011-11-309** **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.
-
- 2011-11-310** **Information Technology**
RESOLUTION AUTHORIZING THE PAYMENT TO LESA FOR FIBER CONNECTIONS TO THREE EMS SUB-STATIONS - INFORMATION TECHNOLOGY
-
- 2011-11-311** **Community Corrections**
RESOLUTION AUTHORIZING FILLING THE COMMUNITY CORRECTIONS PART TIME ADMINISTRATIVE POSITION UPON THE RESIGNATION AND DEPARTURE OF THE CURRENT ADMINISTRATIVE ASSISTANT
-
- 2011-11-312** **Equalization**
RESOLUTION REQUESTING THE REORGINAZATION OF THE EQUALIZATION DEPARTMENT Equalization / General Government / Finance
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- 2011-11-313** **Equalization**
RESOLUTUION TO AMEND THE ANNUAL APPORTIONMENT REPORT Equalization / General Government Committee / Finance
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12. CALL TO THE PUBLIC

13. ADJOURNMENT

NOTE: The Call to the Public appears twice on the Agenda: once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, November 16, 2011
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 7:55 a.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Maggie Jones (1), Ronald VanHouten (4), Jay Drick (5), Steven Williams (6),
Carol Griffith (7), Dennis Dolan (8), John LaBelle (9)

Absent: Jim Mantey (2), David Domas (3)

Also present: Jamie Palmer, Jennifer Nash (Treasurer), Wm. Sleight (Michigan Works),
Candy Atkins (IT), Kevin Wilkinson (Ambulance), Laura Chafy-Rogers (Clerk), Belinda
Peters (Administration), Jennifer Palmbo (Human Resources), Cindy Mendoza (Finance),
Margaret M. Dunleavy, Debbie Warden

Call To The Public. No response.

Agenda. It was moved by Commissioner Griffith to accept the agenda, as printed. Seconded
by Commissioner Williams. MOTION CARRIED, 7-0-2 absent.

Finance Claims. It was moved by Commissioner LaBelle to accept the Finance Committees
recommendation for payment of claims dated November 16, 2011. Seconded by
Commissioner VanHouten. MOTION CARRIED, 7-0-2 absent.

Finance Payables. It was moved by Commissioner LaBelle to accept the Finance
Committees recommendation for approval of payables dated October 27 – November 15,
2011. Seconded by Commissioner Williams. MOTION CARRIED, 7-0-2 absent.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Williams that the meeting be adjourned.
Seconded by Commissioner Drick. MOTION CARRIED, 7-0-2 absent.

The meeting was adjourned at 8:00 a.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
RECONVENED ANNUAL MEETING, November 7, 2011
COMMISSIONERS' CHAMBERS, 304 E. Grand River, Howell, MI

The annual meeting of the Livingston County Board of Commissioners was reconvened by Chairperson, Maggie Jones, at 7: 33 p.m.

All rose for the Pledge of Allegiance and it was lead by Ryan, from Cub Scout Pack 343 Spencer Elementary.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Maggie Jones (1), Jim Mantey (2), David Domas (3), Ronald VanHouten (4), Jay Drick (5), Steven E. Williams (6), Carol Griffith (7), Dennis Dolan (8), John E. LaBelle (9) (phone).

Absent: None

Also present: Peter Cohl (Counsel), Erica Karfonta (OLHSA), Tom Cremonte (Sheriff), Francine Sumner (Probation), Judge Theresa Brennan, Peggy Toms (Circuit Ct.) Mary Ellen Nygren (District Ct.), Jim Rowell (Building Dept.), Matt Shane (MSUE), Belinda Peters (Administration), Margaret M. Dunleavy, Debbie Warden

Correspondence. It was moved by Commissioner Williams to accept and place on file the correspondence from Wexford County. Seconded by Commissioner Mantey. MOTION CARRIED, 9-0-0.

Call To The Public. No response.

Minutes. It was moved by Commissioner LaBelle to accept the minutes from October 17, open and closed session, and October 26, 2011. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

Tabled Items. None.

Agenda. It was moved by Commissioner Mantey to accept the agenda as printed. Seconded by Commissioner Griffith. MOTION CARRIED, 9-0-0.

Reports. Commissioner Williams stated he had attended the Project Opiate Conference at St. John's Hospital in Macomb County. The conference was led by Judge Brennan, Francine Sumner and Lt. Tom Cremonte and was well attended. It was moved by Commissioner LaBelle to commend the Livingston County team for their work on this project. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0

Commissioner Dolan gave a report on the continuing construction at the Spencer J. Hardy Airport. He will continue to keep the Board informed.

Project Opiate Update. Francine Sumner, Probation Officer, gave an update on the Project Opiate project. Jason Kehoe, one of the participants of the program, spoke in favor of the project and how it has saved his life. Jason's father, Mike Kehoe, is in full support of the program and encouraged the Commissioners to continue to support this program. A mother, Patty, spoke in regards to her 17 year old daughter and how her daughter has been working with the program .

Commissioner LaBelle stated that there may be short term grant help for this program.

Public Hearing. It was moved by Commissioner Williams to call the Public Hearing to order. Seconded by Commissioner Griffith. MOTION CARRIED, 9-0-0. The public hearing was opened at 8:11 p.m. Since there were no comments from the public it was moved by Commissioner Mantey to close the public hearing. Seconded by Commissioner Griffith. MOTION CARRIED, 9-0-0. The public hearing was closed at 8:12 p.m.

Resolutions. Commissioner Williams presented Resolution No. 2011-11-293, Resolution To Authorize Appointments To The Livingston County Planning Commission-Board of Commissioners, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED, 9-0-0.

Commissioner Domas presented Resolution No. 2011-11-294, Resolution Authorizing The Sheriff's Department And The County Of Livingston To Apply For And Enter Into Contract With The State Of Michigan, Office Of Highway Safety Planning For The Fiscal Year 2012 "Drive Michigan Safely Task Force" Highway Safety Grant-Sheriff, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 9-0-0.

Commissioner Dolan presented Resolution No. 2011-11-295, Resolution Recommending Denial Of Applications That Result In Redundant Services, Increased Taxpayers Burdens Or Defy Governor Policies-Board of Commissioners, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 9-0-0.

Commissioner LaBelle presented Resolution No. 2011-11-296, Resolution Amending Resolution 2011-10-280 To Authorize The Acceptance Of FY 2012 Michigan Drug Court Grant Program Funds (MDCGP) And Byrne Jag Funds For The Operation Of The Livingston County Adult Drug Court Program-Circuit Court, and moved its adoption. Seconded by Commissioner Drick. MOTION CARRIED, 9-0-0.

Commissioner Drick presented Resolution No. 2011-11-297, Resolution Approving The Filling Of A Juvenile Probation Officer Position In The Family Division Of The Circuit Court-Circuit Court, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

Commissioner Drick presented Resolution No. 2011-11-298, Resolution To Authorize The Acceptance Of Fy2012 Michigan Mental Health Court Grant Program Funds (MMHCGP) For The Operation Of The Livingston County Intensive Treatment Mental Health Court

Program-District Court, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 9-0-0.

Commissioner VanHouten presented Resolution No. 2011-11-299, Resolution To Fill Vacancy Of Full-Time Law Clerk In District Court With Two Part-Time Positions-District Court, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 9-0-0.

Commissioner LaBelle presented Resolution No. 2011-11-300, Resolution Authorizing Agreement With The Economic Development Council To Provide Support For 2012-2014 County Wide Assistance-County Administration, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-1-0. (Nay: Domas)

Commissioner Mantey presented Resolution No. 2011-11-301, Resolution Adoption The 2012 Livingston County Budget-Board of Commissioners, and moved its adoption. Seconded by Commissioner VanHouten, Roll call vote: Ayes: Mantey, Domas, VanHouten, Drick, Williams, Griffith, Dolan, LaBelle, Jones; Nays: None; Absent: None. MOTION CARRIED, 9-0-0.

Commissioner LaBelle commended the staff, Belinda Peters, Cindy Mendoza and elected officials for working diligently on the budget.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Mantey that the meeting be adjourned. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

The meeting was adjourned at 8:25 p.m.

Margaret M. Dunleavy
Livingston County Clerk

RESOLUTION

NO: 2011-11-302

LIVINGSTON COUNTY

DATE: November 21, 2011

RESOLUTION TO APPROVE APPOINTMENTS TO THE HUMAN SERVICES COLLABORATIVE BODY - Board of Commissioners

WHEREAS, representatives' seats on the Human Services Collaborative Body have expired and/or been vacated; and

WHEREAS, the following reappointments have been recommended:

HUMAN SERVICES COLLABORATIVE BODY

Anita Gibson..... term expires 9/30/14 (County Resident Representative)

Erica Karfonta.....term expires 9/30/14 (For Profit or Non Profit Representative)

Larry Pfeil.....term expires 9/30/14 (For Profit or Non Profit Representative)

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby

approves the reappointments and expiration dates referenced above.

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MOVED: Commissioner

SECONDED: Commissioner

CARRIED:

RESOLUTION

NO: 2011-11-303

LIVINGSTON COUNTY

DATE: November 21, 2011

RESOLUTION TO APPOINT TWO NEW MEMBERS TO THE LIVINGSTON COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD- COMMUNITY CORRECTIONS

WHEREAS, Livingston the County Community Corrections Advisory Board is governed by the Livingston County Community Corrections Advisory Board By Laws; and

WHEREAS, The Livingston County Community Corrections By Laws require County Commissioner appointment of new members to the Livingston County Community Corrections Advisory Board; and

WHEREAS, The Livingston County Community Corrections Advisory Board has approved of the appointment of Chief Thomas Couling of Fowlerville Police Department to the vacant police chief position on the Advisory Board; and

WHEREAS, The Livingston County Community Corrections Advisory Board has approved of the appointment of Curtis D. Griffin to the vacant business community seat on the Advisory Board; and

WHEREAS, *The* appointments of Chief Couling and Curtis D. Griffin have now been moved to the Livingston County Commissioners for final approval and appointment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves of the appointment of Chief Thomas Couling to the vacant police chief position and the appointment of Curtis D. Griffin to the vacant business community position on the Livingston County Community Corrections Advisory Board.

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LIVINGSTON COUNTY, MICHIGAN
COMMUNITY CORRECTIONS

200 S. Highlander Way
Phone (517)540-7620 Fax (517) 546-8358
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Diane DeWitt Bockhausen
Date: November 9, 2011
Re: RESOLUTION AUTHORIZING FILLING TWO POSITIONS ON
THE COMMUNITY CORRECTIONS ADVISORY BOARD -
COMMUNITY CORRECTIONS

The Livingston County Community Corrections (LCCC) By-Laws require that the Livingston County Community Corrections Advisory Board (LCCCAB) consist of no less than fourteen statutorily mandated members. Article III, Section 7 of the By-Laws also state that vacancies on the LCCCAB shall be filled by appointment by the Livingston County Board of Commissioners.

Two vacancies currently exist on the LCCCAB that have been filled pending appointment by the Livingston County Board of Commissioners.

Chief Tom Couling of the Fowlerville Police Department has stepped up to tentatively accept appointment as the "chief of a city police department". Chief Steve Luciano formerly of Hamburg Township Police Department resigned from his position on the LCCAB. The LCCCAB has voted affirmatively to accept Chief Couling into this position.

Curtis D. Griffin who is a self-employed software representative working in Livingston County has stepped forward to replace Todd Lekander as the business representative on the LLCAB. Lekander no longer attends meetings of the LLCAB and the LLCAB voted to remove him from the seat. The LLCAB approved of the appointment of Curtis D. Griffin as the business representative.

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

RESOLUTION

NO.: 2011-11-304

LIVINGSTON COUNTY

DATE: November 21, 2011

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.: 2011-11-305

LIVINGSTON COUNTY

DATE: November 21, 2011

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.

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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.

RESOLUTION

NO: 2011-11-306

LIVINGSTON COUNTY

DATE: November 21, 2011

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 COMMITTE

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.

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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. 2011-11-307

LIVINGSTON COUNTY

DATE: November 21, 2011

**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

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**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 preformed 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:

2011-11-308

LIVINGSTON COUNTY

DATE:

November 21, 2011

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

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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: 2011-11-309

LIVINGSTON COUNTY

DATE: November 21, 2011

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 one thousand dollars (\$1,000) and is included in the L.E.T.S. 2011 Budget.

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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:

2011-11-310

LIVINGSTON COUNTY

DATE:

November 21, 2011

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 \$5,976.00, 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.

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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
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Original Invoice

RESOLUTION

NO. 2011-11-311

LIVINGSTON COUNTY

DATE: November 21, 2011

RESOLUTION APPROVING THE FILLING OF A PART TIME ADMINISTRATIVE ASSISTANT –Community Corrections / Public Safety Committee / Finance Committee

WHEREAS, The Livingston County Community Corrections Administrative Assistant has announced her intention to resign at the end of December 2011, and

WHEREAS, Livingston County Community Corrections has funding for the Administrative Assistant position in the 2012 Community Corrections approved plan and budget; and

WHEREAS, To maintain efficiency and perform the mandated functions and data collection required by the Community Corrections grant; and

WHEREAS, Community Corrections is requesting approval to fill the part time fully funded Administrative Assistant position that will be vacant January 1, 2012.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves filling the part time Administrative Assistant Position as soon as the vacancy occurs.

COMMUNITY CORRECTIONS

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Manager		1
Staff	1	
Administrative Assistant		1
Totals:	1	2

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Manager		1
Staff	1	
Administrative Assistant		1
Totals:	1	2

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
COMMUNITY CORRECTIONS

200 S. Highlander Way
Phone (517)540-7620 Fax (517) 546-8358
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Diane DeWitt Bockhausen
Date: November 9, 2011
**Re: RESOLUTION AUTHORIZING FILLING THE COMMUNITY
CORRECTIONS PART TIME ADMINISTRATIVE POSITION
UPON THE RESIGNATION AND DEPARTURE OF THE
CURRENT ADMINISTRATIVE ASSISTANT - COMMUNITY
CORRECTIONS**

Livingston County Community Corrections (LCCC) has employed a part time administrative assistant since August of 2010 that is fully funded under the Community Corrections grant. The Administrative Assistant has announced her intent to resign effective December of 2011. Community Corrections has grant funds to continue to employ a part time administrative assistant.

Due to the technical nature of the activities and data gathering required of the administrative assistant, it is imperative that a replacement be ready to work upon the departure of the current administrative assistant.

Livingston County Community Corrections is requesting authorization to begin the selection process now and to employ a replacement part time administrative assistant immediately upon the departure of the current administrative assistant.

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

RESOLUTION

NO: 2011-11-312

LIVINGSTON COUNTY

DATE: November 21, 2011

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 temporary part time Administrative Aid position will relieve the time constraints on the department, saving \$19,679 over two years 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
Temporary 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.

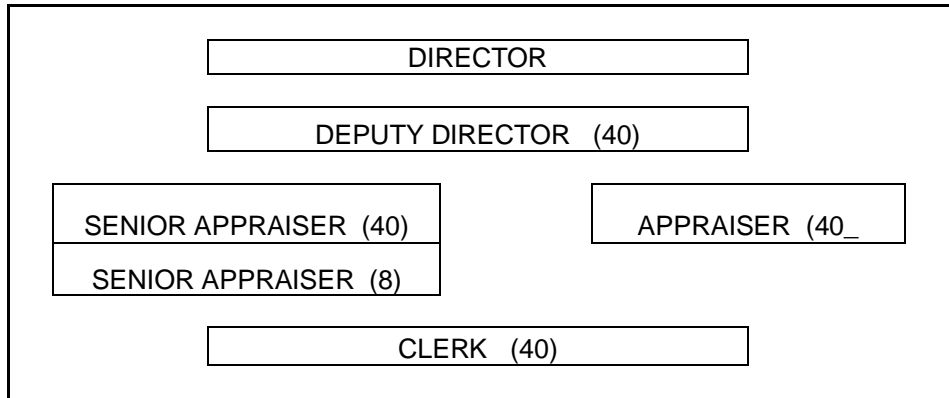
By restructuring the responsibilities of the appraisers, various aspects of the work they have incurred over the past several years have taken time away from the main function of their job description. A temporary part time Administrative Aid would insure the appraisers have adequate time to do the appraisal 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.

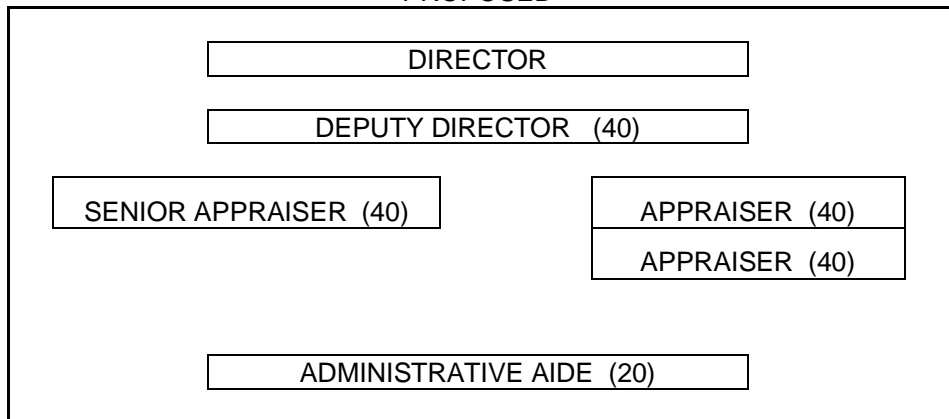
Should you have any questions please contact me.

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: 2011-11-313

LIVINGSTON COUNTY

DATE: November 21, 2011

**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

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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, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature <i>Michael H. Sedlak</i>	Print Name MICHAEL H. SEDLAK	Date 11-9-2011
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature <i>Mark St. Charles</i>	Print Name MARK ST. CHARLES	Date 11-9-2011
<input type="checkbox"/> President			

* 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	HARTLAND CONSOLIDATED SCHOOL	116,000	

For LOCAL School Districts: 2011 Taxable Value excluding Principal Residences, 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) ^{***}	(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, 380.121(3).

Clerk	<input checked="" type="checkbox"/>	Signature	<i>Cynthia E. Sinelli</i>	Print Name	Cynthia E. Sinelli	Date	9/9/2011
Secretary	<input checked="" type="checkbox"/>	Signature	<i>John K. Kaszyca</i>	Print Name	John K. Kaszyca	Date	9/9/2011
Chairperson	<input checked="" type="checkbox"/>						
President	<input checked="" type="checkbox"/>						

*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 2 of 2011 for instructions on completing this section	
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.