

FINANCE COMMITTEE

9/30/2015

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

Minutes of Meeting Dated: September 16, 2015

4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

5. **APPROVAL OF AGENDA**

6. **CALL TO THE PUBLIC**

7. **DISCUSSION**

Discuss Level 4 Budget

8. **RESOLUTIONS FOR CONSIDERATION:**

09 **Jail**

RESOLUTION AUTHORIZING AN INCREASE IN MEDICAL STAFFING FOR JAIL EXPANSION - Sheriff Jail / Public Safety / Finance / Board

10 **Planning**

RESOLUTION AUTHORIZING THE SUBMISSION OF AN MMRMA RAP GRANT -Parks & Open Space Advisory Committee / Finance Committee / Full Board

11 **Circuit Court**

RESOLUTION AUTHORIZING REORGANIZATION OF COMMUNITY CORRECTIONS – Community Corrections / Finance / Board

12 **Juvenile Court**

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A PART-TIME JUVENILE COURT TRANSPORTER POSITION - Juvenile Court / Finance / Board

13 **Drain Commissioner**

RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD) FOR GRANT FUNDING FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA - Drain Commissioner / Infrastructure & Development / Finance / Board

14 **Drain Commissioner**

RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE
REPLACEMENT OF THE DRAIN COMMISSIONER'S OFFICE AND
ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT

15 Building Inspections
RESOLUTION AUTHORIZING A REDUCTION IN THE BUILDING
DEPARTMENT MULTIPLIER USED FOR BUILDING PERMIT FEE
CALCULATIONS - Building / Infrastructure & Development / Finance / Board

16 Building Inspections
RESOLUTION AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS
FOR CONTRACT INSPECTIONS – Building Inspection Infrastructure &
Development / Finance/ Board

17 Board of Commissioners
RESOLUTION ADOPTING THE 2016 LIVINGSTON COUNTY BUDGET -
Board of Commissioners

18. REPORTS
Annual Report - Information Technology

19. CLAIMS

20. PREAUTHORIZED

21. CALL TO THE PUBLIC

22. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 16, 2015 – 7:30 A.M.

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

FINANCE COMMITTEE

COMM. **GARY CHILDS**
 COMM. **DENNIS DOLAN**
 COMM. **DAVID DOMAS**

COMM. **BILL GREEN**
 COMM. **CAROL GRIFFITH**
 COMM. **KATE LAWRENCE**

COMM. **DON PARKER – FINANCE CHAIR**
 COMM. **RON VAN HOUTEN**
 COMM. **STEVE WILLIAMS**

OTHERS:
DIANE McCORMICK
KEVIN WILKINSON
JOE McCLURE
RICH MALEWICZ
HILERY DEHATE
CHRIS FOLTS
MARGARET DUNLEAVY
JON WAGGONER
SUE BOSTWICK
MIKE KINASCHUK
JEFF LEVEQUE

CONNIE CONKLIN
CHAD CHEWNING
BARTON MAAS
ROBERTA BENNETT
BILL VALLIENCOURT
JIM ROWELL
MELISSA SHARRER
CINDY CATANACH
JEFF BOYD
BRIAN JONCKHEERE
JENNIFER PALMBOS

ANDREW SELTZ
JOHN EVANS
JENNIFER NASH
KEN HINTON
NATALIE HUNT
GREGG KELLOGG
DOUG BRITZ
MIKE MURPHY
ERIC SANBORN
SUSAN BENNETT

1. **CALL TO ORDER:** Meeting called to order by **COMM. DON PARKER** at 7:32 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING SEPTEMBER 9, 2015:**

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

4. **TABLED ITEMS FROM PREVIOUS MEETINGS. None.**
5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

6. **REPORTS:**
 - 2015 Proposed Budget – Recommendation from Administration

- Comm. Parker thanked Cindy Catanach, Ken Hinton, and Hilery DeHate for all of their hard work.

Comm. Parker exited at 7:38 a.m. and returned at 7:39 a.m.

- Ken Hinton presented PowerPoint slides to the Committee discussing notables in the proposed budget. Also addressed possible future items that will be addressed in the next budget.
- Ken Hinton answered questions from the Committee.
- Cindy Catanach reviewed the schedule for the budget adoption with the Committee.
- Commissioner Parker asked for the Board's opinion on when they would like to proceed with the budget and if another meeting, time to review the proposed budget.
- The next Finance Meeting is scheduled for 9/30 time to follow-up with the administrations recommendation. Commissioners Lawrence and Domas may not be able to attend the October 5th Full Board meeting.
- U.S. Mike Murphy began discussions between the department director's and the Board. U.S. Murphy addressed his concerns with the Recommended Budget.
- Brian Jonckheere, Drain Commissioner, commented on the budget process and answered questions from the Board.
- Diane McCormick, Health Officer, spoke to the Board in regards to National Accreditation.
- Margaret Dunleavy, County Clerk, discussed budgeting for the imaging project.
- Comm. Domas thanked department directors and staff for their hard work.

7. **CALL TO THE PUBLIC: None.**

8. **ADJOURNMENT:**

**MOTION TO ADJOURN AT 9:26 AM
MOVED BY: DOMAS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN INCREASE IN MEDICAL STAFFING FOR JAIL EXPANSION – SHERIFF JAIL / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, Livingston County has a continual need for medical and mental health services for the inmates at the Livingston County Jail; and

WHEREAS, the expansion, phase 1, of the Livingston County Jail is anticipated to open by November 1, 2015; and

WHEREAS, with the expansion and increase in inmate population, we will need to increase medical staffing to meet the needs of our current and future inmate population; and

WHEREAS, we are requesting additional 40 RN hours, 32 LPN hours, and 16 MPH hours. The additional hours will maximize efficiency within the medical department while meeting the needs of the inmate population; and

WHEREAS, the hours of care will increase from 16 hours a day, 7 days a week to 20 hours a day, 5 days a week and 16 hours on the weekend; and

WHEREAS, the additional staffing will increase the monthly cost of health services to \$83,028. The total monthly cost of health services for the last two months of 2015 will be \$166,055. This will be an increase in the inmate medical line of \$30,796.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the approval of increase medical staffing for the Livingston County Jail.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY JAIL

150 S. Highlander Way
Phone 517-540-7946 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Tom Cremonte
Date: 9/21/15
**Re: INCREASE IN MEDICAL STAFFING FOR JAIL
EXPANSION**

The expansion, phase 1 of the Livingston County Jail is anticipated to open by November 1st, 2015. As we open, we will begin to increase our inmate population immediately. We project that we will have an average daily population (ADP) of about 300. As part of our expansion plan, we will incrementally increase medical staffing to meet the needs of our current and future inmate population. As you are aware, the medical issues with inmates, specifically in southeast Michigan, have increased in frequency and severity.

Beginning November 1st, we need to have additional nursing and mental health professional hours. We are requesting additional (40) RN hours, (32) LPN hours and (16) MPH hours. The additional hours will allow us to maximize efficiency within the medical department while meeting the needs of the inmate population. The hours of care will increase from 16 hours a day, 7 days a week to 20 hours a day, 5 days a week and 16 hours on the weekend. The physician hours and psychiatrist hours should be adequate until sometime in spring when Phase 2 is completed.

Our current monthly cost for health services is \$67,630. With the additional staff, it will increase to a monthly cost of \$83,028. The total monthly cost of health services for the last two months of 2015 will be \$166,055. This will be an increase in the inmate medical line of \$30,796 through 2015.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING PREPARATION AND SUBMISSION OF A MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) RISK AVOIDANCE PROGRAM GRANT APPLICATION, AGREEMENT AND OTHER SUPPORTING DOCUMENTS FOR LUTZ COUNTY PARK SECURITY - LIVINGSTON COUNTY PARKS AND OPEN SPACE ADVISORY COMMITTEE

WHEREAS, the Livingston County Parks and Open Space Advisory Committee has recognized a need for additional security measures at Lutz County Park; and

WHEREAS, the Livingston County Parks and Open Space Advisory Committee has received the generous donation of a security system from Kennedy Industries; and

WHEREAS, there are some equipment and service costs associated with the implementation of this security system, not to exceed \$5,000, that must be financed by Livingston County; and

WHEREAS, Livingston County is a member of MMRMA and the MMRMA Risk Avoidance Program grant funds 50% up to \$50,000 in aggregate maximum funding per member for security and related equipment or systems; and

WHEREAS, the Parks and Open Space Advisory Committee at their September 2, 2015 meeting approved the preparation and submission of a grant application to the MMRMA for financial assistance with these security expenditures, and is requesting the authorization of the Livingston County Board of Commissioners for this action;

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the preparation and submission of a grant application to MMRMA for security system associated equipment and services at Lutz County Park.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign the above-referenced grant application and subsequent grant agreement if awarded, upon review by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PLANNING
DRAIN COMMISSIONER'S OFFICE

PLANNING:
304 E. Grand River Avenue, Suite 206
Phone (517) 546-7555

DRAIN:
2300 E. Grand River Avenue
Phone (517) 546-0040
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners

**From: Kathleen Kline-Hudson and Brian Jonckheere on behalf of the
Livingston County Parks and Open Space Advisory Committee**

Date: 9/25/2015

Re: The submission of a MMRMA Risk Avoidance Program Grant

The Drain Commissioner has been diligently working with Kennedy Industries on a security solution to the trespass and vandalism issues at Lutz County Park.

Kennedy Industries has most generously offered to provide a security system to the Livingston County Parks and Open Space Advisory Committee free of cost, and they are excited to test the application of their system in a public park setting.

The Parks and Open Space Advisory Committee is also looking for positive outcomes from this system such as helping the Committee determine public usage of the park.

There are a few costs associated with the set-up and function of the Kennedy Industries security system that must be financed by Livingston County. These associated costs are for items such as: placement of the system, solar powered batteries, remote location of the system and cell service. Our grant request to MMRMA for these security related costs will not exceed \$5,000.

If you have any questions regarding this matter please contact either one of us.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING REORGANIZATION OF COMMUNITY CORRECTIONS –
COMMUNITY CORRECTIONS – COMMUNITY CORRECTIONS / FINANCE / BOARD**

WHEREAS, the new Community Corrections funding for FY15/16 does not support the current staff positions and staffing hours within Community Corrections; and

WHEREAS, it is the goal that, upon October 1st, 2015, the start of the new fiscal year:

- The CCAB Supervisor/Specialist position (PC: 36200103), Grade 9, will be eliminated and duties absorbed by now approved Jail Population Monitor/Community Corrections Specialist position, Grade 7.
- The Pretrial Services Specialist position (PC: 36200102), Grade 7, will be eliminated.
- The Office Assistant position, Grade 2, will be increased from part-time to full-time, and assist the Court Programs staff.

WHEREAS, the full-time Office Assistant position will be 75% funded through the Community Corrections grant and 25% funded through Specialty Court funds; and

WHEREAS, the remaining Community Correction duties will be absorbed by current Court Programs staff with funding through the Community Corrections grant.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization for Community Correction as follows:

- Elimination of the CCAB Supervisor/Specialist position within the Community Corrections Department.
- Creation of the Jail Population Monitor/Community Corrections Specialist position, Grade 7, within the Jail.
- Elimination of the Pretrial Services Specialist position.
- Increase approved hours of the part-time Office Assistant to full-time.

BE IT FURTHER RESOLVED, the full-time Office Assistant position is contingent on available grant funds. If the grant is eliminated, the Office Assistant position will be eliminated; and

BE IT FURTHER RESOLVED, the Jail Population Monitor/Community Corrections Specialist position is also contingent on available grant funds. If the grant is eliminated, the Jail Population Monitor/Community Corrections Specialist position will be eliminated;

Community Corrections:

Current:

Position #	Description	Stat	CY FTE
36200102	PRE-TRIAL SRVS SPEC	A	1.000
36200103	CCAB SUPERVSR / SPEC	A	1.000
36200104	OFFICE ASSISTANT	A	0.500

Proposed:

Position #	Description	Stat	CY FTE
36200102	PRE-TRIAL SRVS SPEC	I	1.000
36200103	CCAB SUPERVSR / SPEC	I	1.000
36200104	OFFICE ASSISTANT	A	1.000

Sheriff -Jail:

Proposed:

Position #	Description	Stat	CY FTE
35100108	JAIL POPULTN MONITR	P	1.000

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: John Evans, Circuit Court Administrator
Date: September 22st, 2015
**Re: RESOLUTION TO AUTHORIZE THE REORGANIZATION OF COMMUNITY
CORRECTIONS – COMMUNITY CORRECTIONS**

The Community Corrections funding for FY15/16 will no longer support the current staff positions within the Community Corrections Department.

Starting October 1st, the CCAB Supervisor/Specialist position and Pretrial Service Specialist position will both be eliminated. The duties of the CCAB Supervisor/Specialist will be absorbed by the Jail Monitor position that will be created. The Office Assistant position will be moved from a part-time position to a full-time position. This position will be funded through the Community Corrections grant with supporting funds provided through the Specialty Courts. Remaining Community Correction duties will be provided by current Court Programs staff.

As a result, we are requesting that the attached resolution be approved to authorize the reorganization of Community Corrections.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A PART-TIME JUVENILE COURT TRANSPORTER POSITION– 44TH CIRCUIT COURT, JUVENILE DIVISION – FINANCE / BOARD

WHEREAS, the Juvenile Unit of the Family Division of the 44TH Circuit Court has an on-going need for a transporter; and

WHEREAS, the transporter is required to be covered under the County’s liability insurance, which requires the transporter to become a County employee; and

WHEREAS, the funding for this position will remain the same and be paid 80% from County funds and 20% through state reimbursement, the hourly rate being the Regional Detention Support Services Transporter Reimbursement rate, grossed up for normal tax withholding. It will require a transfer from the Child Care Fund Juvenile Transport account to the Child Care Fund Personnel account.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the establishment of a part-time Juvenile Court transporter position that will be paid for through the Child Care Fund Personnel account, the hourly rate being the Regional Detention Support Services Transporter Reimbursement rate, grossed up for normal tax withholding.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes a budget transfer in an amount not to exceed \$8,000.00 (\$2,000 for 10/01/15-12/31/15 & \$6,000 for 01/01/16-12/31/16) from 29266200 832677 to 29266200 706001, 29266200 715000 & 29266200 719000 to cover expenditures incurred for the Transporter position.

Current:

Position #	Description	Stat	CY FTE
14900201	SR PROBATION OFFICER	A	1.000
14900203	PROBATION OFFICER	A	1.000
14900212	PROBATION OFFICER	A	1.000

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Proposed:

Position #	Description	Stat	CY FTE
14900201	SR PROBATION OFFICER	A	1.000
14900203	PROBATION OFFICER	A	1.000
14900212	PROBATION OFFICER	A	1.000
29200100	TRANSPORTER	A	0.480

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: John Evans, Circuit Court Administrator
Date: September 21, 2015
**Re: RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A PART-TIME
JUVENILE COURT TRANSPORTER POSITION**

The Juvenile Court has a continued need for a transporter.

The current transporter is not a County employee. The County requires this individual to fall under the County's liability insurance. If this individual were to become a part-time employee of the County, this would insure the liability insurance requirements are met.

The funding of this position will remain the same with the County paying 80% and the Child Care Fund paying 20%. It would require a transfer from the line item of Child Care Fund Juvenile Transport account to the Child Care Fund Personnel account.

As a result, we are requesting that the attached resolution be approved to authorize the creation of a part-time Juvenile Court transporter position.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD) FOR GRANT FUNDING FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA – DRAIN COMMISSIONER, DEPARTMENT OF PUBLIC WORKS / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, the USGS has announced a grant program for matching and cost sharing associated with the acquisition of LIDAR data under its 3DEP program; and

WHEREAS, QL2 LIDAR data will provide communities with the data to produce hyper-accurate topographic contour mapping for GIS based spatial imaging; and

WHEREAS, QL2 LIDAR data has significant benefits for planning, roads, floodplain mapping, wildlife and habitat management, recreation, flood modeling, site planning and many other uses; and

WHEREAS, the Natural Resources Conservation Service (NRCS) has pledged significant matching funds for the program; and

WHEREAS, more than 20 counties in Southern Lower Michigan have expressed interest in participating in the program; and

WHEREAS, the broad support between the many interested agencies and local units of government will allow counties to acquire LIDAR data at roughly one-third the cost necessary to singly acquire the data; and

WHEREAS, the cost for individual counties to acquire the data and leverage the federal agency matching funds will be \$100 per square mile of territory, or approximately \$62,000 for Livingston County; and

WHEREAS, said funds are available within the equipment revolving fund to advance the matching costs, which will then be charged back to drainage districts and other entities requesting use of the LIDAR; and

WHEREAS, acquisition of LIDAR data will provide an important update to available contour data which was last created based on the 2010 aerial flight.

WHEREAS, this Resolution has been recommended for approval by the Infrastructure and Development Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners requests its inclusion and authorizes its participation in MDARD's application to the USGS' 3DEP grant program;

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the use of the equipment revolving funds for matching funds towards said grant application.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the above Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review and approval by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Brian Jonckheere

Date: 9/29/2015

Re: RESOLUTION OF SUPPORT AND AUTHORIZING PARTICIPATION IN THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT'S (MDARD) APPLICATION FOR GRANT FUNDS UNDER THE UNITED STATES GEOLOGICAL SURVEY (USGS) THREE DIMENSIONAL ELEVATION PROGRAM (3DEP) FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA

Honorable Commissioners,

The attached resolution is being submitted in pursuit of an opportunity to update digital elevation model data last acquired by Livingston County with the 2010 aerial flight. The State of Michigan, through MDARD, in conjunction with the Natural Resources Conservation Service (NRCS), is applying for a grant to gather this data. This grant reduces our costs for obtaining one foot elevation contour data, by at least 70%. The current model includes a cost sharing agreement between these two agencies and individual counties. Counties are being asked to pay based on their land area at the rate of \$100 per square mile. This calculates to \$62,000 for Livingston County.

We view elevation data to be essential to management of our drainage infrastructure across the county, but the data has applications beyond drainage, including:

- Utility infrastructure (gas, electric, phone, fuel transmission, etc.)
- Development application (data could be used with quality control measures in the site development process).
- Flood plain determination and aiding in property owner exemptions through FEMA
- Transportation infrastructure. The Livingston County Road Commission has committed \$10,000 towards this effort.

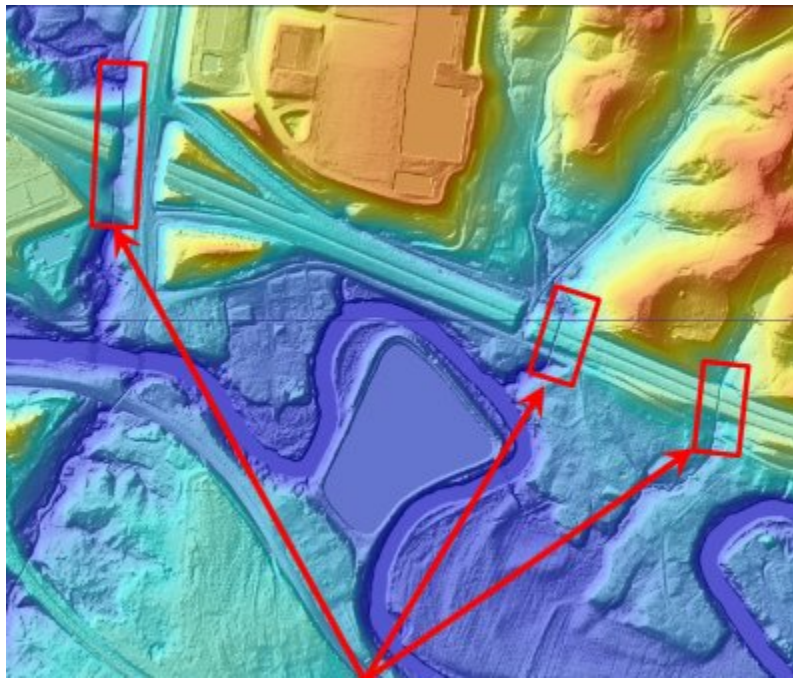
We are requesting support of the County Board of Commissioners as the contractual entity with MDARD, should they receive the grant. No cost to the county general fund is proposed as part

of this resolution, though assistance of the IT department (via Sandon Letteri, GIS technician), may be needed to process the data. We propose to pay the associated costs from our drain revolving fund, and with help from the road commission.

We respectfully request your passage of the attached resolution.

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

Lidar data will produce hyper-accurate contour data similar to what we have used in the past, but the detail goes far beyond that, as seen below. Essentially, every point in this picture has an associated elevation, whereas, a traditional contour map shows iso-lines which have a single elevation requiring interpolation between the lines.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE REPLACEMENT OF THE DRAIN COMMISSIONER'S OFFICE AND ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT – Drain Commissioner/Health Department

- WHEREAS,** the Drain Commissioner's office moved to the East Complex in the fall of 1997; and
- WHEREAS,** the administrative demands on these offices have changed substantially over the last 18 years with the addition of new projects, policies, and mandates; and
- WHEREAS,** these demands, along with budgetary constraints have placed additional burdens on staff; and
- WHEREAS,** updating the office layout and furniture, along with updates in technology will aid in office efficiency, inter-office communication, and collaboration; and
- WHEREAS,** the existing furniture and interior in the Drain Commissioner's office and the Environmental Health Division of the Health Department is more than 18 years old and is at the end of its functional life;
- WHEREAS,** the proposed redesign for both departments includes, but not limited to replacement of office furniture, carpet, ceiling tiles, repainting, lighting and I.T. upgrades (as required) creating a more efficient comfortable space; and
- WHEREAS,** the total cost of these updates will not exceed \$185,000 and
- WHEREAS,** funds totaling \$165,000 are available within accrued interest in fund 701 (account no. 701-265008); and
- WHEREAS,** current permit revenues as of September 23, 2015, have exceeded the annual budgeted amount by approximately \$13,000; and
- WHEREAS,** the last quarter permit revenues over the 2013 and 2014 budget years have totaled 19 percent of total permit revenues.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the remodel of the Drain Commissioners office and the Environmental Health Division of the Health Department to include the replacement of office furniture, carpet, ceiling tile and lighting in addition to IT upgrades and repainting for a total cost not to exceed \$185,000.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a transfer from the Trust and Agency Fund 701-265008 to the General Fund Drain Department 10127500 and Fund 221- Health Department in an amount not to exceed \$165,000, and a transfer from General Fund Contingency to 10127500 General Fund Drain Department in the amount of \$20,000.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments required to effectuate this purchase in an amount not to exceed \$185,000.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE DRAIN COMMISSIONER/DEPARTMENT OF PUBLIC WORKS

2300 E. Grand River, Suite 105, Howell, MI 48843
Phone (517) 546-0040 Fax (517) 545-9658
Web Site: www.livgov.com/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere, Drain Commissioner
Matt Bolang, Environmental Health Director
Date: 9/29/2015
Re: RESOLUTION AUTHORIZING THE REMODEL AND
FURNITURE REPLACEMENT OF THE DRAIN
COMMISSIONER'S OFFICE AND ENVIRONMENTAL HEALTH
DIVISION OF THE HEALTH DEPARTMENT

Honorable Commissioners,

The attached resolution addresses the remodeling needs of the Drain Commissioner's office, the Department of Public Works, and the Environmental Health Division of the Health Department.

The administrative functions of the Drain Commissioner and Environmental Health Division have expanded substantially since the relocation of the office from the former west complex in 1997. Our expanded needs include meeting room space, more efficient storage, a layout that is more conducive for facilitating customer service at the front counter, improving inter-office communication, and providing adequate space for plan review. Of particular note is the issue of staff effectiveness, especially in light of the new business model which has encouraged cross-training. In the past, staff were more specialized in their role. That now has expanded to the point where employees often perform functions in numerous roles, which changes their use of the office infrastructure.

Through these changes both offices have continued to operate out of the same general layout of work space since our arrival at the east complex. In addition to the basic need to replace worn out and obsolete office components, we believe the proposed office remodel will improve our efficiency in both tangible and intangible ways which will enable us to better serve the public.

We are respectfully requesting approval to replace the old furniture in our office and make improvements to our workspace. The proposed remodel will be paid for out of increased soil erosion permitting revenues and accrued interest in the Trust and Agency Account.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A REDUCTION IN THE BUILDING DEPARTMENT MULTIPLIER USED FOR BUILDING PERMIT FEE CALCULATIONS – BUILDING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, Public Act 230, *aka the Construction Code Act*, requires that permit fees “bear a reasonable relation to the cost” of services; and

WHEREAS, the Building Department currently operates with approximately half the staffing level of the previous high growth years of 2005 and 2006 and 2015 department activities are at an unprecedented level in the history of the department; and

WHEREAS, due to this increased activity, the department fund balance is approaching an amount which justifies lowering the building permit fees by modifying the multiplier. This multiplier, which is used in fee calculations, represents the department’s overhead; and

WHEREAS, higher efficiency combined with increased activity has resulted in the need for a lower multiplier which is recommended by staff at 25%.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the recommendation of the Building Official to lower the multiplier used in the calculations for the new construction building permit fees by 25%.

BE IT FURTHER RESOLVED that this reduction will take effect on October 6, 2015.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION

2300 E. Grand River, Suite 104

Phone: 517.546-3240 Fax: 517.546.7461

Web Site: livgov.com/building

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: Jim Rowell, Building Official

DATE: August 18th, 2015

RE: LOWER PERMIT FEE ADJUSTMENT

Background:

Building Departments operate under an enterprise fund system. The basis of an enterprise system is to ensure that revenue received from building permits are used to fund building department operations and do not fund other activities not related to the building department. Public Act 230, MCL 125.1522, AKA the Construction Code Act, states in part:

“125.1522 Fees; state construction code fund; fund for purchase and sale of codes and standards.

Sec. 22.

(1) The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision of the acts and services, including, without limitation, those services and acts as, in case of an enforcing agency, issuance of building permits, examination of plans and specifications, inspection of construction undertaken pursuant to a building permit, and the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act. The enforcing agency shall collect the fees established under this subsection. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose.”

As noted above, Public Act 230 also requires that fees “bear a reasonable relation to the cost” of services. As discussed previously with the Board, the building department currently operates with approximately half of the staffing level of the previous high growth years of 2005 and 2006. Until recently, this is when activities were at their highest. Currently, our 2015 activity is at an unprecedented level in the history of the County Building Department, even higher than the high growth years of 2005 and 2006. Due to this increased activity, the department fund balance is approaching a level where we believe it justifies lowering our fees by modifying the multiplier used in our calculations by 25%. This multiplier, which is used in our fee calculations represent

our department's overhead. Higher efficiency, combined with increased activity has resulted in the need for a lower multiplier. This change in the multiplier will lower the fees for all new buildings, residential and commercial, and building construction projects which result in an increase in size or footprint such as an addition. This will include but is not limited to:

- New residential structures
- Residential additions
- New commercial buildings
- Commercial Additions
- New garages and garage additions
- Pole Barns

To illustrate the impact of the lower fees on our customers, permits for 3 typical projects commonly reviewed and permitted by the building department have been calculated below. Two are single family residential homes with garages and 1 is a new commercial retail / mercantile building.

Project #1

2000 square foot single family home
2000 square foot unfinished basement
600 square foot garage
Permit fee with current multiplier \$1632
Permit fee with new multiplier \$1224
Difference = \$408

Project #2

3500 square foot single family home
3500 square foot finished basement
800 square foot garage
Permit fee with current multiplier \$3329
Permit fee with new multiplier \$2497
Difference = \$832

Project #3

12,000 square foot, commercial retail store
Permit fee with current multiplier \$8099
Permit fee with new multiplier \$6074
Difference = \$2025

Other projects with flat fees will remain unchanged. Examples of flat fee projects include, but are not limited to:

- Window replacements
- Roof covering replacements (shingles)
- Pools
- Decks
- Signs

Summary:

We are respectfully requesting approval to lower our multiplier as described above. We have determined that the projects calculated by our multiplier would be the most appropriate way to reduce fees in a way that best represents the department's efforts. The permit fees for the flat

fee projects are at a minimum and do not exceed our efforts and often do not accurately cover our efforts. We may review these fees and request adjustments in the future.

If you have any questions or comments, I would be happy to discuss them. I can be reached at 517-552-6724

Jim Rowell
Livingston County Building Official

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR CONTRACT INSPECTIONS – Building Inspection Infrastructure & Development / Finance/ Board

WHEREAS, the Livingston County Building Department utilizes contract inspectors for electrical, mechanical and plumbing inspections; and

WHEREAS, these contractors are used when inspection volumes are high or when inspectors are off due to illness or vacations and provide their own vehicle, gasoline, all insurances and state certification / registration; and

WHEREAS, the cost to utilize these inspectors is on a per inspection basis of \$40; and

WHEREAS, in compliance with the purchasing policy, we are asking that purchase orders be issued to Greg Calme Electric LLC, and Robert Luttmann for an amount not to exceed \$32,000 each; and

WHEREAS, these services have been budgeted and approved in the 2015 Building Department budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of Purchase Orders to Greg Calme Electric LLC., and Robert Luttmann for as needed inspection services at the rate of \$40 per inspection and for an amount not to exceed \$32,000 per vendor.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION

2300 E. Grand River, Suite 104
Phone: 517.546-3240 Fax: 517.546.7461
Web Site: livgov.com/building

TO: Livingston County Board of Commissioners

FROM: Jim Rowell, Building Official

DATE: September 17, 2015

RE: Resolution Authorizing the issuance of Purchase Orders for Contract Inspections

The Livingston County Building Department utilizes contract inspectors for electrical, mechanical and plumbing inspections. These contractors are used when inspection volumes are high or when inspectors are off due to illness or vacations. They provide their own vehicle, gasoline, all insurances and state certification / registration. The cost to utilize these inspectors is on a per inspection basis of \$40.

Due to the rise in the number of inspections this year; there are two (2) contractors that have the potential to go over \$25,000 this year. To be in compliance with the purchasing policy, we are asking that the attached resolution be approved that authorizes purchase orders to be issued to Greg Calme Electric LLC and Robert Luttmann for an amount not to exceed \$32,000 each. These services have been budgeted and approved in the 2015 Building Department Budget.

If you have any questions or concerns, please feel free to contact me at 517 552-6724.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION ADOPTING THE 2016 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 2016 Budget to the Board of Commissioners; and

WHEREAS, on the 1st of June, 2015, 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 3.3890 to support the 2016 General Fund Operations, .2999 to support Ambulance and .0500 to support Veterans Relief; and

WHEREAS, it is recommended that the 2016 General Fund Budget be approved for the total of \$43,804,752 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2016 Budget Plan, as well as the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2016 Budget will be filed with the Livingston County Clerk on the 8th day of October, 2015; pursuant to state statute; and

THEREFORE BE IT RESOLVED that the 2016 General Fund Budget is approved in the amount of \$43,804,752 and revenues shall be appropriated and expenditures budgeted for the 2016 General Fund Budget, Special Revenue Funds, and Enterprise Funds on a fund and cost center basis in the amounts set forth below.

PROSECUTING ATTORNEY		
Prosecuting Attorney	101-26700	\$2,092,830
Family Support – GF Contribution	101-26717	\$87,480
Federal Grants – Family Support	238-26717	\$283,295
State Grants–Crime Victims Rights	239-26718	\$131,521
Prosecutors Drug Fund	264-28500	\$5,000

EQUALIZATION		
Equalization	101-25700	\$473,889

VETERANS SERVICES		
Veterans Services	101-68200	\$409,832
Veterans Trust Fund	294-68300	\$23,000
Veterans Relief Fund	293-68900	\$416,109

MSU EXTENSION		
MSU Cooperative Extension	101-26100	\$228,048

PERSONNEL & PAYROLL		
Human Resources	101-27000	\$616,251

COUNTY CLERK		
County Clerk	101-21500	\$440,416
Co. Clerk Circuit Crt Div.	101-21599	\$746,693
Tax Allocation	101-24800	\$1,150
Elections	101-26200	\$151,029
Concealed Pistol Licensing	268-21500	\$69,661

DRAIN COMMISSIONER		
Drain Commission	101-27500	\$2,000,046
DPW	101-44100	\$166,443
Drains Public Benefit	101-44500	\$225,650
Landfill Fund	517-44100 <i>General Fund Appropriation</i>	\$148,548 \$68,196
Wastewater O&M	575-0275	\$23,906
Septage Receiving Station	577-27500	\$1,427,388
Equipment/Revolving	639-27500	\$760

REGISTER OF DEEDS		
Plat Board	101-24900	\$300
Register of Deeds	101-26800	\$610,458
Co. Survey Remonumentation	245-27800	\$141,950
Register of Deeds Automation	256-26801	\$298,193

TREASURER		
Treasurer	101-25300	\$932,739
Chargebacks	101-89900	\$3,000
Homestead Property Exemption	255-22300	\$8,458

ANIMAL SERVICES		
Animal Services	101-43000	\$709,832

BOARD OF COMMISSIONERS/COUNTY ADMINISTRATION		
Board of Commissioners	101-10100	\$495,175
Administration	101-17200	\$572,271
ERP Project	101-19200	\$28,881
Professional Services	101-22300	\$112,450
Purchasing	101-23300	\$186,657
Facilities Services	101-26500	\$27,632
Civil Counsel	101-26900	\$149,892
Mental Health	101-64900	\$600,470
Senior Services	101-67200	\$136,250
Economic Development	101-72800	\$185,000
Community Action Programs	101-74700	\$550,409
Insurance Policies & Bonds	101-85100	\$1,250,000
Ins – Unemployment	101-87000	\$25,000
Appropriations	101-96600	\$667,500
Contingencies	101-96800	\$540,000
Small Cities CDBG	243-72800	\$80,000
CDBG – OLHSA	244-69000	\$45,000
Social Welfare Fund	290-67000 <i>General Fund Appropriation</i>	\$9,000 \$4,500

AIRPORT		
Airport Fund	581-05400	\$1,282,185

AMBULANCE		
Medical Examiner	101-64800	\$280,693
Ambulance Fund	210-65100	\$9,777,377

BUILDING & SAFETY ENGINEERING		
Building Safety	542-37100	\$2,425,797

CENTRAL DISPATCH / 911		
Emergency Management	101-42600	\$162,535
911 Services Operations	261-32500	\$4,099,386
911 Enhanced Services	261-32525	\$356,000
911 Personal Training	261-32526	\$31,800
911 Homeland Security Grant	261-32527	\$74,500

SHERIFF		
Sheriff – Road Patrol	101-30100	\$7,315,724
Secondary Road Patrol	101-30106	\$148,551

SHERIFF		
Jail	101-35100	\$8,925,253
Federal Grant	238-30100	\$30,000
State Grant	239-30100	\$14,000
State Secondary Road	239-30106	\$244,527
Correction Officer Training	263-35100	\$10,000
Drug Law Enforcement Fund	265-30100	\$37,710
Federal Equitable Sharing	266-30100	\$90,000
Criminal Forfeiture Fund	296-30100	\$2,500

HEALTH DEPARTMENT		
Contagious	101-60500	\$4,000
Health Fund	221-60100 <i>General Fund Appropriation</i>	\$3,639,470 \$734,592

JOB TRAINING SERVICE / MICHIGAN WORKS!		
Michigan Works!	277-74300	\$3,333,249

PLANNING		
Planning	101-72100	\$363,076

COMPREHENSIVE COMMUNITY CORRECTIONS		
Comprehensive Community Correction	275-36200	\$176,615

L.E.T.S		
L.E.T.S.	588-53800	\$3,187,589

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:

COURTS		
Circuit Court	101-13100	\$1,495,887
District Court	101-13600	\$2,533,120
Probate Court	101-14800	\$676,268
Juvenile Court	101-14900	\$992,668
Guardianship Services	101-15000	\$12,350
Circuit Court Probation	101-15100	\$109,777
Appellate Court	101-16700	\$67,700
Central Services	101-16800	\$2,083,897
Court Security Officers	101-30500	\$383,511
Family Counseling Services	214-14100	\$14,000

COURTS		
Friend of Court	215-14100 <i>General Fund Appropriation</i>	\$2,519,654 \$886,777
Federal Grants	238-16800	\$515,640
State Grants	239-16800	\$498,920
Law Library Fund	269-14500	\$6,600
Child Care Fund – Juvenile	292-66200 <i>General Fund Appropriation</i>	\$1,882,541 \$585,000
Child Care Fund – Social Svcs	292-66300 <i>General Fund Appropriation</i>	\$647,000 \$547,000

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 2016, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

FACILITY SERVICES		
Facility Services	631-26500	\$3,349,183

CAR POOL		
Car Pool Fund	661-26300	\$1,601,882

INFORMATION TECHNOLOGY		
Information Technology	636-22800	\$3,880,560

BENEFIT FUND		
Benefit Fund	677-85200	\$9,544,987

BE IT FURTHER RESOLVED, that 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 2016 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 or projected revenues are less than budgeted, then they shall come before the Board of Commissioners and present a corrective plan of action to the Finance Committee.

BE IT FURTHER RESOLVED, items approved with the adoption of the 2016 Budget, which include department line item detail deemed sufficient by the County Administrator or Deputy County Administrator/Financial Officer will receive authorization to purchase or hire as of January 1, 2016. Variances that require a

budget amendment, and/or are greater than 10 percent or \$25,000 of the amount listed in the detail for that item, will require Board authorization prior to purchase or hire. Variances less than 10% or \$25,000 of line item detail and does not require a budget amendment may be authorized by the County Administrator.

BE IT FURTHER RESOLVED, that the Chief Administrative Officer is authorized to execute transfers among line items and cost centers within funds in amounts not to exceed \$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 to 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 employees 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 the Board of Commissioners make a one-time non-precedent setting exception to the Business Expense Reimbursement Policy and

allow travel outside of the continental United States so the Financial Officer and Financial Analyst may attend the 2016 GFOA conference in Toronto, Canada.

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 adjustments 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 reflects the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

BE IT FURTHER RESOLVED that the positions below be authorized and included in the approved 2016 budget Authorized & Funded Employee List:

SHERIFF – ROAD PATROL

- Addition of Five (5) Special part time Deputies, or .25 FTEs
- Eliminate One (1) Lieutenants, or .25 FTEs
- Eliminate Two (2) full time Deputies, or 2.0 FTEs

SHERIFF – JAIL

- Creation of One (1) full time Jail Population Monitor, or 1.0 FTEs

DISTRICT COURT

- Increase Three (3) Law Clerks from part time to full time, or 1.50 FTEs to 3.0 FTEs
- Eliminate Two (2) part time Deputy Court Clerks, or 1.0 FTEs

PROSECUTING ATTORNEY – FAMILY SUPPORT

- Addition of One (1) part time Administrative Aide, or .50 FTEs

COUNTY ADMINISTRATION

- Eliminate Two (2) part time Admin Interns, or 1.0 FTEs

DRAIN COMMISSIONER

- Addition of One (1) Term full time Drain/Soil Inspector, or 1.0 FTE
- Increase One (1) Administrative Specialist from part time to full time, or .73 FTEs to 1.0 FTEs

VETERANS SERVICES

- Creation of One (1) part time Driver, or .48 FTEs

ANIMAL CONTROL

- Addition of One (1) part time Kennel Assistant, or .48 FTEs

COMMUNITY CORRECTIONS

- Increase One (1) Administrative Assistant from part time to full time, or .50 FTEs to 1.0 FTEs
- Eliminate One (1) full time CCAB Supervisor/Specialist, or 1.0 FTEs
- Eliminate One (1) full time Pre-Trial Services Specialist, or 1.0 FTEs

CENTRAL DISPATCH/911

- Addition of One (1) part time Admin Aide, or .50 FTEs
- Eliminate One (1) part time Emergency Manager/Deputy Director, or .75 FTEs

EMERGENCY MANAGEMENT

- Creation of One (1) full time Emergency Manager, or 1.0 FTEs

EMERGENCY MEDICAL SERVICES (EMS)

- Addition of Four (4) full time Paramedics, or 4.0 FTEs

BE IT FURTHER RESOLVED that the County utilizes Position Control in the County's ERP system to maintain all Board authorized positions. Creation of new positions should be presented during the budget process. Resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will clearly state the funding source and amount requested for that position on the resolution, as well as the position control number with position description and FTE. Positions being funded by grants or other stated sources of funding will not be made active 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 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 2016 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 2016 authorized budget provided that mandated functions can be performed at a serviceable levels. Positions that will become vacant where the department head deems it necessary to temporarily double fill for either transition or succession planning purposes will need to bring this request to the Board for approval and authorization of funding.

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MOVED:
SECONDED:
CARRIED: