

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

WORK SESSION

MEETING MINUTES

September 10, 2018, 6:00 p.m.
304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, G. Childs
Members Absent: D. Parker, K. Lawrence

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Dolan at 6:01 p.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF AGENDA

It was moved by D. Helzerman
Seconded by C. Griffith

Motion to approve the agenda as presented.

Yes (7): D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (0): D. Parker, and K. Lawrence

Motion Carried (7-0-2)

5. DISCUSSION

5.a 2019 Budget - Level 2

Introduction by Cindy Catanach.

This is the second work session for the Level 2 – 2019 Budget, the last department presentation for the Courts will be on Wednesday, September 12, at the Finance Committee Meeting. There are 4 departments that are very straight forward and were not asked to attend, those departments’ packets are attached to this agenda.

5.b Department Presentations

5.b.1 Board of Commissioners

Ken Hinton stated that he will present the first three departments.

The Board of Commissioners budget request reflects a 2% adjustment to all salaries. Contract Services includes \$15,320 in the current year budget, the forecast for 2019 is \$14,900 this is for continued recording of Board meetings. Travel/training is

equal to the current year budget. New Commissioner Orientation will take place in December and will come out of the 2018 Budget.

5.b.2 County Administration

Ken Hinton began the presentation for Administration. The budget has decreased because of the reorganization separating Administration and Fiscal Services.

Administration's 2019 Budget includes the County Administrator, Executive Asst., and stipends for DCA's. \$7,000 is budgeted for temporary salaries, this is used for interns. Contract Services has been budgeted \$8,000, this is the same as current year, \$7,500 was used for PFM services this year, but there are no specific plans for 2019. Travel/training money is for the Administrator to attend a conference, MAC annual conference for example.

Allocations for health care went up 20%, we were not charging all back to the departments because we were using the benefit fund. The truer increase is 8%. Employee contributions are the same. New employees share 20% of cost, grandfathered employees are paying 10%. Close to half of the employees are paying 20%. Discussed benefits offered by Livingston County.

5.b.3 Animal Services

Ken Hinton began the session for Animal Services. Animal control officers have been moved to the Sheriff's budget, the 2019 budget request reflects this change. There are not any other significant changes. The 2 position reduction represents the AC Officers that are now part of the Sheriff's Office.

5.b.4 Facility Services

Chris Folts presented the Facility Services 2019 Budget Requests. Cost of services to departments has reduced over the last several years. There will be a 12% increase for the departments in 2019. Revenue from DHHS has moved from Facility Services fund to General Fund. There is a 5% reduction to the Facility Services operating budget. Projects outside the normal scope will be put into department funds. \$26,000 reduction for operating equipment. Facility Services is requesting an additional vehicle at \$30,000 and there are no requests for changes to staff. Noted that as we expand throughout the years the number of employees may increase as we expand buildings. HVAC improvements at the Sheriff Dept. will take place in 2019 and there is a need for generators at the Courthouse, Judicial Center, and Law Center: \$30,000 has been budgeted for this. Noted that the Capital Improvement Plan has that listed for 2020, and it should have been listed for 2019. Answered questions from Commissioners.

5.b.5 Airport

Mark Johnson presented the 2019 Budget requests for the Airport. Fuel prices have increased, gallons have not changed as much. Mark reviewed the estimations for fuel sales. The 2019 budget reflects an increase in hangar rental revenue. Discussed possibilities of new hangar leases. The 2019 Budget reflects an increase to interest, this was showing as a transfer out, now it shows as an interest expense which is more correct. Results for PFAS contamination will be coming in this week. There is approx. \$1.5M left in debt service payments to the County.

5.b.6 Fiscal Services

Cindy Catanach reviewed the Fiscal Services budget. This is the first budget for this new department. The Fiscal Services Department is a combination of purchasing and part of administration. There are 5 FTE's including: Finance Officer, Financial Analyst, Purchasing Coordinator, Accounting Assistant, and a new Administrative Aide. This budget includes a contract with CoPro Plus to offer purchasing support due to eliminating the Purchasing Officer position. The Travel/training budget includes one person to attend the GFOA National Conference and one person to attend the GFOA State conference "Back to Basics."

5.b.7 Veterans' Services

Ken Hinton presented the budget submitted for Veterans Services. The memo explains the requests put in by the previous director. Also reviewed changes to staff and vacancies.

5.b.8 Health Department

Diane McCormick reviewed the request for the Health Department. There is a fund balance of \$1.3M. Dianne stated the Health Department will respectfully request the use of this fund balance. The proposed increases for fringes and benefits are a major contribution to the shortfall. The Department will receive additional state funding for local health services and Hep. A outbreak, but the State has not figured out how they will allocate this distribution. Special note, in 2019 another Community Needs Assessment will need to be completed, the last was done in 2014. In the past MSU would be contracted for phone surveys, and a temp FT position to assist. Looking at reassigning Health Promotion Specialist to assist with collecting data ourselves, this will allow savings. Dianne stated that they are looking to add 2 PT Public Health Nurses. Also, looking to promote sanitarians to Sanitarian II positions, they have received credentials and are registered, so this will reflect their current activities. The Health Department will not be proposing fee increases. Always look for opportunities to decrease expenditures and increase revenues. Reviewed scheduled training opportunities for herself and staff.

5.b.9 Register of Deeds

Brandon Denby explained that recent damages from broken pipes allowed for some repairs that were part of the Capital Improvement Plan for 2020. The General Fund budget will look similar to 2017. The Special Revenue Fund was underutilized in the past. Automation funds will be utilized more and will be used for paying employees, this is typical across the State. The ROD Office has a goal to bring more automation in-house. Explained plans for staff changes. Regarding the Survey & Remonumentation budget, the State has requested a maintenance plan and state distributions may be changing in the future.

5.b.10 LETS / Motor Pool

LETS 2019 budget requests were presented by Greg Kellogg. No change in FTE's, LETS is requesting \$50,000 from General Fund to obtain more grant funds, approx. \$300-\$350,000 + approx. \$20,000 in fees. There is also a small increase to funds for maintenance for the additional vans that were recently approved by the Board of Commissioners. Also in the 2019 budget are plans to replace furnaces in the garage and main building, both are about 20 years old. LETS will be looking to add a canopy for the

fuel farm to keep drivers out of weather conditions while fueling the buses. There is also a 3% increase to federal funding. The Transit Plan will be done at the end of 2018.

Doug Britz presented the 2019 Budget requests for Car Pool. Doug explained that since 2008, departments have not been charged admin costs and that this will have to start again beginning in 2020. 11 vehicles will be replaced, up fitting will be required, there is \$409,000 budgeted, which is less than past years.

5.b.11 Emergency Management

Kevin Wilkinson presented for Emergency Management. Kevin explained that the training Therese Cremonte requests saves a lot as she utilizes this training to train County employees and that the Emergency Planner position is grant funded.

5.b.12 EMS / Medical Examiner

Kevin Wilkinson presented both the EMS & Medical Examiner budget requests.

Medical Examiner: Kevin explained that last year there was a bid for a new contract for ME services and the cost increased significantly, and will escalate by 3% each year. There has been some turnover due to retirements. \$2,500 is budgeted for contract services as a back-up plan.

EMS budget: In the 2019 budget the FTE's have been reduced by 6 positions. EMS is still over budget by \$90,000, this will come from the EMS fund balance. The fund balance will be about \$400,000. A five year forecast was completed to help prevent using fund balance in the future. In the Travel/training budget there are funds for Janine Dunning to attend a yearly finance meeting for Medicare, the Leadership Team also requires some training. A report revealed that EMS travels 77,000 miles/month. Fuel mileage reductions in aging fleet impacts the budget. The request for medical supplies has decreased. Kevin further explained the reduction of 6 positions.

5.b.13 County Clerk / County Clerk Circuit Court

Elizabeth Hundley presented the budget.

Vital records: is within the target allocation.

Circuit Court: includes 1 additional FTE, this request has been withdrawn, will wait and see how the dockets are established. The Chief Judge determines the dockets and schedules. It is possible there will be a request for this FTE next year, if it is deemed needed.

Elections: includes one new request to send the coordinator to out of state training and explained the benefits of this training. The budget includes two special elections in 2019, and general elections. Reviewed process for special elections.

CPL: expenses are within revenues.

5.b.14 Information Technology

Rich Malewicz reviewed changes to the budget from 2018. Software maintenance up 3-5%, there are savings on phone services. Training will be a priority as it increases morale and proficiency, this budget increased by \$3,000.

5.c Departments Not Presenting

Commissioner Dolan encouraged Commissioners to review the remaining department requests.

5.c.1 MSU Extension

5.c.2 Equalization

5.c.3 Human Resources

5.c.4 County Treasurer

6. CALL TO THE PUBLIC

None.

7. ADJOURNMENT

Motion to adjourn the Work Session at 7:29 p.m.

It was moved by R. Bezotte

Seconded by D. Helzerman

Yes (7): D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (0): D. Parker, and K. Lawrence

Motion Carried (7-0-2)

Respectfully submitted by:

Natalie Hunt,
Recording Secretary