

BOARD OF COMMISSIONERS

12/2/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

AGENDA

1. **RECONVENE ANNUAL MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
 - Meeting Minutes of: November 18, 2013
 - Meeting Minutes of: November 27, 2013
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **PUBLIC HEARING - Adoption of 2013 Livingston County Budget (Roll Call)**
 - CALL PUBLIC HEARING TO ORDER (Motion Required)
 - A. Comments
 - B. Adjourn Public Hearing (Motion Required)
11. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
 - A. Consent Agenda - Res. 2013-12-346 Thru 2013-12-350
12. **RESOLUTIONS FOR CONSIDERATION:**
 - A. Regular Agenda - Res. 2013-12-351 Thru 2013-12-354

**2013-12-346
CONSENT**

Drain Commissioner

RESOLUTION APPROVING A CONTRACT BETWEEN LIVINGSTON COUNTY AND THE HURON RIVER WATERSHED COUNCIL PURSUANT TO THEIR PROPOSAL FOR THE PERFORMANCE OF WATERSHED PLANNING SERVICES ASSOCIATED WITH PHASE II STORM WATER PERMIT REGULATIONS - DRAIN COMMISSIONER'S OFFICE

**2013-12-347
CONSENT**

Drain Commissioner

RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENTS ALLOWING FOR THE ALLOCATION AND BILLING OF COSTS ASSOCIATED WITH PLANNING AND COORDINATION OF THE PHASE II STORM WATER REGULATIONS - Drain Commissioner

**2013-12-348
CONSENT**

Sheriff

RESOLUTION TO AMEND RESOLUTION 2013-07-180 TO AMEND BLANKET PURCHASE ORDER WITH NORTH EASTERN UNIFORM &

EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT AND A
BUDGET AMENDMENT – Sheriff’s Department / EMS / Public Safety
Committee / Finance Committee

2013-12-349 **Circuit Court Administration**
CONSENT RESOLUTION TO ENTER INTO A CONTRACT WITH THOMPSON WEST
TO PROVIDE ONLINE SERVICES AND PUBLICATIONS TO LIVINGSTON
COUNTY COURTS.

2013-12-350 **Information Technology**
CONSENT RESOLUTION TO AMEND RESOLUTION # 2012-12-352 WHICH
AUTHORIZED THE ISSUANCE OF A BLANKET PURCHASE ORDER FOR
CDWG, INC. FOR CONTRACT SERVICES AND HARDWARE PURCHASES
FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2013 -
INFORMATION TECHNOLOGY

2013-12-351 **Michigan Works**
RESOLUTION TO APPOINT AN ALTERNATE FOR A COMMUNITY
BASED ORGANIZATION SECTOR MEMBER ON THE LIVINGSTON
COUNTY WORKFORCE DEVELOPMENT COUNCIL

2013-12-352 **Veterans**
RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE
VETERANS RELIEF FUND TO THE GENERAL FUND - Veterans

2013-12-353 **Human Resources**
RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED
OFFICIALS, AND JUDGES WAGES, HEALTH PLAN, AND OTHER
BENEFITS FOR 2014 FISCAL YEAR

2013-12-354 **Board of Commissioners**
RESOLUTION ADOPTING THE 2014 LIVINGSTON COUNTY BUDGET -
Board of Commissioners

13. CALL TO THE PUBLIC

14. 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
RECONVENED MEETING, November 18, 2013
COMMISSIONER CHAMBERS, 304 E. Grand River, Howell, MI 48843

The Chairperson, Carol Griffith, reconvened the annual meeting at 7:30 p.m.

All rose for the Pledge of Allegiance.

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

Present: Kate Lawrence (1), William Green (2), David Domas (3), Donald Parker (5), Steven Williams (6),
Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)

Absent: Ronald VanHouten (4)

Also present: Matt Nordfjord (Counsel), Kevin Wilkinson, Jeff Boyd (Ambulance), Chris Folts (Facility
Services), Diane Gregor, Richard Malewicz (IT), Ted Westmeier (Health), Sally Reynolds
(Register of Deeds), Cindy Catanach (Finance), Belinda Peters (Administration), Margaret M.
Dunleavy, Debbie Warden

Minutes. It was moved by Commissioner Lawrence to approve the minutes of the meetings for
November 4th and November 13, 2013, as printed. Seconded by Commissioner Childs. MOTION
CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Lawrence to accept the agenda, as printed. Seconded by
Commissioner Dolan. MOTION CARRIED.

Reports. Chelsea Moxlow, Department of Public Health, informed the board that the health
department launched a facebook page on November 14th.

4-H Key Club Award Winners were introduced and presented with a certificate of recognition.

Joseph Ambery, 8th Grader at St. John's in Fenton, gave a presentation to the Board regarding his class
project on fixing roads in Livingston County.

Randy Gomez from Nyhart gave a presentation to Board of Commissioners regarding GASB No. 45
Retiree Healthcare.

Consent Agenda. Commissioner Williams presented the consent agenda and adopted each as follows:

Resolution No. 2013-11-332-Resolution Authorizing Agreement For Software Schedule G For Monarch
Product, As An Extension Of The Software Maintenance Agreement Contract, Signed BY Livingston
County, Register Of Deeds And Fldlar Technologies On December 2nd 2010-Register of Deeds

Resolution No. 2013-11-333-Resolution Authorizing A Contract Renewal With Health EMS/DBA Sansio
For Web Enabled Emergency Medical Service Electronic Patient Care Reporting Software-Emergency
Medical Services

Resolution No. 2013-11-334-Resolution To Authorize Intergovernmental Transfer To The State Of
Michigan By Amending Resolution 2013-09-267-Public Health

Resolution No. 2013-11-335-Resolution To Authorize Agreements With The Ingham Health Plan
Corporation DBA Livingston Health Plan-Public Health

Resolution No. 2013-11-336-Resolution Authorizing Application For And Acceptance Of Grant Award Under The Accreditation Support Initiative (ASI) From The National Association Of County And City Health Officials (NACCHO)-Public Health

Resolution No. 2013-11-337-Workforce Investment Act (WIA) Comprehensive 5-Year Local Plan Modification #2 For The Period July 1, 2012 Through June 30, 2017-Michigan Works

Resolution No. 2013-11-338-Resolution Authorizing Issuance Of A Purchase Order To Landscape Architects & Planners For Fillmore County Park Design Services-Planning

Resolution No. 2013-11-339, Resolution Amending The Authorization Of The Renovation Of The Intake Control Pod In The Livingston County Jail-Jail

Resolution No. 2013-11-340, Resolution Authorizing Additional Funds To Cover The Cost Of Renovations To The Animal Control Building-Facility Services

Resolution No. 2013-11-341, Resolution Authorizing OLHSA The Use Of Livingston County Owned Billboard For The Purpose Of Advertising The 2014 Walk For Warmth Event-Facility Services

Seconded by Commissioner Williams. Roll call vote: Ayes: Williams, Griffith, Dolan, Childs, Lawrence, Green, Domas, Parker; Nays: None; Absent: VanHouten. MOTION CARRIED.

Commissioner Williams presented Resolution No. 2013-11-342, Resolution Authorizing Out-Of-State Conference Registration For The Technical Supervisor-Emergency Medical Services, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED.

Commissioner Dolan presented Resolution No. 2013-11-343, Resolution Authorizing A Succession Plan At The Department Of Public Health With The Appointment Of The Health Officer And Deputy Health Officer/Director Of Personal And Preventative Health Services Upon The Retirement Of The Current Health Officer-Public Health, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED.

Commissioner Lawrence presented Resolution No. 2013-11-344, Resolution Approving The Filling Of A Vacant Research Attorney Position In The Circuit Court-Circuit Court, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED.

Commissioner Childs presented Resolution No. 2013-11-345, Resolution To Increase Dog Licensing Fees In Livingston County-Treasurer. Seconded by Commissioner Dolan. MOTION CARRIED.

Call To The Public. Mr. Jim Sparks thanked the board for their support of the 4-H program.

Recess. The meeting was recessed at 9:00 p.m.

Margaret M. Dunleavy
Livingston County Clerk

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 27, 2013

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

BOARD OF COMMISSIONERS

COMM. **GARY CHILDS**

COMM. **BILL GREEN**

COMM. **DON PARKER**

COMM. **DENNIS DOLAN**

COMM. **CAROL GRIFFITH - CHAIRWOMAN**

COMM. **RON VAN HOUTEN**

COMM. **DAVID DOMAS**

COMM. **KATE LAWRENCE**

COMM. **STEVE WILLIAMS**

OTHERS:

MATT BOLANG

DARREN SPEER

KEVIN WILKINSON

DON ARBIC

BELINDA PETERS

JENNIFER PALMBOS

MELISSA SCHARRER

CINDY CATANACH

DIANNE McCORMICK

DOUG BRITZ

JENNIFER NASH

KATRINA MAXWELL

JEFF BOYD

ROBERT SPAULDING

KEN RECKER

ERIC SANBORN

PEGGY TOMS

RICH MALEWICZ

JOHN EVANS

CHRIS FOLTS

MIKE MURPHY

CARL PARDON

SALLY REYNOLDS

JAMIE PALMER

1. **CALL TO ORDER:** Meeting called to order by: **Comm. Carol Griffith** at **8:16 A.M.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
4. **CALL TO THE PUBLIC:** **None.**
5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: COMM. GREEN / SECONDED BY: Comm. Childs

ALL IN FAVOR - MOTION PASSED

6. **MOTION TO ACCEPT FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS DATED: NOVEMBER 27, 2013**

MOTION TO ACCEPT FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

DATED: NOVEMBER 27, 2013.

MOVED BY: COMM. LAWRENCE / SECONDED BY: COMM. VANHOUTEN

ALL IN FAVOR - MOTION PASSED

MOTION CARRIED: 7-0-2

7. MOTION TO ACCEPT FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES: NOVEMBER 14TH THRU NOVEMBER 27TH, 2013

**MOTION TO ACCEPT FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES:
NOVEMBER 14TH THRU NOVEMBER 27TH, 2013.
MOVED BY: Comm. Childs / SECONDED BY: COMM. GREEN
ALL IN FAVOR - MOTION PASSED
MOTION CARRIED: 7-0-2**

8. ADJOURNMENT:

**MOTION TO ADJOURN MOVED BY: COMM. DOMAS / SECONDED BY: COMM. GREEN
MOTION CARRIED: 7-0-2
MOTION TO ADJOURN AT 9:18 A.M.**

Respectfully Submitted

KELLI HAWORTH
RECORDING SECRETARY

RESOLUTION

NO: 2013-12-346

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION APPROVING A CONTRACT BETWEEN LIVINGSTON COUNTY AND THE HURON RIVER WATERSHED COUNCIL PURSUANT TO THEIR PROPOSAL FOR THE PERFORMANCE OF WATERSHED PLANNING SERVICES ASSOCIATED WITH PHASE II STORM WATER PERMIT REGULATIONS - DRAIN COMMISSIONER’S OFFICE

WHEREAS, the Clean Water Act of 1972 established the National Pollution Discharge Elimination System (NPDES); and

WHEREAS, 1987 amendments to the Clean Water Act require the US Environmental Protection Agency to develop a phased approach to regulating storm water under NPDES; and

WHEREAS, Phase II Rules were signed in 1997 to address storm water discharges from construction activities, light industrial activities, and small municipal separate storm sewer systems (MS4s) in urbanized areas; and

WHEREAS, 2000 Census has determined that significant areas of Livingston County meet the definition of an Urbanized Area; and

WHEREAS, the designated communities have completed the permit application stage in compliance with the April 1, 2013 deadline for all collaborating Livingston County Phase II watershed participants; and

WHEREAS, affected communities have expressed the continued desire to work collaboratively with the County to reduce implementation costs; and

WHEREAS, the Livingston County Drain Commissioner has obtained a proposal from the Huron River Watershed Council to assist in watershed planning services associated with Phase II Storm Water Regulations for the years 2013-2019; and

WHEREAS, the last contract expired April 1, 2013, and the new contract will cover the remainder of the current permit term and the following permit cycle to September 30, 2019; and

WHEREAS, participating communities will pay a pro-rata share of the proposed contract.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby agrees to enter into an agreement with the Huron River Watershed Council, pursuant to their proposal dated November 15, 2013, in the amount estimated not to exceed \$35,450 annually for Phase II Storm Water Permit Assistance.

BE IT FURTHER RESOLVED that work associated with the individual communities will commence only after an agreement is executed between the County and local units, designating the apportionment of costs among communities.

BE IT FURTHER RESOLVED that the Livingston County Drain Commissioner shall initiate the steps necessary to meet the Phase II Permit Regulations for communities participating in the joint Phase II Initiative.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, contracts, agreements, amendments and supporting documents related to the services associated with Phase II Storm Water Permit Regulations upon review and approval of Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



Protecting the river since 1965

1100 N. Main Street Suite 210
Ann Arbor, MI 48104
(734) 769-5123
www.hrwc.org

TO: Livingston Watershed Advisory Group
FROM: Ric Lawson, Watershed Planner
RE: Six-year Work Plan and Budget
DATE: November 15, 2013

The proposed work plan below is a revision of the work plan developed for a combined effort to develop and execute joint watershed initiatives and services for six years for both Livingston and Washtenaw watershed groups. This current work plan is designed for the Livingston WAG members only and presents support services that will be provided by HRWC at the group's request. The timeframe includes the 2013-14 stormwater permit application year and the five-year permit cycle.

Timeline: This proposed work plan begins October 1, 2013 and ends September 30, 2019.

*Note: all listed costs are **average** spread over 6 years. Depending on task, some individual year costs would be higher and some would be zero.*

Work Plan Tasks:

Task 1: Meeting facilitation

Description: The WAG previously met on a quarterly basis. Propose to meet on annual basis at minimum. During the permit application process, the WAG may need to meet more frequently. HRWC can provide standard facilitation service, or minimal meeting support and participation. HRWC will prepare communications for all meetings including agenda, agenda item materials, and follow-up items; facilitate meetings; and coordinate with guest speakers.

Rationale: Public meetings are required for the stormwater permits and are necessary for planning and coordination.

Annual Cost: \$1,980

Task 2: Prepare program reports

Description: Progress reports are required for permitting twice during the permit cycle. For standard support, HRWC will develop a reporting template, and compile and summarize relevant information as needed for individual member stormwater reports and keep the information updated annually. All reports will be published and distributed through the HRWC website.

Rationale: Two progress reports are required for stormwater permits. The reports also provide the basis for measuring and reporting progress.

Annual Cost: \$1,280

Task 3: Conduct water quality and flow monitoring

Description: HRWC will work with the WAG to plan and execute water quality and flow monitoring and stormwater investigation for two field seasons (April to September) during the permit cycle. Water quality and flow monitoring provide an overall assessment of the health of the watershed, identifying areas of success and in need of greater attention. Monitoring can rotate among sites to minimize cost and maintain continuity of data. HRWC will

work with watershed group members to integrate monitoring with Illicit Discharge Elimination Programs (IDEP). Work will include the following steps: measure stream discharge (Q) at long-term monitoring sites (6 in Livingston) during dry and wet weather conditions; monitor key water quality indicators at long-term sites and additional stormwater investigative sites during dry and wet weather conditions; obtain and maintain equipment; train field crew; deliver water samples to lab; obtain lab results and enter into database; analyze and synthesize data; communicate monitoring results in report form for a general audience; present results at semi-annual meetings; and disseminate monitoring reports to members and post on HRWC website.

Rationale: Monitoring for TMDL areas is required by the stormwater permits. It is also necessary to help determine pollutant hot spots and assess progress.

Annual Cost: \$8,250

Task 4: Update and revise Watershed Management Plans (WMPs)

Description: The Chain of Lakes WMP covers the Huron River Watershed in Livingston County. The plan needs to be revised once during the permit period to update information and re-evaluate project priorities. HRWC will work with all necessary stakeholders to revise the WMP to meet requirements, and will finalize and submit a revised plan to MDEQ, as necessary.

Rationale: WMP revision is not required by stormwater permits, but is necessary to facilitate coordinated management, establish priorities and provides the basis for securing external project funding.

Annual Cost: Major update with minor annual revisions: \$1,490

Task 5: Develop priority implementation projects

Description: HRWC will work with the WAG to secure funding for priority projects that are consistent with WMP and SWMP priorities. Funds for this task may also be used to participate in relevant implementation projects per WAG guidance. This may include advising or participating, upon request, in projects initiated by individual member organizations.

Rationale: Successful proposals will leverage the budget and keep overall costs down. Projects will help to achieve group goals and address commitments in permit applications.

Annual Cost: \$2,200

Task 6: Provide technical assistance on permit compliance

Description: HRWC will facilitate discussion and development of shared permit application materials and assist in permit negotiation with MDEQ. HRWC will consult with watershed group members on an as-needed basis to provide advice, information and assistance with all aspects of the stormwater permit. If audited, HRWC staff will meet with state auditors regarding permit-related watershed activities. HRWC will also represent watershed group members at statewide MS4 meetings or relevant stormwater management discussions.

Rationale: Stormwater permit applications allow for submission of watershed-wide materials. Joint planning can be more efficient, reduce costs, and meet overall goals more effectively. HRWC is periodically asked to provide individual permittee support.

Annual Cost: \$1,550

Task 7: Continue to implement the Public Participation and Public Education Plans (PEP)

Description: HRWC will develop and execute tasks to meet the permit's public education requirements. Major items will include educational advertising, regular development and production of an annual educational calendar (priced separately), representation at regional public outreach events and development of stormwater management informational content for local distribution and use with the public. Details will be included in the PEP, which is included in task 6. Calendars will be ordered separately by each participating municipality or agency.

Rationale: PEP implementation is required by the stormwater permit and permittees agreed to submit a joint plan to MDEQ. Joint watershed education is more consistent and effective at a lower overall cost.

Annual Cost: \$18,700 (not including calendar)
Calendars would be priced at \$0.90 - \$1.25 per calendar, depending on inclusion of evaluation or mailing costs.

Total Annual Average Cost
(assumes selection of all tasks, not including calendars)

\$35,450

For comparison, the previous contract average annual cost was \$41,761, though much of that budget was unexpended.



LIVINGSTON COUNTY, MICHIGAN
DRAIN COMMISSIONER'S OFFICE

2300 E. Grand River Avenue, Suite 105
Phone 517.546.0040 Fax 517.545.9658

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere, Drain Commissioner
Date: 11/20/13
Re: Renewal of Intergovernmental Agreements and HRWC contract

The following two resolutions are offered to allow for the continued work and collaboration by communities in Livingston County affected by the Federal Phase II stormwater regulations. Per the provisions under the Clean Water Act, all affected communities must implement the actions defined in their stormwater management plans submitted for permit approval by MDEQ and, in part, developed by the Livingston County Watershed Advisory Group (WAG).

Execution of the following resolutions will allow Livingston County to act as a clearinghouse for implementation expenses and facilitator contracts. The result is a collaborative unit that can purchase necessary items and services in bulk, thus reducing the overall expense to the various communities. This collaborative approach will ultimately prevent duplication of effort among communities and save money in the process. Furthermore, this unprecedented extent of intergovernmental cooperation in Livingston County represents a unique opportunity to demonstrate the effectiveness of collaborative partnerships among governments.

Resolution 1: Authorizes a contract with the Huron River Watershed Council, pursuant to their proposal (attached, dated November 15, 2013), to facilitate the implementation of the Phase II requirements. This would include meeting facilitation, aiding with the DEQ permitting process and support of grant writing initiatives.

Resolution 2: Authorizes the execution of a contract with the Livingston County Watershed Advisory Group. This contract allows Livingston County to act as a pass through for costs associated with the management of the contract with HRWC. These costs will be billed to each of the WAG participants based on the allocation schedule stated in the contract.

RESOLUTION

NO: 2013-13-347

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENTS ALLOWING FOR THE ALLOCATION AND BILLING OF COSTS ASSOCIATED WITH PLANNING AND COORDINATION OF THE PHASE II STORM WATER REGULATIONS - DRAIN COMMISSIONER

WHEREAS, the units of government partnering to comply with NPDES Phase II Regulations have become known as the Livingston County Watershed Advisory Group (WAG); and

WHEREAS, it is the intent of the partnering communities to take a collaborative approach to Phase II compliance in order to reduce cost and duplication of effort; and

WHEREAS, the Livingston County Drain Commissioner was authorized by the Livingston County Board of Commissioners to assist the Phase II partnering communities to comply with the Phase II permit application process; and

WHEREAS, all Livingston County Phase II partners have complied with the April 1, 2013 application deadline; and

WHEREAS, all Livingston County Phase II partners shall receive a Certificate of Coverage (COC) from the Michigan Department of Environmental Quality (MDEQ) based on approval of permit application by MDEQ; and

WHEREAS, upon issuance of the Certificate of Coverage by the Michigan Department of Environmental Quality planning must commence for Phase II Storm Water Regulation requirements; and

WHEREAS, the Livingston County Drain Commissioner has proposed an intergovernmental agreement with the WAG members to authorize activities necessary to comply with the Phase II requirements; and

WHEREAS, the proposed agreements contains cost allocations for each participating unit of government, adopted by the group through a voting process; and

WHEREAS, the amount of \$12,000 to cover the County's allocation of cost for fiscal year 2014 has already been budgeted with the office of the Drain Commissioner.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby agrees to enter into an Intergovernmental Agreement with participating communities for the purpose of fulfilling NPDES Phase II storm water permit requirements;

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Livingston County Drain Commissioner to proceed to cooperate and assist affected communities.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, contracts, agreements, amendments and supporting documents related to the Intergovernmental Agreements upon review and approval of Civil Counsel.

#

#

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DRAIN COMMISSIONER'S OFFICE

2300 E. Grand River Avenue, Suite 105
Phone 517.546.0040 Fax 517.545.9658

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere, Drain Commissioner
Date: 11/20/13
Re: Renewal of Intergovernmental Agreements and HRWC contract

The following two resolutions are offered to allow for the continued work and collaboration by communities in Livingston County affected by the Federal Phase II stormwater regulations. Per the provisions under the Clean Water Act, all affected communities must implement the actions defined in their stormwater management plans submitted for permit approval by MDEQ and, in part, developed by the Livingston County Watershed Advisory Group (WAG).

Execution of the following resolutions will allow Livingston County to act as a clearinghouse for implementation expenses and facilitator contracts. The result is a collaborative unit that can purchase necessary items and services in bulk, thus reducing the overall expense to the various communities. This collaborative approach will ultimately prevent duplication of effort among communities and save money in the process. Furthermore, this unprecedented extent of intergovernmental cooperation in Livingston County represents a unique opportunity to demonstrate the effectiveness of collaborative partnerships among governments.

Resolution 1: Authorizes a contract with the Huron River Watershed Council, pursuant to their proposal (attached, dated November 15, 2013), to facilitate the implementation of the Phase II requirements. This would include meeting facilitation, aiding with the DEQ permitting process and support of grant writing initiatives.

Resolution 2: Authorizes the execution of a contract with the Livingston County Watershed Advisory Group. This contract allows Livingston County to act as a pass through for costs associated with the management of the contract with HRWC. These costs will be billed to each of the WAG participants based on the allocation schedule stated in the contract.

RESOLUTION

NO: 2013-13-348

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION TO AMEND RESOLUTION 2013-07-180 TO AMEND BLANKET PURCHASE ORDER WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT AND A BUDGET AMENDMENT – Sheriff’s Department / EMS / Public Safety Committee / Finance Committee

WHEREAS, the Sheriff’s Department has a need to provide uniforms and necessary uniform equipment for their personnel; and

WHEREAS, because of personnel turnovers, the need to increase our Blanket Purchase Order with North Eastern Uniforms is required; and

WHEREAS, below outlines our additional fund allocations for the remainder of 2013:

Amount	Division	ORG	OBJ	Description
\$3,500	Sheriff Road Patrol	10130104	743000	Uniforms
\$3,500				

Total:

WHEREAS, expenditures for uniforms and uniform equipment have been planned and budgeted in their 2013 budgets; and

WHEREAS, we are requesting a budget amendment to move funds from 747000 (Operating Supplies) for the amount of \$3,500 to 743000 as outlined above table to cover the additional expense for the remainder of 2013 budget year.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves to amend Blanket Purchase Order issued to North Eastern Uniform & Equipment, Inc, 1400 E. Michigan Ave. Suite F, Saline, MI 48176 for uniforms and uniform equipment for the amount of \$8,500 for the remainder of 2013 expenses.

BE IT FURTHER RESOLVED Livingston County Board of Commissioners authorizes the Budget Amendment to move funds from 747000 (Operating Supplies) for the amount of \$3,500 to 743000 as outlined in the above table.

BE IT FURTHER RESOLVED Livingston County Board of Commissioners authorizes the Blanket Purchase Order for a two (2) year period for an amount not to exceed \$30,000 annually, for the Sheriff’s Department.

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY SHERIFF DEPARTMENT

150 S. Highlander Way
Howell, Michigan 48843-2323

(517) 546-2400

MEMORANDUM

DATE: 11-20-13
TO: Board of Commissioners
FROM: Lt. Eric J. Sanborn
RE: Amending Resolution # 2013-07-180

When the initial resolution was constructed we were asked to project and prorate what we would need from North Eastern Uniform. Initially, it was project we would only need \$8,000 for the remainder of 2013. Since then we have encounter some events and expenses that is going to require an amendment to the resolution so that purchasing can increase the amount of the blanket PO for the rest of 2013 and amend the budget.

We have approximately \$3,500 in outstanding charges from the road patrol. We are requesting the authorization to increase the amount of the blanket purchase order for 2013 by \$3,500 to \$11,500 in order to be able to pay our bills to this vendor in 2013.

In addition, we are requesting the budget be amended to move the \$3,500 from 747000 (Operating Supplies) to 743000 (Uniforms)

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn, Assistant Jail Administrator

RESOLUTION

NO: 2013-12-349

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION AUTHORIZING AN AGREEMENT WITH THOMPSON WEST TO PROVIDE ONLINE SERVICES (WESTLAW) AND PUBLICATIONS TO LIVINGSTON COUNTY COURTS - CENTRAL SERVICES/COURTS

WHEREAS, Livingston County has a need for legal research; and

WHEREAS, Livingston County currently pays a total amount of \$19,353.60 per year for these services; and

WHEREAS, the current contract will expire on October 1, 2013; and,

WHEREAS, Westlaw is the sole source of Gillespie, Michigan Criminal Law & Procedure; and,

WHEREAS, Thompson West will provide online services and publications at the rate of \$1,645.65 per month/\$19,747.80 per year for the period of 36 months through October 1, 2016; and,

WHEREAS, funding for same is available through the Central Services and Law Library Budget; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Thompson West for online services and publications at the rate of \$1,645.65 per month for the period of 36 months through October 1, 2016.

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:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF CIRCUIT COURT

204 S. Highlander Way, Suite 5
Howell, MI

Phone 517-546-8079 Fax 517-546-0048
Web Site: PToms@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: John Evans
Date: November 21, 2013
Re: Thompson West – West Law Online Research

Livingston County Courts have a need for online legal research and publications. The physical Law Library no longer exists. West Law is a continuing replacement to the Law Library which annually cost thousands to maintain and update. We have since discontinued a vast majority of publications, providing significant savings to the County. We now have a terminal available to the public/attorneys who wish to do legal research.

West Law is also the sole source of Gillespie. Gillespie is a treatise on Michigan Criminal Law and Procedure. They provide a service to verify whether case law remains valid or has been changed or overruled.

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

RESOLUTION

NO:

2013-12-350

LIVINGSTON COUNTY

DATE:

December 2, 2013

RESOLUTION TO AMEND RESOLUTION # 2012-12-352 WHICH AUTHORIZED THE ISSUANCE OF A BLANKET PURCHASE ORDER FOR CDWG, INC. FOR CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2013 - INFORMATION TECHNOLOGY

WHEREAS, on December 17, 2012, the Board of Commissioners approved Resolution # 2012-12-352 which authorized the issuance of a blanket purchase order for contract services and hardware purchases for the Information Technology department; and

WHEREAS, the Purchase Order for CDWG, Inc needs to be amended to increase the amount by \$50,000 to cover expenditures for the rest of the year; and

WHEREAS, the need to amend the blanket purchase order has occurred because of several factors including: the construction of the EMS facility, the increased emphasis on data security, and the replacement of critical network equipment that has reached end of life; and

WHEREAS, there are sufficient funds in the Information Technology budget to cover these expenditures; and,

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves amending the Blanket Purchase order authorized on Resolution #2012-12-352 for CDWG, Inc. from \$200,000.00 to \$250,000 for contract services and hardware purchases for the Information Technology department due through the end of the year.

#

#

#

MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz, Chief Information Officer
Date: 11/22/2013
Re: Amending Resolution #2012-12-352

Attached for your review and approval is a Resolution for authorization to increase the blanket purchase order to CDWG for the remainder of 2013.

On December 17th, 2012 the Board approved Resolution # 2012-12-352 which authorized a blanket purchase to CDWG in the amount \$200,000 for contracted services and hardware purchases for the calendar year 2013. For 2013 the authorized amount for the blanket purchase is not sufficient due the construction of the EMS Facility, the emphasis on data and network security, and the replacement of several pieces of critical network equipment.

Purchasing the IT equipment for the EMS Facility drew \$31,528 from the existing blanket, the additional security measures added another \$18,100, and the replacement network items were \$35,454.22.

Therefore, I am requesting the attached resolution be approved which authorizes amending Resolution # 2012-12-352 to increase the blanket purchase order to CDWG from \$200,000.00 to \$250,000. There are sufficient funds in the Information Technology budget to cover these expenditures.

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

RESOLUTION

NO: 2013-12-351

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION TO APPOINT AN ALTERNATE FOR A COMMUNITY BASED ORGANIZATION SECTOR MEMBER ON THE LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL

WHEREAS, A current Community Based Organization member is requesting that a new alternate be named for their seat on the Livingston County Workforce Development Council, and

WHEREAS, Alternates may be appointed at the request of the full board member, pending approval from the Livingston County Board of Commissioners; and

WHEREAS, The WDC Executive Committee of the Livingston County Workforce Development Council will review said nominations at their meeting on January 9, 2014; and

WHEREAS, The following are nominated to serve as alternates for the members named below:

Alternate Member	For Council Member:	Sector Representation
Joan Leshley, Oakland <i>Livingston Human Service Agency</i>	Erica Karfonta	Community Based Organization

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints the Workforce Development Council alternate as outlined above.

#

MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 11/25/2013
Re: Appointment of an alternate to the Workforce Development Council

One member of the Workforce Development Council (WDC) is requesting that a new person from their organization be named as an alternate for the Council. The Workforce Investment Act (WIA) and state policy mandates that a majority of WDC members be representatives of the Private Sector with the remaining members coming from education, labor, public assistance, rehabilitation agencies, economic development and community-based organizations.

The current alternate resigning is in the following sector:

Community Based Organization - 1 seat

The Executive Committee of the Workforce Development Council will review the recommendation of the following person at their meeting on 1/9/14:

Community Based Organization **Joan Leshley** Oakland-Livingston Human Service Agency
* Alternate for Erica Karfonta

A complete list of all nominees appears in the tables below. A resolution appointing alternates to the Workforce Development Council is also attached for your consideration.

MEMBER NOMINATIONS
LIVINGSTON COUNTY
WORKFORCE DEVELOPMENT COUNCIL 2013

ALTERNATE	SECTOR REPRESENTATION
Joan Leshley , Oakland Livingston Human Service Agency Alternate for Erica Karfonta, Oakland Livingston Human Service Agency	Community Based Organization

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

RESOLUTION

NO: 2013-12-352

LIVINGSTON COUNTY

DATE: December 2, 2013

RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE VETERANS RELIEF FUND TO THE GENERAL FUND - Veterans

WHEREAS, the Board of Commissioners approved the levy of the Veterans Relief millage at 1/20 of mill in Resolution # 2009-06-193; and

WHEREAS, the Veterans Relief Millage is used to assist indigent veterans within Livingston County; and

WHEREAS, the funds generated from the millage can be used to fund the time and materials utilized by the Veterans Affairs staff with the aid of indigent veterans; and

WHEREAS, the Veterans Affairs Committee has approved the amount for the first, second, and third quarters of 2013 that will be transferred from the Veterans Relief Fund to the General Fund; and

WHEREAS, the amount to be transferred is \$5,355 for the first quarter, \$5,390 for the second quarter, and \$4,585 for the third quarter of 2013.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the transfer of funds from the Veterans Relief Fund to the General Fund in the amount of \$15,330 for the first, second, and third quarters of 2013 for work related specifically to the indigent veterans of Livingston County.

#

#

#

MOVED:

SECONDED:

CARRIED:

Resolution Number : 2013—02

Moved by Wallace Seconded by Atkins

Authorizing transfer of funds from County Indigent Veterans Fund, back to the County in payment of direct services for indigent veterans.

Whereas, the Livingston County Veterans Committee Indigent Fund is administered to help indigent veterans of the county, under authority of the State of Michigan and the County of Michigan, and:

Whereas, in the FIRST quarter of 2013 (January - March 2013), the Veterans Affairs office reported expenses to assist Indigent veterans as follows:

A total of 153 hours, representing \$ 5,355 was expended for direct services personnel, compensation and benefits to assist indigent veteran services,

Therefore, be it resolved, that the Veterans Affairs Committee authorizes the transfer of the sum of \$ 5,355 to the County of Livingston for services and support provided on behalf of indigent veterans for the 1st Quarter of 2013, and hereby authorize the County Treasurer to dispense the county to the account they see fit.

Approved

Date: 05/09/2013

Voting For: Colone, Wallace, Pratt, Heatwole, Atkins

Voting Against: None

(Works out to \$35 per hour for the 153 chargeback hours.).

Using the rate of \$35 based on two years history of hourly rate, times the number of direct chargeback hours NOT including Josh's salary.

Resolution Number : 2013—03

Moved by Pratt _____ Seconded by Heatwole _____

Authorizing transfer of funds from County Indigent Veterans Fund, back to the County in payment of direct services for indigent veterans.

Whereas, the Livingston County Veterans Committee Indigent Fund is administered to help indigent veterans of the county, under authority of the State of Michigan and the County of Michigan, and:

Whereas, in the SECOND quarter of 2013 (April - June 2013) , the Veterans Affairs office reported expenses to assist Indigent veterans as follows:

A total of 154 hours , representing \$ 5,390 was expended for direct services personnel, compensation and benefits to assist indigent veteran services,

Therefore, be it resolved, that the Veterans Affairs Committee authorize the transfer of the sum of \$ 5,390 to the County of Livingston for services and support provided on behalf of indigent veterans for the 2nd Quarter of 2013, and hereby authorize the County Treasurer to dispense the county to the account they see fit.

Approved

Date: 11-7-13 _____

Voting For: Pratt, Heatwole, Colone, Wallace and Atkins

Voting Against: None

(Works out to \$35 per hour for the 154 chargeback hours.).
Using the rate of \$35 based on two years history of hourly rate, times the number of direct chargeback hours NOT including Josh's salary.

Resolution Number : 2013—04

Moved by Pratt Seconded by Heatwole

Authorizing transfer of funds from County Indigent Veterans Fund, back to the County in payment of direct services for indigent veterans.

Whereas, the Livingston County Veterans Committee Indigent Fund is administered to help indigent veterans of the county, under authority of the State of Michigan and the County of Michigan, and:

Whereas, in the THIRD quarter of 2013 (July - September 2013) , the Veterans Affairs office reported expenses to assist Indigent veterans as follows:

A total of 131 hours , representing \$ 4,585 was expended for direct services personnel, compensation and benefits to assist indigent veteran services,

Therefore, be it resolved, that the Veterans Affairs Committee authorize the transfer of the sum of \$ 4,585 to the County of Livingston for services and support provided on behalf of indigent veterans for the 3rd Quarter of 2013, and hereby authorize the County Treasurer to dispense the county to the account they see fit.

Approved

Date: 11-7-13

Voting For: Pratt, Heatwole, Colone, Wallace and Atkins

Voting Against: None

(Works out to \$35 per hour for the 131 chargeback hours.).
Using the rate of \$35 based on two years history of hourly rate, times the number of direct chargeback hours NOT including Josh's salary.

RESOLUTION

NO:

2013-12-353

LIVINGSTON COUNTY

DATE:

December 2, 2013

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES WAGES, HEALTH PLAN, AND OTHER BENEFITS FOR 2014 FISCAL YEAR

WHEREAS, the economy of the State of Michigan has started to recover and the County has seen guarded increases in taxable value of real and personal property (Taxable Value); and

WHEREAS, over the last several years Livingston County has been forced to reduce the cost of government through restructuring, employee layoffs, early retirement incentives, benefit reductions and cost sharing; and

WHEREAS, to mitigate costs, the Board of Commissioners directed the following changes starting in 2010 to non-union benefit plans pursuant to Resolutions 2009-08-266, 2009-10-316, and 2010-10-277:

- provide new base medical plan, BCBSM Community Blue PPO4, for non-union employees, elected officials and judges
- implement cost sharing of health and dental insurance based on hours worked and date of hire
- implement a two tier wage scale and benefit package for those hired on/after November 1, 2009; and

WHEREAS, these same concessions were obtained from bargaining units starting in 2011 and 2012 but were accompanied by signing bonuses ranging from \$1,000 to \$1,500 per employee. However, non-union employees have not received a similar payment; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321 and #2012-10-282 to exempt the County from the employee premium sharing contributions required under 2011 PA 152.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials and judges health plan and other benefits for 2014:

1. Benefit changes effectuated by Resolutions #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.
2. Effective January 1, 2014, regular non-union employees shall receive a 1.18% increase in wages. This increase is reflective of the 1.18% increase in Taxable Value from 2012 to 2013. For those employees whose wages have been red-circled based on the 2004 Plante

Moran wage study, this 1.18% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade. Employees receiving compensation pursuant to the Special Pay policy shall in no case receive a salary greater than the top step of the salary range of the higher classification for out-of-class pay, acting pay, or job splitting pay.

3. Effective January 1, 2014, elected officials (excluding County Commissioners and Judges) whose compensation is determined by Resolution 2012-09-251 shall receive a 1.18% increase in wages. This increase is reflective of the 1.18% increase in Taxable Value from 2012 to 2013.
4. Effective July 1, 2014, regular non-union employees (excepting regular non-union employees engaged in equalization) shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 as approved by the State of Michigan after final equalization and reported July 1, 2014, capped at 3%. For those employees whose wages have been red-circled based on the 2004 Plante Moran wage study, this increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade. Employees receiving compensation pursuant to the Special Pay policy shall in no case receive a salary greater than the top step of the salary range of the higher classification for out-of-class pay, acting pay, or job splitting pay.
5. Effective July 1, 2014, elected officials (excluding County Commissioners and Judges) whose compensation is determined by Resolution 2012-09-251 shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 as approved by the State of Michigan after final equalization and reported July 1, 2014, capped at 3%.
6. Effective January 1, 2014, regular non-union employees (excluding temporary employees) shall receive a one-time only, not added to base, pay bonus of \$1,300 in recognition of prior concessions in wages and benefits. This payment will be pro-rated for part-time employees based on Board authorized full time equivalent.

7. Effective January 1, 2014, elected officials (excluding County Commissioners and Judges) shall receive a one-time only, not added to base, pay bonus of \$1,300 in recognition of prior concessions in wages and benefits.

8. Effective January 1, 2014, in the first year of employment, a non-union new hire whose initial rate of pay is at the hire or 6 month step can be increased to the 1 year step of their scale with the approval of the County Administrator and/or Human Resources Director. The Classification/Compensation Administrative Guidelines policy shall hereby be amended to reflect this change.

9. Effective January 1, 2014, regular non-union, part-time employees shall receive holiday pay according to the following schedule:

SCHEDULED 30-39 HOURS PER WEEK	5 hours
SCHEDULED 21-29 HOURS PER WEEK	4 hours

- The holiday pay section of the Personnel Manual shall hereby be amended to reflect this change.

10. Effective January 1, 2014, regular non-union, part-time employees shall receive annual pay increases as opposed to having to reach minimum hours worked (2,080 hours). The Personnel Manual section related to compensation for part-time employees shall hereby be amended to reflect this change.

11. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2014 benefit year.

12. A comprehensive wage study will be performed for all non-union positions in 2014 and shall be approved under separate resolution.

BE IT FURTHER RESOLVED that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby

exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2014 (January 1, 2014 through December 31, 2014).

BE IT FURTHER RESOLVED that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes.

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO.

2013-12- 354

LIVINGSTON COUNTY

DATE:

December 2, 2013

RESOLUTION ADOPTING THE 2014 LIVINGSTON COUNTY BUDGET - BOARD OF COMMISSIONERS

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

WHEREAS, the County Administrator has submitted a proposed budget as required by statute which implements board policies; Elected Officials, Judges and Department Directors were requested to submit a line-item budget; and,

WHEREAS, the Finance Committee has requested and reviewed the proposed budget for the County departments, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2014 Budget to the Board of Commissioners; and

WHEREAS, on the 3rd of June, 2013, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.3897 on June 3, 2013, to support the 2014 General Fund Budget; and

WHEREAS, it is recommended that the 2014 General Fund Budget be approved for the total of \$41,394,884 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2014 Budget Plan, as well as the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2014 Budget was filed with the Livingston County Clerk on the 20th day of November, 2013; pursuant to state statute; and

THEREFORE BE IT RESOLVED that the 2014 General Fund Budget is approved in the amount of \$41,394,884 and revenues shall be appropriated and expenditures budgeted for the 2014 General Fund Budget, Special Revenue Funds, and Enterprise Funds on a fund and cost center basis in the amounts set forth below.

PROSECUTING ATTORNEY		
Family Support	101-26717	\$78,373
Prosecuting Attorney	101-26700	\$1,946,914
Federal Grants	238-26717	\$237,492
State & Other Grants	239-26718	\$112,455
Prosecutors Drug Fund	264-26700	\$5,000

PROBATION - CIRCUIT		
Circuit Court Probation	101-15100	\$98,241

EQUALIZATION		
Equalization	101-25700	\$462,980

VETERANS AFFAIRS		
Veterans Affairs	101-68200	\$288,033
Veteran's Relief Fund	239-68900	\$385,100
Veteran's Trust Fund	294-68300	\$20,000

MSU EXTENSION		
MSU Cooperative Ext	101-26100	\$216,389

PERSONNEL & PAYROLL		
Human Resources	101-27000	\$516,799

COUNTY CLERK		
County Clerk	101-21500	\$478,051
Co. Clerk Circuit Crt Div.	101-21599	\$689,577
Tax Allocation	101-24800	\$1,000
Elections	101-26200	\$141,121

DRAIN COMMISSIONER		
Drain Commission	101-27500	\$1,910,795
DPW	101-44100	\$134,866
Drains Public Benefit	101-44500	\$200,000
Landfill Fund	517-44100 <i>General Fund Appropriation</i>	\$103,895 \$68,198
Septage Receiving Station	577-27500	\$1,194,783

REGISTER OF DEEDS		
Register of Deeds	101-26800	\$650,862
Co. Survey Remonumentation	245-27800	\$133,773
Register of Deeds Automation	256-26801	\$105,980
Plat Board	101-24900	\$500

TREASURER		
Treasurer	101-25300	\$878,687
Chargebacks	101-89900	\$10,000
Homestead Property Exemption	255-22300	\$7,200

ANIMAL CONTROL		
Animal Shelter	101-43000	\$575,276

COUNTY ADMINISTRATION		
Board of Commissioners	101-10100	\$486,874
Administration	101-17200	\$555,595
Auditing & Professional Services	101-22300	\$125,000
ERP Project	101-19200	\$360,835
Purchasing	101-23300	\$197,386
Facilities Services	101-26500	\$17,208
Civil Counsel	101-26900	\$200,000
Mental Health	101-64900	\$600,470
Senior Services	101-67200	\$134,088
Economic Development	101-72800	\$183,480
Community Action Programs	101-74700	\$724,661
Insurance Policies & Bonds	101-85100	\$1,100,000
Ins – Unemployment	101-87000	\$50,000
Contingencies	101-96800	\$1,733,433
Appropriations	101-96600	\$3,024,423
Lutz County Park	156-75100	\$18,797
Fillmore Estate Co Park	157-75100	\$6,963
Small Cities CDBG	243-72800	
CDBG – OLHSA	244-69000	\$5,000
Federal Grants	238-72800	\$150,000
Rev Sharing Reserve Fund	Fund #285	\$0
Social Welfare Fund	290-67000	\$9,000
	<i>General Fund Appropriation</i>	<i>\$9,000</i>
Benefit Fund	677-85200	\$8,153,068

AIRPORT		
Airport Fund	581-05400	\$1,031,748

AMBULANCE		
Ambulance Fund	210-65100	\$8,699,225
Medical Examiner	101-64800	\$287,770

BUILDING & SAFETY ENGINEERING		
Building Safety	542-37100	\$1,953,581

CENTRAL DISPATCH / 911		
911 Services	261-32500	\$4,571,788

SHERIFF		
Sheriff – Road Patrol	101-30100	\$7,097,809
Court Security Officers	101-30500	\$329,005
Secondary Road Patrol	101-30106	\$139,129
Jail	101-35100	\$7,013,208
Seat Belt Grant	238-30100	\$11,078
OWI Grant	238-30100	\$25,888
State Secondary Road & Training Grants	239-30106 239-30100	\$235,105 \$16,000
Corrections Officers Training	263-35100	\$33,900
Drug Law Enforcement Fund	265-30100	\$136,500
Federal Equitable Sharing	266-30100	\$160,053
OUIL Forfeiture Fund	267-30100	\$6,000
Criminal Forfeiture Fund	296-30100	\$5,000

HEALTH DEPARTMENT		
Contagious	101-60500	\$4,000
Health Department	101-60100	\$295,903
Health Fund	221-60100 <i>General Fund Appropriation</i>	\$3,523,063 \$438,689

JOB TRAINING SERVICE / MICHIGAN WORKS!		
Michigan Works	277-74300	\$2,827,171

PLANNING		
Planning	101-72100	\$331,821
Federal Grants	238-72100	\$0

COMPREHENSIVE COMMUNITY CORRECTIONS		
Comprehensive Community Correction	275-36200 <i>General Fund Appropriation</i>	\$249,494 \$56,871

L.E.T.S		
L.E.T.S.	588-53800	\$3,8330,300

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

CIRCUIT COURT		
Circuit Court	101-13100	\$1,572,442
Juvenile Court	101-14900	\$1,068,930
Appellate Court	101-16700	\$67,000

CIRCUIT COURT		
Central Services	101-16800	\$1,276,325
Federal Grants	238-16800	\$55,000
State Grants	239-16800	\$40,000
	239-16800	\$67,000
	239-16800	\$55,000
	239-16800	\$40,000
	239-16800	\$122,300
Law Library Fund	269-14500	\$6,600
Child Care Fund	292-66200	\$2,453,325
	<i>General Fund Appropriation</i>	<i>\$1,140,101</i>

FRIEND OF THE COURT		
Family Counseling Services	214-14100	\$13,000
Friend of Court	215-14100	\$2,405,268
	<i>General Fund Appropriation</i>	<i>\$644,064</i>

DISTRICT JUDGE, 53RD DISTRICT		
District Court	101-13600	\$2,447,437
State & Other Grants	239-16800	\$110,000

PROBATE JUDGE		
Probate Court	101-14800	\$680,188
Guardianship Services	101-15000	\$12,000

BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds is also approved; but not as part of the Livingston County Budget for 2014, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

BUILDING SERVICES		
Building Services	631-26500	\$2,563,207

CAR POOL		
Car Pool Fund	661-26300	\$1,402,112

INFORMATION TECHNOLOGY		
Information Technology	636-22800	\$4,212,498

BE IT FURTHER RESOLVED, that during these challenging economic times County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners

during the 2014 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget quarterly, if projected expenditures exceed the authorized budget by 3% or projected revenues are less than budget by 3%; then, they shall present a corrective plan of action to the Finance Committee.

BE IT FURTHER RESOLVED, that the Chief Administrative Officer is authorized to execute transfers among line items and cost centers within limits of \$25,000 per transfer without the prior approval of the Board of Commissioners. The Chief Administrative Officer will notify the Finance Committee of any such transfers.

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

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

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

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

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

BE IT FURTHER RESOLVED that the mileage reimbursement rate for non-union and elected officials for use of their personal vehicles to travel/perform county business be established at \$.40 per mile.

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

BE IT FURTHER RESOLVED that the approved Authorized & Funded Employee List contained in the attached budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List. Requests for positions placed in contingency must be authorized by the appropriate subcommittee and Board of Commissioners prior to filling.

BE IT FURTHER RESOLVED that all of the positions below be authorized along with the approved 2014 budget and the Authorized & Funded Employee List be amended to reflect the authorization of the positions:

ADMINISTRATION – Deputy County Administrator shared amongst three current employees; two part-time paid interns

HUMAN RESOURCES – Part-time 20 hour per week Administrative Aid

JAIL – Request of three (3) new Corrections Officers

ANIMAL CONTROL – Promotion of One (1) employee and the Addition of One (1) Part-Time Employee

911 CENTRAL DISPATCH – Addition of One (1) Non-Union Quality Assurance Supervisor Position

LETS – Request of a departmental reorganization including one (1) additional full time driver

BE IT FURTHER RESOLVED that beginning in 2014 the County will utilize Position Control in the County's ERP system to maintain all Board authorized positions. All resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will state the approved funding source and amount approved for that position clearly on the resolution, as well as provides a complete listing of all positions and their corresponding FTEs. Positions being funded by grants or other sources of funding will not be created or added in the County Position Control File until an approved categorized budget from the awarding agency is received by County Administration Finance as the position will be tied to this funding source in Position Control.

BE IT FURTHER RESOLVED that the hiring freeze enacted by the Board of Commissioners on July 7, 2008 remains in effect. All vacancies that occur during this hiring

freeze are hereby declared to be a position reduction on the Authorized & Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Heads budget. Said vacated position shall not be filled, except by specific Board authorization, which will consider positions required to maintain mandated functions at serviceable levels. A request for specific Board authorization must be done through the Vacancy Review process, which shall hereby be amended to require departments to provide metrics to substantiate the need to fill the vacated position.

BE IT FURTHER RESOLVED that if the Board of Commissioners authorizes a vacant position shall be filled; then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2014 fiscal year open for the appropriate duration of time to properly compensate for vacation and/or sick pay-offs and/or any separation payments to insure personnel expenditures don't exceed the 2014 authorized budget provided that mandated functions can be performed at a serviceable levels.

#

MOVED: Commissioner

SECONDED: Commissioner

CARRIED:

LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue, Suite 202
Howell MI 48843
TEL: (517) 546-3669
FAX: (517) 546-7266



BELINDA M. PETERS
County Administrator
bpeters@livgov.com

MEMORANDUM

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: CAROL S. GRIFFITH - BOARD CHAIRWOMAN; STEVE E. WILLIAMS - BOARD VICE-CHAIRMAN; DENNIS L. DOLAN - FINANCE CHAIRMAN; and, BELINDA M. PETERS - CO. ADMINISTRATOR

RE: 2014 LIVINGSTON COUNTY BUDGET

DATE: NOVEMBER 20, 2013

The attached 2014 Livingston County Budget Plan balances proposed expenditures against revenue projections and available reserves. Elected Officials, Judges and Department Directors continue to do an exceptional job of minimizing requests during these challenging economic times while maintaining service levels to our citizens.

Traditionally, a fiscal year links the past with the future; fiscal year 2013 maybe coined as the year of completion for several major projects that have spanned many, many years:

- **JOHN E. LA BELLE PUBLIC SAFETY COMPLEX:** This project has been in the planning stages for seven years. This is a perfect example of cooperation / collaboration / consolidation of services with the University of Michigan, Livingston County EMS & Lansing Community College. The grand-opening was November 1, 2013.
- **AIRPORT EXPANSION - NEW TERMINAL:** Construction started in the fall of 2012 and the grand-opening was September 17, 2013.
- **TECHNOLOGY ENHANCEMENTS:**
 - Website redesign rolled out in May, 2013 to enhance service delivery and transparency.
 - Department wide update of desktop software / hardware and system-wide security;
 - Implementation of a state of the art ERP system (financial software system)
 - Phase I-A which includes general ledger, cash receipts, accounts payable, purchasing & project ledger went live on October 1, 2013; Phase I-B which includes fixed assets is set to go-live January 1, 2014.
 - Phase II-A Payroll is projected to go-live January 1, 2014 & Phase II-B Human Resources and Employee Self-Service is projected to go-live April, 2014.
 - Phase III & IV – Work Orders, Fleet Management, Inventory and Permitting are expected to begin in January and continue throughout 2014.

- **LATSON ROAD INTERCHANGE:** A partnership with Livingston County, Michigan Department of Transportation (MDOT), Road Commission for Livingston County, Genoa Township and Private Investors was successful in the construction of the Latson Road Interchange. Projected opening is late 2013, weather permitting.
- **SIMULCAST:** This system provides simultaneous dispatch of public safety resources, including both fire and EMS; expediting response times and reliable service to our customers. This project is substantially complete.
- **CONCURRENT JURISDICTION FOR COURTS:** The concurrent jurisdiction plan is an agreement between the judges to handle cases in the circuit, probate, and district courts in a manner that seeks to resolve cases promptly and with the judicial attention needed to achieve fair and equitable results. The goals of the Livingston County Concurrent Jurisdiction plan are to facilitate the efficient use of judicial court personnel and other resources in matters of common interest; to promote understanding, communication, and cooperation among member courts and funding units; and to enhance the delivery of court services to the public.

It is expected that all of these projects will enhance the health, safety and welfare for our residents; economic development; and the efficiency/effectiveness of service delivery for our residents.

ECONOMY & LOCAL KEY ECONOMIC INDICATORS

The national, state and local economy continues to stabilize and show signs of recovery. There are several key economic indicators that show encouraging signs that we are also experiencing recovery at a local level.

For the second consecutive year, it is projected that taxable value will increase. In the current year, 2013, it is expected to increase by 1.7%. This is attributed to increases in median home prices and new construction. The increase takes into account that in 2014 the County's industrial and commercial personal property, with a combined taxable value less than \$40,000, will be exempted from property taxes.

For the fourth consecutive year residential and commercial building permits are steadily increasing:

- ↗ 2010 up 24%
- ↗ 2011 up 12%
- ↗ 2012 up 36%; and,
- ↗ 2013 up 27% (to date)

The total number of building permits to date for 2013 surpasses our highest year in history (2006) by 214 permits. Likewise, related building activities in the Health Department and Drain Office are also increasing.

The number of foreclosed properties, as reported by the Register of Deeds Office, has dropped precipitously for the third consecutive year. 2010 was the peak year at 1,164 foreclosures. Reported as of October 31, 2013, there are 406 foreclosures; representing a 65% decline since 2010.

Additionally, there has been a decline in number of parcels offered at the delinquent tax sale and in delinquent taxes charged-back to local units of government.

FUTURE CHALLENGES

However, although signs are positive, recovery will be slow. Therefore, as stewards of the public trust, we must continue to be prudent and fiscally conservative in preparing for 2014 operations. We must continue to

be cognizant of the future as it relates to a number of complex, inter-related issues, of which most are outside of our span of authority, including:

- ◆ Governor Snyder's Reinventing Michigan agenda and the State Legislature reform actions (State Shared Revenue and Personal Property tax repeal and replacement)
- ◆ An evolving economy
- ◆ Health care reform
- ◆ Increases in community need
- ◆ Decline in real estate values have permanently reduced the threshold of property tax revenue for governments in Michigan. Constitutional tax limitations prevent taxable values for existing property to rise greater than the rate of inflation or 5%, whichever is less. Projected inflation for 2013 is 1.6% and 1.4% for 2014;
- ◆ Potential inability of a few county townships, to meet their contractual obligations and pay debt service on bonds that carry the backing of the County's full faith and credit; and,
- ◆ Escalating requirements to fund liabilities for pension and retiree health insurance.

The largest challenge for the Board of Commissioners is balancing the numerous service demands of different customers; balancing mandated County services with discretionary programs; reaching a consensus on mandated versus discretionary services and defining "serviceable levels" such as road patrol and jail expansion; balancing maintenance levels for infrastructure that support service delivery; balancing new initiatives with the technology needed to enhance efficiency/effectiveness; balancing departmental requests with available resources.

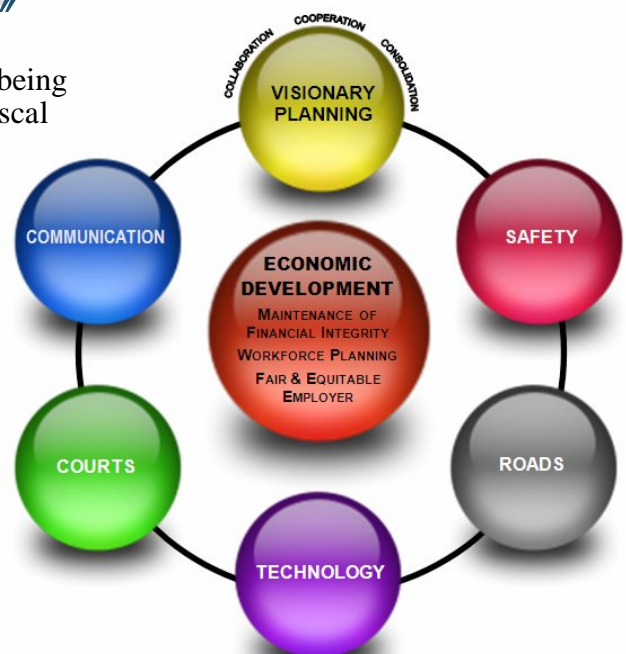
As department requests continue to outpace resources, the Board must continue to prioritize available resources with Board identified priorities and programs. Finally, the long term fiscal stability of Livingston County is much more than simply balancing annual revenues with annual appropriations; but, a process to maintain long-term fiscal integrity.

Hence, the theme for the Livingston County 2014 Annual Budget is:

"Creating Solutions for our Present and Future"

Redefining government is essential to moving forward and being successful. Fundamental change is necessary to maintain fiscal sustainability long-term. The limited ability of Livingston County to raise revenues in the face of increasing expenses will require adjustments in the way business is conducted. Livingston County must continue to actively seek and create partnerships with Townships, surrounding Counties, non-profit organizations and private business in order to reduce unit costs achievable through greater economies of scale.

For the past decade, the County has worked tirelessly to reduce annual operating costs against declining annual revenues. These efforts have proven successful. In mid-2013 the Board of Commissioners held a strategic planning session to begin redefining Board priorities, the outcome of that strategic session can be seen on the right.



The Board has handed these priorities off to Elected Officials and Department Directors to analyze current conditions and propose an action plan to support Board policies. It is expected that this work will take all of fiscal year 2014 to prepare.

PROPOSED 2014 BUDGET

Every department was mindful of the current challenges when submitting their department requested budgets. Budget targets were provided to each department and the majority managed to meet those targets without any additional requests. We appreciate the responses to our current fiscal challenges that the Judges, Elected Officials, Department Directors, and all our employees offered.

The proposed 2014 budget (including general fund, special revenue, enterprise and internal service funds) has a total expenditure requirement of \$74.2 million, which is a 2.9% decrease from the amended 2013 budget. The proposed budget includes operating expenditures of \$71 million, and capital expenditures of \$3.2 million.

The majority of the budget discussions that follow are regarding the County General Fund Budget which is the main operating budget for Livingston County. A handful of departments are funded by special revenue, enterprise or internal service funds and are required to balance annual operating expenditures within annual operating revenues.

∞ REVENUES ∞

Livingston County has traditionally been conservative when estimating revenues. In order to minimize the need for mid-year adjustments, it is critical that estimates for both revenues and expenses be as tight and realistic as possible. The budget submitted has been prepared with conservative yet realistic projections based on historical and current year trends.

Revenues projected for the General Fund fiscal year 2014 are \$40.8 million. The overall change from the current 2013 amended budget of \$40.1 million (excluding fund balance) is \$727,989 or 1.8% increase. The proposed 2014 budget includes the use of \$581,002 of fund-balance for one-time expenditures.

MILLAGE RATES

Livingston continues to have the lowest millage rate of all 83 Michigan counties. Because no Headlee rollback is required, the proposed general operating millage for the July 1, 2014 tax levy is 3.3897 mills. In addition to the operating millage, the Board of Commissioners, at its meeting on June 3, 2013 adopted the millage rate for Ambulance - .3000 mills and Veterans Relief - .0500 mills. The total millage rate for 2014 is 3.7397 mills, which is the same millage levied since 2009. The general operating tax levy of 3.3897 has remained constant since 2006. As demand for services by the community increases it will be near impossible to provide a greater level of service without increasing the general operating millage.

TAXES

Revenues from taxes are projected to increase approximately 2.3%. Proposed 2014 General Fund tax revenues are \$25.7 million, which is a decrease of \$3.0 million or 10% from our highest year in 2007 of \$28.7 million. The County's State Taxable Value (STV) experienced its first decrease in 2009 and continued to decline through 2012. As previously stated, STV increased 1.18% for 2013 and is projected to increase 1.7%

for 2014. This is important because property taxes are the largest source of general fund revenue representing 63% of total revenues.

Personal Property Tax (PPT) is being eliminated with the first phase of elimination taking effect in 2014. Beginning in 2014, businesses would be exempted from paying PPT if their personal property has a taxable value less than \$40,000. This equates to a loss of tax revenue for Livingston County of approximately \$108,000, which has been factored in this budget recommendation. The plan is to maintain PPT on utility equipment and phase out commercial and industrial PPT by 2023.

The personal property tax elimination is a very complex issue and is contingent upon the voters of the State of Michigan authorizing, at the polls in August 2014, the reallocation of the Michigan use tax to the Metropolitan Areas Metropolitan Authority (MAMA) for potential reimbursement of loss revenues to some counties. We will continue to monitor the status of PPT and its potential impact on tax revenues.

STATE SHARED REVENUE

The County has fully exhausted the funds in the Revenue Sharing Reserve Fund. In 2013, the County once again began receiving state shared revenue from the State. However, Governor Snyder essentially ended the revenue sharing program and replaced it with the County Incentive Program (CIP). In order to receive these funds (which have historically been used for general operations), the County must meet the three following criteria for CIP compliance: **Accountability and Transparency** - Deadline for compliance October 1st; **Consolidation of Services** - Deadline for compliance February 1st; and, **Employee Compensation** - Deadline for compliance June 1st.

The County will meet the above criteria to receive \$2.485 million for full funding of the CIP. This is a \$615,000 reduction from our full allocation of \$3.1 million in 2013. The State has created a "Competitive Grant Assistance Program" to provide incentive-based grants to municipalities and school districts that elect to combine government operations. The source of funding for this competitive grant is local units reduced CIP. We will continue to look for projects that meet the criteria of the grant program.

CHARGES-FOR-SERVICES & FEES

Other major sources of funding for county general operating services are license & permit fees, charges for services, and fines & forfeitures. Projected for fiscal year 2014, is an increase of approximately 4%, or \$286,000. This is due primarily to the increased activity in real estate and building functions. This is the net increase taking into consideration that the public safety departments' charges-for-services have declined.

EXPENDITURES

Expenditures projected for the General Fund fiscal year 2014 are \$41.4 million. In 2013 a \$1 million one-time expense was authorized by the Board of Commissioners to the County pension program for the purpose of increasing the funding level of the pension program. Removing the one-time expense the overall change from the current 2013 original budget of \$40.7 million is an increase of \$700,000. The proposed 2014 budget includes the use of \$581,002 of fund-balance for one-time expenditures. The overall change from 2013 is minimal at \$102,745. The increase in expenses is related to one-time projects or equipment purchases.

PERSONNEL

Over the past decade, the Board of Commissioners has adopted a number of actions to reduce the ongoing costs of Livingston County government. Employees are the single largest asset to the County, but also

comprise the largest expense. Personnel costs represent 56.4% of all funds operating budget for 2014 and 57.4% of the General Fund operating budget.

As the economy continues to improve Livingston must recognize the commitment of its employees and their respective dedication to provide services to the residents of Livingston County. One of the top priorities of the Board of Commissioner's strategic planning session was to be a fair and equitable employer. In order to retain and attract talent, we must maintain a competitive compensation system for all employees.

During the past several years, all employee groups including non-union and 6 collective bargaining units have worked with the County by making concessions in the areas that significantly affect our budget: wages, healthcare and pension. Funds have been budgeted in contingency for all employee groups for modest and sustainable salary adjustments.

NEW POSITIONS PROPOSED IN 2014 BUDGET

ADMINISTRATION – Deputy County Administrator shared amongst three current employees; two part-time paid interns

HUMAN RESOURCES – Part-time 20 hour per week Administrative Aid

JAIL – Request of three (3) new Corrections Officers

ANIMAL CONTROL – Promotion of One (1) employee and the Addition of One (1) Part-Time Employee

911 CENTRAL DISPATCH – Addition of One (1) Non-Union Quality Assurance Supervisor Position

LETS – Request of a departmental reorganization including one (1) additional full time driver

PENSION & OPEB COSTS

Over the past several years Livingston County has strived to reduce the unfunded liability for both pension and retiree healthcare. For the past three years, a payment of \$1.0 million greater than the annual required contribution has been deposited into our employees' retirement system; for a total additional contribution of \$3.0 million. As of December 31, 2012 our employees' pension plan is 74% funded. This action has resulted in minimizing future increases to our minimum annual required contribution.

In 2003, the retiree health care trust was created to begin funding retiree healthcare obligations. Many changes have been made over the years to manage this program. As of the December 31, 2012 actuarial analyzes, this program is 54% funded.

CAPITAL REQUESTS

- General Fund
 - ERP – Continuation of the implantation phase of the countywide state of the art Enterprise Resource Planning tool
 - Jail – Replacement of the jail electronics system
- EMS Fund – Rechassis of 2 ambulances and replacement of 2 ventilators and pump systems
- 911 Fund – Finalization of the simulcast system; Homeland Security Grant Program projects (Generator replacements, portable radio replacements, tactical body armor, fiber optic cable replacement, school know box, air monitors, & tactical night vision)

- Drug Law Enforcement Fund – Rechassis one crime scene vehicle
- LETS Fund – Driveway repairs; install building generator Section 5339 Funded; replacement of six (6) buses, State of Good Repair Grant Funded; Peoples Express bus replacement, CMAQ Grant Funded
- Facility Services Fund – HVAC Maintenance & Repairs, Parking Lot Maintenance, Carpeting Replacement, Historic Courthouse repairs and Maintenance, Jail pit Rebuild
- IT Fund – Mobile Device Management Software, Replacement of end of life Wireless Access Points, Implementation of a Next-Gen Firewall with Intrusion Prevention Service, Expansion of Security Camera System, Expansion of the Security Door Lock System, Upgrade to the Blade Servers
- Car Pool Fund – 17 total replacement vehicles; 8 for sheriff road patrol, 1 for jail, 2 for building inspections, 1 for EMS, 2 for car pool, 1 for animal control, 1 for juvenile court, 1 for health

COUNTY STRUCTURE

Inasmuch as counties are governmental entities directed by State Constitution and/or statute to maintain certain elected offices, as well as conduct specific responsibilities, many expenses are mandated. The Michigan Constitution requires the following offices:

ELECTED OFFICES	2014 RECOMMENDED BUDGET
Board of Commissioners:	\$ 486,874
Clerk:	\$ 620,172
Convention Tax / Substance Abuse:	\$ 596,544
Drain Commissioner:	\$ 2,313,859
Prosecutor:	\$ 2,025,287
Register of Deeds:	\$ 651,362
Sheriff:	\$ 14,250,146
Treasurer:	<u>\$ 888,687</u>
Total:	<u>\$ 21,832,931</u>

Livingston County is required by statute and court decisions to fund to a serviceable level the Circuit, Probate, and District Courts, as well as the Friend of the Court. The recommended 2014 appropriation for all courts:

COURTS	2014 RECOMMENDED BUDGET
Total:	<u>\$ 10,025,310</u>

Further, the County is required to fund parts or all of the following departments:

COUNTY DEPTS.	2014 RECOMMENDED BUDGET
Animal Control:	\$ 356,671
Community Mental Health:	\$ 600,470
DHS Board:	\$ 9,000

Equalization:	\$ 462,980
Health Department:	\$ 738,592
Medical Examiner:	\$ 287,770 *
Veteran Affairs:	\$ 288,033 *
Total:	<u>\$ 2,743,516</u>

* Not entirely General Fund

Support necessary for the operation of the above departments include the following:

SUPPORT FOR COUNTY DEPTS.	2014 RECOMMENDED BUDGET
Auditing & Professional Services:	\$ 125,000
Building Services*:	\$ 17,208
Capital Replacement:	\$ 667,500
Contingencies:	\$ 1,733,433
County Administration:	\$ 555,595
ERP:	\$ 360,835
General Counsel:	\$ 200,000
HR/Labor Relations:	\$ 516,799
Information Technology*:	\$ 0
Liability Insurance:	\$ 1,150,000
Purchasing:	\$ 197,386
Retirement:	\$ 0
Total:	<u>\$ 5,523,756</u>

* Amounts in these Internal Service Fund departments are General Fund allocation not charged to specific departments.

GRAND TOTAL

Grand Total:	<u>\$ 40,125,513</u>
---------------------------	-----------------------------

Recognizing that the total 2014 General Fund expenditures are projected to be \$41,394,884 compared to the above required expenses of \$40,125,513, the reality is that there is \$1,269,371 or 3.0% available for discretionary activities.

The following are discretionary appropriations included in the general fund:

DISCRETIONARY APPROPRIATIONS	2014 RECOMMENDED BUDGET
Animal Shelter:	\$ 218,605
Area Agency on Aging:	\$ 78,688
Catholic Social Services:	\$ 27,000
Comp. Community Corrections:	\$ 56,871
Economic Development:	\$ 150,000
MSU Extension:	\$ 216,389

OLHSA:	\$ 128,117
Planning Department:	\$ 331,821
Senior Meals - Livingston County:	\$ 28,400
Small Business Center:	\$ 33,480
Total:	<u>\$ 1,269,371</u>

Finally, the following departments are funded by dedicated sources of revenue, primarily through fees and charges or grants and not dependent on General Funds for support:

- 911 / Central Dispatch
- Airport
- Building & Safety Department
- Emergency Medical Services
- Health Department
- Livingston Essential Transportation System
- Michigan Works!

The purpose of this exercise is to demonstrate that County Government is a complex, inter-related system of constitutionally, statutorily, contractually and service-oriented activities, programs and services. The consequence is that while the levels of activities may be at the discretion of the Board of Commissioners, the obligation to provide the services are not.

LONG-TERM PERSPECTIVE & SUSTAINABILITY

Livingston County has been able to manage successfully the way it has because of its strong financial management policies and practices. This is evident by its Aaa Moody's bond rating and unsolicited Standard & Poors upgrade to Aa. There are only four other counties in Michigan with the Aaa rating. While the budget is a stepping stone connecting the past to the future, the path we find ourselves traveling is marred by obstacles and uncertainty. Clearly, the uncertainty of the future requires visionary leadership in order to manage resources. Livingston County's fiscally conservative approach has and will continue to provide great value.

As previously discussed, traditionally a fiscal year links the past with the future; one-time projects and on-going services span multiple years. Policy decisions made today can and will dramatically impact future finances. For more than a decade, Livingston has maintained a long term perspective with a five year financial model for its General Fund, the main operating fund. The model reviews historic audited annual revenues and expenditures and projects the next five years based on consumer price indices for various industries, potential legislative actions, assumptions, key economic indicators and trends known at that time. This has proven to be a valuable tool, to model proposed policies and their potential long-term impact on county resources.

For the past three years, all departments, elected officials, and judges have been provided an appropriation to build their annual budget. Livingston County's option to increase revenues is limited to charges-for-services and fees. Most other viable options would require a vote of the people; therefore, Board strategies have focused on reducing expenditures. This includes proactive employee benefit reforms, reorganization, shared service delivery and enhanced use of technology. It will remain prudent to use calculated amounts of fund

balance to balance the budget and also implement one-time expenditures that enhance service delivery. In addition, prior board actions will mitigate some of the uncertainty because there are many employees eligible to retire or will be over the next few years. This creates reduced costs along with the two-tier salary and benefits structure and additional opportunities to reorganize/restructure operations through natural attrition. Many departments will need to focus on succession planning efforts to smoothly transition leadership responsibilities to potential future successor employees. Additionally, implementation of the new ERP system and website redesign will reduce counter demand by allowing residents and vendors to self-service their needs using technology.

The preparation of the 2014 Budget was truly an organization-wide effort. Livingston County employees have demonstrated an understanding of the limits of this economy and a willingness to bear the personal burdens to reduce overall costs in order to preserve jobs. This willingness must not ever be taken for granted, but recognized and appreciated. In the past several years, Livingston County has accomplished more than most other governments to contain costs. We collectively wish to express our appreciation and admiration to our employees for having the maturity and knowledge to recognize the steps necessary to reduce costs and preserve jobs.

Importantly, Elected Officials, Judges, Department Directors and staff are due recognition for the efforts and understanding of the goals in preparing budget requests. In addition, the burden of working out the details; finding additional opportunities for spending reductions and compiling the many individual pieces into a comprehensive document fall on a few. It is appropriate therefore to recognize and express our great appreciation to Financial Officer, Cindy Catanach, and Financial Analysts, Darren Speer and Roberta Bennett, who worked diligently in sorting through the Department budget submissions to insure compatibility and consistency with Board Policies. Once again, Carol Jonckheere, Executive Assistant, demonstrated her expertise in designing the graphics, layout and preparing the document for publication. Without the dedicated efforts of this team's grasp and understanding of the complex relationship of the internal components, the budget would never have come together into a single coordinated document.

One final note regarding Livingston County's current financial position: we have maintained an envious balance in various reserves. In fact, many may argue that the existence of these reserves negates the need for a frugal approach to spending. However, the Board of Commissioners must maintain discipline in managing these reserves in order to respond to the above threats. The road ahead clearly will not be easy or free of unanticipated obstacles. Nonetheless, maintaining a prudent and conservative approach has and will continue to serve the County well.

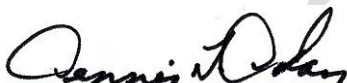
Sincerely,



CAROL S. GRIFFITH
LCBC CHAIRWOMAN



STEVEN E. WILLIAMS
LCBC VICE-CHAIR



DENNIS L. DOLAN
LCBC FINANCE COMMITTEE CHAIR



BELINDA M. PETERS
COUNTY ADMINISTRATOR