

# FINANCE COMMITTEE

## AGENDA

October 24, 2018

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 3  
Meeting minutes dated: October 10, 2018
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
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Resolution Authorizing Expenditures for West Complex Fiber Upgrade
  - 8.4 **Administration** 40  
Resolution Restructuring the Deputy County Administrator Role

Resolution to Authorize a Third Quarter Supplemental Appropriation to the Fiscal-Year 2018 Budget

**9. CLOSED SESSION (Roll Call)**

Discuss pending litigation in Livingston County Case #18-29921-CD pursuant to MCL 15.268(e)

**10. CLAIMS**

Miscellaneous Claims Dated: October 24, 2018

**11. PREAUTHORIZED**

Computer Print-out Dated: October 11 through October 24, 2018

**12. CALL TO THE PUBLIC**

**13. ADJOURNMENT**

## **FINANCE COMMITTEE**

### **MEETING MINUTES**

October 10, 2018

7:30 a.m.

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

Members Present:

C. Griffith, D. Helzerman, K. Lawrence , W. Green , D. Domas, D. Parker, R. Bezotte, D. Dolan

Members Absent:

G. Childs

#### **1. CALL MEETING TO ORDER**

The meeting was called to order by Comm. Carol Griffith at 7:30 a.m.

#### **2. ROLL CALL**

Indicated the presence of a quorum.

#### **3. APPROVAL OF MINUTES**

Meeting minutes dated: September 26, 2018

Motion to approve the minutes as presented.

**Moved by:** W. Green

**Seconded by:** D. Dolan

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

#### **4. TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

#### **5. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

**Moved by:** D. Dolan

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**6. CALL TO THE PUBLIC**

None.

**7. REPORTS**

**7.1 2019 Budget - Level 3 Administration Recommendation**

Ken Hinton presented a PowerPoint reviewing information regarding Administration's recommendation for the 2019 Budget.

Discussion regarding plans for road funding. Commissioner Bezotte stated that he would like to see the County to help fund road projects, Commissioner Domas supported Commissioner Bezotte. Commissioner Helzerman requested administration to work with the Board of Commissioners in developing a plan for road improvements.

Discussion regarding the law suit against pharmaceutical companies for practices surrounding opioids. Commissioner Parker tasked Ken Hinton with following that issue.

Commissioner Dolan explained his position to not support the County funding road improvements and urges Commissioners to secure funds to assist Meals on Wheels in building a new facility.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 L.E.T.S.**

Resolution amending resolution 2018-02-027 approving updated L.E.T.S. Title VI program required by the Federal Transit Administration (FTA)

Doug Britz presented the resolution, changes were to add procedures.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

## **8.2 Administration**

Resolution Appointing the Livingston County Animal Shelter Director

Recommend Motion to the Board of Commissioners.

Ken Hinton presented this resolution. Christy Peterson spoke to past experience, general plans for the future, and answered questions from the Board.

**Moved by:** K. Lawrence

**Seconded by:** D. Domas

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

## **8.3 Administration**

Resolution Authorizing Livingston County to Join the Michigan Association of Counties in a Suit against the Michigan Indigent Defense Commission

Ken Hinton presented the resolution.

Discussion.

Amendment:

Therefore Be It Resolved that the Livingston County Board of Commissioners hereby approve joining with [strike: "Michigan Association of Counties to seek preliminary injunction of" and insert: "other funding units to seek legal action in regards to"] the proposed funding for the indigent defense grants if requested.

Recommend motion of the amended resolution to the Board of Commissioners.

**Moved by:** D. Parker

**Seconded by:** W. Green

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

## **9. CLAIMS**

Miscellaneous Claims Dated: October 10, 2018

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**10. PREAUTHORIZED**

Computer Print-out Dated: September 27 through October 10, 2018

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** R. Bezotte

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**11. CALL TO THE PUBLIC**

None.

**12. ADJOURNMENT**

Motion to adjourn the meeting at 9:13 a.m.

**Moved by:** R. Bezotte

**Seconded by:** W. Green

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

Respectfully submitted by:

Natalie Hunt,  
Recording Secretary



**SPARK**  
@nn arbor usa

# Livingston County Commi

October 24, 2018



What is the



The EDC or Economic Development Council of Livingston County was formed in 1998 as a network of community leaders working together to promote economic development in Livingston County

11

Public Sector  
Partners

25

Private Sector  
Partners

\$400k

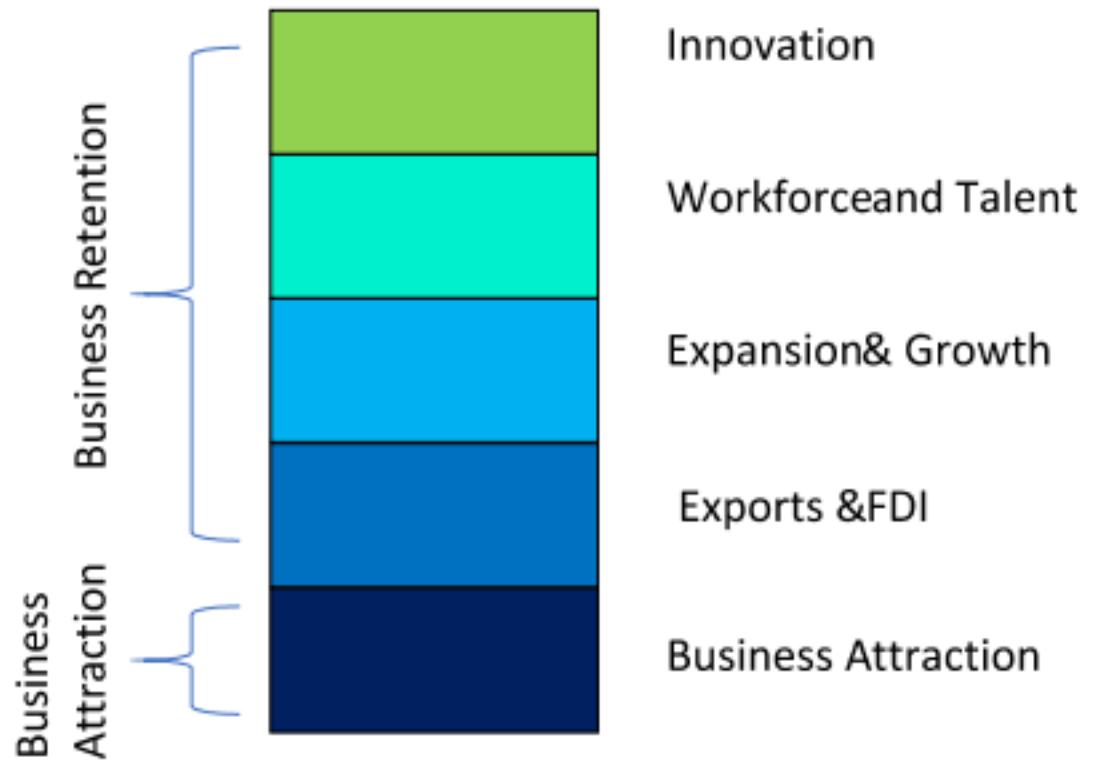
Total 2018  
Budget

The EDC has a **30** member board that oversees the contractual relationship with

Our work in Livingston County has resulted in...  
**\$292** Million in New Investment  
Commitments  
**1,248** Job Commitments  
**17,696** People employed  
by the **179** companies  
that SPARK works with,  
Representing **1/3** of the  
local workforce



A shifting economy has led to a shift in economic development



**80%** of SPARK Business Development successes are from retention



### **BUSINESS ENGAGEMENT**

Private sector outreach and support to ensure company retention



### **TURNKEY PROJECT MANAGEMENT**

Incentive identification and management, resources and referrals



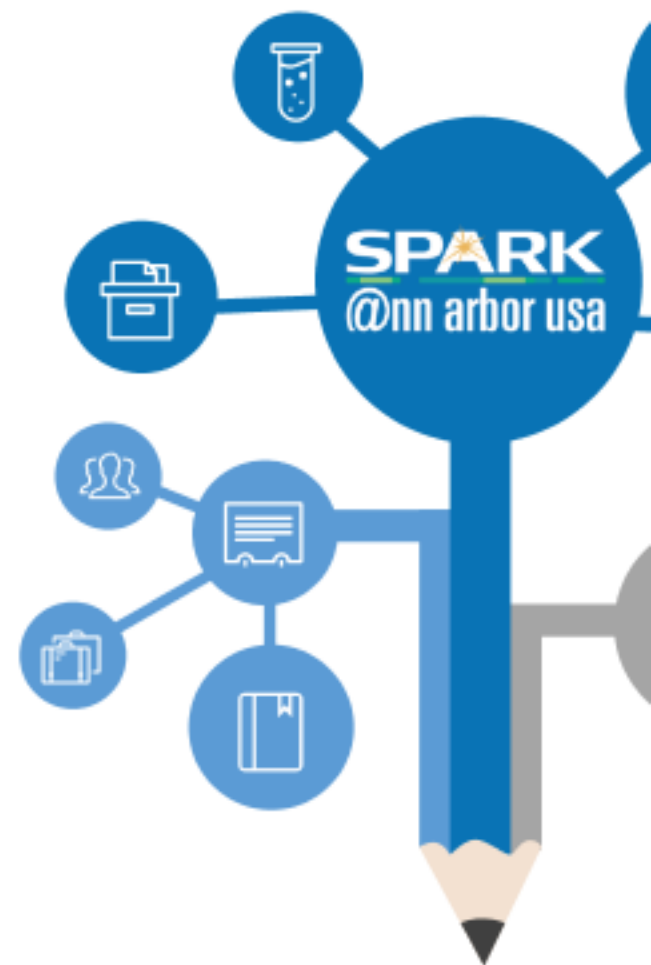
### **TALENT SERVICES AND SOLUTIONS**

Finding the right people



### **COMMUNITY ASSISTANCE**

Collaborate to achieve public sector goals



Ann ArborSPARK helps companies

**FIND THE BEST**

# TALENT

## CLOSING THE TALENT GAP

SPARK's staff works closely with a widerange of partners to ensure our workforce is trained to meetthe needsof the community.

Looking Ahead...

- Ann ArborSpark is coordinating the second annual **Manufacturing Day** event in LivingstonCounty. Manufacturing Day serves as an effective way to help students understandthe realities of the manufacturing industry and overcome stigmasassociated with "factory jobs."
- Governor Rick Snyder recentlyappropriated \$100 million dollars to the **Marshall Plan**, a plan to improve Michigan's talent pipeline and develop innovative programs to addressthe talent gap.

### MICHIGAN WORKS!

Talent services  
for job seekers  
and employers in  
SE Michigan

### SPARK JOB PORTAL

For job seekers and  
employers

## BUSINESS ATTRACTION



Up to \$1 Billion in Investment

30 New Jobs

500+ Construction Jobs

## SUCCESS STORIES



\$5 Million in Investment

Retention of 50 Employees

Creation of 5 New Jobs

“ Ann Arbor  
excell  
and m  
develo  
project  
the rela  
Ann  
wea  
assis

–Andre  
CEO

# Q3 Report



Ann Arbor SPARK

## Tips and Tricks

The programs and services that the EDCLC and SPARK are helping growing businesses succeed in Livingston County and our entrepreneurs find the tools that they need. We want you to know about this quarter:

### MI Career Quest Southeast Comes to Novi Suburban Showplace



MI Career Quest Southeast is an innovative, hands-on career exploration experience for high school students, teachers and counselors to learn about today's hottest jobs from working professionals. Register and find out more at <https://www.micareerquest.com/advance-paid-and-workforce-passes/mi-career-quest-southeast-2018>

### Check Out A Speaker Series

The Greater Brighton and Howell Chambers both host monthly speaker series highlighting seasoned professionals and industry leaders discussing relevant business topics. These events are excellent opportunities to network and learn.

### Job Opportunities



Livingston County is a great place to work, live, and play! Check out the following job opportunities to see if there is a position aligned with your skills and interests!

- Unified Industries: Project Manager  
Manage all aspects of moving facilities, including moving machinery, permits, timelines, vendors, etc.  
5 Month Project, Temporary Assignment

# A PUBLIC/PRIVATE PARTNERSHIP....

## Municipal Partnerships

### Livingston County

City of Howell  
Genoa Township  
Oceola Township  
Hamburg Township  
Village of Pinckney  
Green Oak Township  
City of Brighton  
Hartland Township  
**Handy Township,**  
**Village of Fowlerville**

## Private Sector Partnerships

### Chem Trend

Asahei Kasei Plastics

### Boss Engineering

### First National Bank

Howell Chamber of  
Commerce

May & Scofield

### Crystal Gardens

### Hartland Insurance

### Thai Summit

FinancialPlus Credit Union  
Greater Brighton Chamber  
of Commerce  
Griffith Realty

### Lake Trust Credit Union

Livingston County

Association of Realtors

Lindhout Associates

Old National Bank

Corrigan

Refrigeration Research

Lowry Solutions

### Rudolph Libbe

### Consumer Energy

DTE Energy

ITC Holdings

IHA

Trinity Health

### Michigan Works!

### Southeast

\$13.8 AVE



**\*New Partner or Increased Funding**

# OUR REQUEST...

- Continue economic development services with the EDCLC
- Provide a contribution to the EDCLC of \$175,000
- Three year commitment



# THANK YOU!

**Phil Santer**

Senior VP and Chief of Staff

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**Ron Long**

Chair, Economic Development Council

[rlong1@fnbh.com](mailto:rlong1@fnbh.com)



SOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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## **Resolution Authorizing an Agreement with the Economic Development Council to Provide Support for County-wide Assistance from 2019-2021 – Administration**

**WHEREAS,** the EDCLC was formed for the purpose of developing jobs and promoting the economic development of Livingston County; and

**WHEREAS,** the Economic Development Council of Livingston County (EDCLC) is requesting that Livingston County continue its partnership to promote economic development services with an annual investment of \$175,000; and

**WHEREAS,** in order to optimize the effectiveness of an economic development effort, it is critical to recognize the need and value of a strong partnership which focuses on global competition and the attraction/retention of high-value, knowledge-intensive, diverse workers; and

**WHEREAS,** our partnership with the EDCLC has generated millions of dollars in new investment and new job commitments into Livingston County which support more families and local businesses in the community; and

**WHEREAS,** funding is included in the proposed 2019 General Fund Operating budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a three (3) year contract with the Economic Development Council of Livingston County for the term of January 1, 2019, through December 31, 2021 for an amount not to exceed \$175,000 per year.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

**BE IT FURTHER RESOLVED** that the Economic Development Council continue to provide the Livingston County Board of Commissioners with a quarterly report highlighting the identity of current business partnerships, governmental partnerships, and their financial commitments to the SPARK contract including but not exclusive to, financial contributions, in-kind contributions, or expenditures detailing total amount and those who either gave them or in the case of expenditures, those who received them.

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MOVED:  
SECONDED:  
CARRIED:

**SERVICE AGREEMENT WITH ECONOMIC DEVELOPMENT  
COUNCIL OF LIVINGSTON COUNTY**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between Livingston County, having its offices at 304 E Grand River Ave, Howell, Michigan hereinafter referred to as the "County", and the ECONOMIC DEVELOPMENT COUNCIL OF LIVINGSTON COUNTY, a Michigan non-profit corporation, having its registered office at 218 East Grand River Avenue, Brighton, Michigan, hereinafter referred to as the "EDC."

**WHEREAS**, in the current economic climate skilled worker shortages and static tax bases are problems which are faced by many counties in Michigan; and

**WHEREAS**, a coordinated effort on the part of citizens and institutions in Livingston County is desirable in order to solve the above problems and create employment, industrial expansion and to promote the economic well-being and development of Livingston County and of Livingston County; and

**WHEREAS**, the EDC has been formed for the purpose of developing jobs and promoting the economic development of Livingston County through the cooperation and participation of interested private and public organizations in the County and the County; and

**WHEREAS**, a coordinated approach to the development of employment and the promotion of economic development for Livingston County will aid Livingston County in its own economic development;

**NOW, THEREFORE**, for considerations recited herein, the parties agree as follows:

1. The EDC shall act as County's non-exclusive agent with respect to economic development projects in and for the for purposes of promoting both the retention and economic expansion of local business and employment currently located within the County as well as establishing new businesses and employment within Livingston County. The EDC will renew its contract services agreement with Ann Arbor SPARK to provide business retention, expansion and attraction services for three years beginning January 1, 2019.

2. The EDC will review County development policies and procedures and offer recommendations to the County to enhance R & D or industrial development of the type and nature sought by the County Commission and conveyed to the EDC by the County representative, Ken Hinton & Gary Childs.
3. The EDC will prepare focused marketing material to highlight the key demographics and attributes of the County that will be used to introduce the County to EDC's targets and contacts.
4. The EDC will apply their extensive experience and knowledge of incentives and their practical applications and work with County staff to craft development of programs and recommendations that will benefit both private and public sectors for the encouragement of new investment. EDC will also assist the County with any agreements relating to the private and public sector investment.
5. The EDC will visit existing companies to identify their needs and ensure their retention. In addition, the EDC will consult with County staff and/or designated officials to identify attraction targets that will meet the long term needs of the Township as identified.
6. The EDC will actively recruit targets supported by all available resources. Recruitment efforts will be through personal contact, mail, email, economic development events, and industry contacts continually throughout the term of this contract.
7. When it becomes apparent a relocation in the County is imminent, EDC agrees that it will coordinate, facilitate and mediate meetings with the County and the potential target in order to expedite the closing of the transaction.
8. The EDC will provide quarterly updates to the County detailing the economic development services provided each quarter. Quarterly reports will identify all companies visited and report on the EDC's progress toward set goals and potential targets. In addition, these reports will provide partners with updated data and demographics.
9. Amendments to the Scope of Services may be made as necessary, provided that such amendments are agreed to in writing by both parties.
10. Livingston County agrees to pay to the EDC an amount not to exceed \$175,000.00 in 2019, \$175,000.00 in 2020, and \$175,000.00 in 2021; on or before April 15<sup>th</sup> of each year, for services furnished under this Agreement to be rendered for the calendar year to the County by the EDC which shall specifically report, with documentation, whatever services have been performed and whatever expenses have been incurred on behalf of the County by the EDC for economic development in and for the County in accord with the terms of this agreement.
12. The EDC agrees to keep books, records and accounts which will accurately reflect and document the disposition of all funds coming into and disbursed by the EDC as a result of this

Agreement, to make the same available for inspection by Livingston County during normal business hours.

13. The EDC agrees to hold Livingston County harmless from any and all liability which might result from its activities, and the EDC further agrees to carry such liability insurance naming Livingston County as additional insured, as Livingston County shall deem necessary to insure protection of Livingston County from any and all liability.

14. Within ninety (90) days after the end of the EDC's fiscal year the EDC shall submit to Livingston County a final written statement for all work and services performed under this Agreement. All data and work product related to the activities of the EDC and utilized or developed in performance of work in and for Livingston County shall become the property of Livingston County upon termination of this Agreement.

15. Both parties agree that this Agreement is subject to all applicable ordinances, resolutions and rules of Livingston County, Livingston County, and the State of Michigan.

16. Livingston County shall have the right to review any and all documents or reports as outlined above that are required to be submitted by EDC or its agents. If, at the end of the second year of this Agreement, the County in its sole discretion determines the said documents and records have not been submitted to their satisfaction, or if EDC otherwise fails to produce the said documents and records, the County may, at its option, terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**WITNESSES:**

**Livingston County**

\_\_\_\_\_  
\_\_\_\_\_

Ken Hinton, County Administrator

\_\_\_\_\_  
\_\_\_\_\_

Elizabeth Hundley, Livingston County Clerk

**ECONOMIC DEVELOPMENT COUNCIL  
OF LIVINGSTON COUNTY**

\_\_\_\_\_  
\_\_\_\_\_

Richard Perlberg, EDC Chair

\_\_\_\_\_  
\_\_\_\_\_

Ronald Long, EDC Vice-President



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing a Reduction in the Multiplier Used for Building Permit Fee Calculations and Other Adjustments in the Permit Fees for the Building Department

**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 year of 2005 / 2006 and current department permit activity and inspections have increased exponentially each year since 2010; and

**WHEREAS,** although the new construction permit fee multiplier was reduced by 25% in 2017, due to higher efficiencies combined with increased activity, the department fund balance is still at an amount which justifies adjustments in the permit fees; and

**WHEREAS,** the Building Official recommends another 25% reduction in the multiplier used for building permit fee calculations in addition to other adjustments in the permit fees for the Building Department as outlined in the attached Building Department Fee Schedule.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the recommendation of the Building Official to lower the multiplier by 25% that is used in the calculations for new construction permit fees until December 31, 2021, after which time the multiplier will return to the current rate and all other fee adjustments will remain lowered.

**BE IT FURTHER RESOLVED** that the Building Department permit fees will be as outlined in the attached Building Department Fee Schedule.

**BE IT FURTHER RESOLVED** that these permit fees will take effect on December 1, 2018.

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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](http://livgov.com/building)

**DATE:** September 25, 2018

**TO:** LIVINGSTON COUNTY BOARD OF COMMISSIONERS

**FROM:** Jim Rowell, Building Official

**RE: REDUCTION OF PERMIT FEES**

**History of Legal Use of Permit Fees:**

Permit revenue can only be used to fund building department operations. A building department should operate within its means however building departments are not allowed to make a profit.

PA230 of 1972 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.”***

In 2016, the building department lowered the multiplier used to calculate permit fees by 25%. In 2017, the department:

- Lowered the multiplier used to calculate permit fees by another 25%
- Reduced the majority of fixture based fees
- Created a sliding fee scale for higher valued commercial projects.
- Eliminated unnecessary permits such as replacement windows and doors

The purpose of the fee reductions are to lower the increasing fund balance. However, permit revenue for the first three quarters of 2018 has resulted in an additional increased revenue adding to the fund balance. Therefore we propose to reduce the fees once again. Prior to reducing fees this time, we have analyzed our fee structure and compare it to the effort required to issue and complete each permit to determine where fees may be the most excessive. Our goal is not only to reduce permit

revenue, but match revenue with staff effort. We have determine the following changes would be appropriate.

**1. Reduce the Overhead Multiplier:**

Fees for calculated construction projects are based on values established by the International Code (ICC) standards. The department is currently using the February 2011 valuation data. Once a project value is determined, the permit value is calculated using a multiplier that represents the building department's overhead i.e. the cost of providing services. We propose to reduce this multiplier 25% from .00356 to .00267. This change in the multiplier will lower the fees for all new buildings, residential and commercial construction which result in an increase in size or footprint. The multiplier will be reduced from .00356 to .00267. This fee adjustment will affect:

- New residential buildings and residential additions
- New commercial buildings and commercial additions
- New garages, pole barns and storage type buildings

The process to calculate a new construction project is:

ICC Data Valuation \* the square footage of the proposed project \* the overhead multiplier.

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 / retail building.

**Project #1**

2000 square foot single family home  
2000 square foot unfinished basement  
600 square foot garage  
Permit fee with current multiplier \$809  
Permit fee with new multiplier \$607  
Difference -\$202

**Project #2**

3500 square foot single family home  
3500 square foot finished basement  
800 square foot garage  
Permit fee with current multiplier \$1868  
Permit fee with new multiplier \$1401  
Difference -\$467

**Project #3**

12,000 square foot, commercial retail store  
Permit fee with current multiplier \$4544  
Permit fee with new multiplier \$3408  
Difference -\$1136

**2. Reduce the fixture based fees**

Fees for mechanical and electrical permits are fixture based. The revenue for these types of permits account for approximately 29% of our revenue but with much less effort. Most of these permits require only 1 or 2 inspections to complete.

**Resolution Summary:**

We are respectfully requesting approval to amend the fees as described above. We hope to reduce the fund balance and create fees that more closely represent the department's efforts. A new proposed fee schedule is included in an attachment.

Respectfully,

Jim Rowell  
Building Official

# Livingston County Building Department

## Fee Schedule



Effective December 1st, 2018

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

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# LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE

## EFFECTIVE DECEMBER 1<sup>st</sup>, 2018

### Policies and Procedures

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#### Permits Expiration

Permits will expire when inactive for 180 days. Activity is determined by inspection requests. When an inspection has been approved, permits will be extended for an additional 180 days for that trade (only). If an inspection does not pass, the permit expiration will not be extended.

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#### Permit Extensions

Building Permits can be extended 1 time at no cost for 180 days with good cause demonstrated to the building official. Additional extensions will be decided on a case by case basis as decided by the code official. Expired permits cannot be extended. Extended permits must be reviewed prior to approval.

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#### Permit Cancellation Refund Policy for Projects Not Started

Full refunds will be issued for permits where work has not begun. Plan review fees are non-refundable unless the permit is withdrawn prior to the beginning of the plan review.

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#### Approved Permits Not Picked Up

Staff will call the applicants at the time permits have been reviewed and approved for issuance. The department will hold these permits for 180 days. After that time, the department will contact the applicant. If contact cannot be made, the permit will be nullified and the documents will be shredded. No refunds will be given on completed plan reviews. Future submissions will be the same as required for new applications.

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#### Re-inspection Fees

A re-inspection fee of \$50 will be applied to all trades for work that is incomplete, incorrect, not ready or when the inspector is locked out. The Building Official or his designee can waive the fee for good cause.

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#### Permit Transfer Policy

Definition: When an owner changes contractors for a project that is already permitted by another contractor.

Refunds will be given to the party that paid the fee to the County. The fee will be given based on a percentage of the required inspections not completed. The new contractor must obtain a new permit.

EXAMPLE: Project with 5 required inspections and 2 inspections completed will receive a 60% refund minus the plan review cost. The new contractor taking over the project will be charged 60% of the original permit cost – no plan review fee will be charged unless significant changes are proposed. Cancellations will not be allowed for projects partially built unless another contractor has applied for a permit to take over the project.

---

#### Continuation Permit

Definition: A permit that qualifies for a continuation permit is a permit that has expired because of lack of activity and / or a permit that has not been extended and allowed to expire.

Continuation permits for building permits (only) will be \$75 plus the number of required inspections x \$30 each. If a continuation permit is requested in another entities name, the cost and process will be the same fee as required for new work for the unfinished portion (only). After 2 years, the building official may request all new permits at the cost of new permits.

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**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

## **Policies (continued)**

### **Changes or Modifications to an Existing Permit or a Continuation Permit**

If a permit can be modified by a staff member at the counter there will be no charge. If a permit requires changes significant enough to require re-entry into the plan review que, the cost will be determined by the plan reviewer, based on effort, not to exceed \$75.

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### **Adding Additional Work to an Existing Permit or Continuation Permit**

If the scope for additional work requires re-entry into the plan review que, the plan review and permit costs will be the same costs as required for new work.

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### **Permit Holder's Agents**

Any person applying for or picking up permits on behalf of a permit applicant must present documents authorizing them to act on behalf of the permit applicant for the intended task. The document shall be signed by and dated by the permit applicant and signed and notarized by a licensed Notary Public. The notarized document shall bear the seal or stamp of the Notary. The agent shall present photo identification satisfactory to the building department. The Building Department reserves the right to deny an Agent's request based on incomplete or unclear submittals.

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### **Homeowner's Permit Policy**

A permit can be issued to a homeowner for their own use and occupancy if the applicant owns the property and the property is registered in the applicant's name. A copy of the registered deed shall be presented as proof to the building department. Alternatively, the building department may request a certified copy from the register of deeds.

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

**Plan Review Fees**

**FIXED PLAN REVIEW FEES**

New residential buildings including additions	\$100
Remodeling (including basements)	\$75
Decks	\$75
Pole barns, garages storage buildings	\$50
Modular home	\$75
Modular home set up-in park or acreage	\$50
Pools	\$75
Foundations	\$50
Mobile home foundations and piers	\$50
Demolitions	\$75
Solar panels	\$50
Commercial re-occupancy	\$75
Other projects not listed	\$25

**CALCULATED COMMERCIAL PLAN REVIEW FEES**

Commercial projects with a construction value of \$50,000 or less	\$75
Commercial projects building permits with a construction value more than \$50,000 up to 2.5 million	.0015 of the project value
Commercial projects with a construction value of \$2.5-\$5 million	\$3750 plus .0005 of valuation over \$2.5 million
Commercial projects with a construction value over \$5 million	\$5000 + .0004 of valuation over \$5 million
Commercial electrical, mechanical, plumbing permits	25% of the building permit plan review value for each trade

# LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE

## EFFECTIVE DECEMBER 1<sup>st</sup>, 2018

### PERMIT FEES

#### FIXED RATE PERMIT FEES \*

Residential re-roof	\$50
Decks	\$90
Swimming pools –includes fences and covers**	\$60
Hot tubs**	\$50
Mobile home set up	\$100
Mobile home piers only	\$50
Solar panels	\$30
Signs	\$75
Commercial re-occupancy	\$30
Demo-residential & commercial	\$150

\*Fees for fixed rate projects will be calculated using the project value or the number of inspections x \$30 whichever is higher

\*\*Swimming pool permits will not be issued unless the electrical, fence or ASTM compliant cover is addressed with and permitted with the pool permit. The fence, electrical or ASTM cover can be issued under different contractor but the fence or ASTM cover permit(s) must be issued prior to issuance of the pool permit.

#### CALCULATED PERMIT FEES

Calculated permit fees shall be used to determine the permit cost for any residential or commercial project that increases the footprint or residential or commercial remodeling or modifications where the valuation of the work exceeds \$50,000. The formula for calculated fees shall be:

ICC Data Valuation February 2011 x Project square footage x Multiplier (.00356)

#### EXAMPLE

1200sf first floor	x	101.90	\$122,280.00
1200sf unfinished basement	x	15.00	\$18,000
300sf porch	x	39.06	\$11,718
600sf garage	x	39.06	\$23,436
Total Valuation			\$175,434
Total permit cost = Total Valuation \$175,434 x .00267			\$468*

\*Plus plan review fee

ICC Data Valuation 2/2011									
Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53

#### CALCULATED PERMIT FEES (CONTINUED)

# LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE EFFECTIVE DECEMBER 1<sup>st</sup>, 2018

H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
<b>ICC Data Valuation 2/2011 continued</b>									
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family (apartments)	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-3 Residential, one- and two-family (homes)	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	101.90
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous, garages, pole barns, storage building, porches	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

**Square Foot Construction Costs<sup>a, b, c, d</sup>**

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

**ELECTRICAL FIXTURE BASED PERMIT FEES**

Application Fee Require (non-refundable)	\$20*
Air Conditioning	\$10*
Circuits (per circuit)	\$5
Conduit Only/Grounding Only	\$30*
Dishwasher	\$6
Electrical Baseboard Heating Units	\$5
Energy Retrofit-Temp Control	\$30*
Feeders-Bus. Ducts, etc (per 50')	\$5
Fire Alarms (per device) - Commercial only	\$5
Furnace - Unit Heater	\$5
Lift Pumps	\$10*
Light Fixtures (per 25)	\$5
Mobile Home Park Site Feeder Connection	\$5
Pedestals Only	\$10*
Power Outlets (Ranges, Dryers, etc.)	\$5
Recreational Vehicle Park Site	\$5
Units Up to 20 KVA or HP	\$5
Units 21 to 50 KVA or HP	\$5*
Units 51 KVA or HP or Over	\$5*
Service: Temp or Perm - Thru 200 AMP	\$5*
Over 200 AMP Thru 600 AMP	\$10*
Over 600 AMP Thru 800 AMP	\$15*
Over 800 AMP Thru 1200 AMP	\$15*
Over 1000 AMPS (GFI Only - 277 or 480V)	\$30*
Roof Top Units	\$20*
Signs	\$20*
Swimming Pools/Hot Tub	\$25
Additional Inspection	\$20*
Final Inspection	\$30

\*Changed from previous fee schedule

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

**MECHANICAL FIXTURE BASED PERMIT FEES**

Application Fee (non-refundable)	\$20*
Residential Heating System (including duct & vent pipe & furnace)	\$30*
Air Cleaner	\$5*
Air Conditioning (Residential)	\$20*
Humidifiers	\$5.00
Fans, Bath & Kitchen Exhaust (Residential)	\$5.00
Fireplace(s) - Gas Burning (Includes Pressure Test and chimney(s))	\$20*
Fireplace(s) - Solid Fuel (includes chimney(s))	\$20*
Gas Pipe - (Per each opening)	\$5.00
Pressure Test	\$10*
Boiler	\$30*
Process Piping - .05 / Foot) - Minimum \$25.00	\$.05 per ft
Duct - (\$.10 / Foot - Minimum \$25.00)	\$.10 per ft
Gas / Oil Burning Equipment New and/or Conversion Units	\$20*
Heat Pumps (Pipe not included)	\$20*
Tanks - Fuel (in or above ground)	\$15*
Chimney-Factory Built Installed Separately	\$10*
Water Heater	\$20*
Roof Top Units	\$50*
Unit Heaters (Terminal Units)	\$20*
Unit Ventilators / Exhaust fans (Commercial)	\$10
Commercial Hoods	\$30*
Refrigeration (Split System)	\$20*
Evaporator Coils	\$20*
Chiller	\$15
Cooling Towers	\$20*
Compressor	\$10*
Heat Recovery Units	\$10
Flue/Vent Damper	\$5
Mobile Home Park Site	\$5
Fire Suppression / Protection \$45.00 minimum plus \$.75 per head	\$.75 per head
V.A.V. Boxes	\$10.00
Additional Inspection	\$20*
Final Inspection	\$30

\*Changed from previous fee schedule

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE**  
**EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

**PLUMBING FIXTURE BASED FEES**

Application Fee (non-refundable)	\$30.00
Acid Waste Drain	\$5.00
Autopsy	\$20.00
Bathtub	\$5.00
Bed Pan Washer	\$20.00
Bidet	\$5.00
Condensate Drain	\$20.00
Connection Bldg Drain - Sewer	\$5.00
Connection- Irrigation Sprinkler System	\$25.00
Cuspidor	\$5.00
Dishwasher	\$5.00
Drinking Fountain	\$25.00
Embalming Table	\$20.00
Floor drains, special drains, water connected appliance	\$5.00
Floor Drain	\$5.00
Grease Trap	\$5.00
Laundry Tray / Tub	\$5.00
Lavatories (Bath Sink)	\$5.00
Mobile Home Park Site	\$5.00
Modular Home	\$50.00
Refrigerator	\$5.00
Roof Drain	\$5.00
Sewage Ejectors and / or sumps	\$5.00
Sewers - Residential	\$5.00
Sewers - Commercial	\$1 / Ft
Shower Stall	\$5.00
Sink (other than bath or slop)	\$5.00
Stacks (soil, waste, vent & conductor)	\$4.00
Starch Trap	\$5.00
Sub-soil Drains	\$5.00
Urinal	\$5.00
Washing Machine	\$5.00
Emergency Eye Wash	\$25.00
Emergency Shower	\$25.00
Garbage Grinder	\$5.00
Ice Making Machine	\$5.00
Manholes, Catch Basins	\$5.00
Plaster Trap	\$5.00
Backflow Preventer	\$5.00
Slop Sink	\$5.00
Special / Safety Inspection (ie. Medical Gas)	\$45.00
Toilet(s) - (Water Closets)	\$5.00
Water Connected Dental Chair	\$20.00
Water Connected Sterilizer	\$20.00
Water Connected Still	\$20.00
Water Connection To Carbonated Beverage Dispenser	\$20.00
Water Distribution Pipe - 3/4" System	\$25.00
Water Distribution Pipe - 1" System	\$25.00
Water Distribution Pipe - 1 1/4" System	\$25.00
Water Distribution Pipe - 1 1/2" System	\$25.00
Water Distribution Pipe Over 1 1/2 " System	\$25.00
Water Heater	\$25.00

**LIVINGSTON COUNTY BUILDING DEPARTMENT FEE SCHEDULE  
EFFECTIVE DECEMBER 1<sup>st</sup>, 2018**

Water Outlet Cooler	\$25.00
<b>PLUMBING FIXTURE BASED FEES (Continued)</b>	
Water Outlet Or Connection To Make-up Water Tank	\$25.00
Water Outlet Or Connection To Filters	\$25.00
Water Outlet Or Connection To Heating System	\$25.00
Water Service - Residential	\$25.00
Water Meter - Residential	\$5.00
Water Service - Commercial	\$1 / Ft
Water Meter - Commercial	\$50.00
Water Softener	\$25.00
Additional Inspections	\$30.00
Final Inspection	\$30.00

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing Expenditures for West Complex Fiber Upgrade – Information Technology**

**WHEREAS,** Livingston County has determined a need for upgrading the west complex fiber network; and

**WHEREAS,** after the review of the vendor and infrastructure strategies, it is recommended that a Purchase Order be issued to AmComm Telecommunications, of Brighton, Michigan, for an amount not to exceed \$27,426.20; and

**WHEREAS,** the new 911 Central Dispatch Center information technology infrastructure requires increased bandwidth to operate optimally; and

**WHEREAS,** the current fiber infrastructure at the west complex is 30 years old and is incapable of data speeds required for simultaneous operations of the new 911 Central Dispatch facility, Judicial Center, Law Center, Animal Shelter, Sheriff Department, and Facility Services; and

**WHEREAS,** the demolition of the ASSET building scheduled for February of 2019 will require the fiber to break thereby interrupting data communication for the entire west complex and rendering the current multi-mode fiber infrastructure as insufficient; and

**WHEREAS,** since this project is part of a larger capital construction project, the use of Capital Improvement funds are being requested in an amount not to exceed \$27,426.20.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the issuance of a Purchase Order to Amcomm Telecommunications for fiber connection work at the west complex for an amount not to exceed \$27,426.20.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the Treasurer to transfer monies from Fund 403 to Fund 636 in an amount not to exceed \$27,426.20.

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MOVED:  
SECONDED:  
CARRIED:

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Restructuring the Deputy County Administrator Role –Administration**

**WHEREAS,** Livingston County currently splits the role of Deputy County Administrator between three (3) individuals, that structure was established under the prior County Administrator; and

**WHEREAS,** the current County Administrator has evaluated this structure and wishes to designate one (1) individual, the County Finance Officer, as the Deputy County Administrator making clear this position is authorized to execute the County Administrator’s authorization under the County Purchasing Policy.

**THEREFORE BE IT RESOLVED** that Livingston County Board of Commissioners hereby accept the recommendation of the County Administrator to appoint the Finance Officer as the sole Deputy County Administrator and to hereby amend the County’s Purchasing Policy to designate the Deputy County Administrator/Finance Officer with the authority to execute the County Administrator’s responsibilities under said policy in the absence of the County Administrator.

# # #

**MOVED:**  
**SECONDED:**  
**CARRIED:**

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution to Authorize a Third Quarter Supplemental Appropriation to the Fiscal-Year 2018 Budget – Administration**

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the third quarter of 2018 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - Increase in Board of Commissioners for publications and professional development
  - Increase in Drain for engineering service expenses offset by revenue collected
  - Increase in Professional Services for accountability & transparency dashboard
  - Increase in Purchasing for the CoPro professional services contract
  - Decrease in Court Central Services for the CIP building study
  - Decrease in County Clerk for the CIP Courthouse building security project
- Decreased expenditures for EMS for capital equipment & vehicles and reduction in charges for service revenue
- Increased expenditures for Health for operating equipment
- Increased expenditures for wages charged to Principal Residence Exemption
- Increased expenditures for Building Inspection for office furniture for a Plan Review front counter desk
- Increased expenditures for Airport to adjust to actual activity offset by increased fuel sales
- Increased expenditures for Car Pool for vehicle fuel expense
- Increased expenditures for Benefit fund for health insurance offset by increased reimbursement
- Increase expenditures for newly received Sheriff Federal Traffic Enforcement grant for overtime
- Increase expenditures for Jail Commissary for a storage shed and office floor improvements

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2018 Budget as illustrated below:

FUND	Approved 2018 budget	Proposed amendment	Amended 2018 budget
101 - General Fund	\$ 50,055,826	\$ (3,316)	\$ 50,052,510
EMS	\$ 11,461,894	\$ (181,386)	\$ 11,280,508
Health	\$ 3,964,375	\$ 16,565	\$ 3,980,940
Sheriff Federal Grants 23830100	\$ 14,208	\$ 943	\$ 15,151
Principal Residence Exemption	\$ 7,324	\$ 1,076	\$ 8,400
Building Inspection	\$ 3,432,892	\$ 13,313	\$ 3,446,205
Airport	\$ 1,260,857	\$ 206,175	\$ 1,467,032
Jail Commissary	\$ 166,256	\$ 5,404	\$ 171,660
Car Pool	\$ 1,798,059	\$ 129,220	\$ 1,927,279
Benefits	\$ 9,742,700	\$ 3,000,000	\$ 12,742,700

**BE IT FURTHER RESOLVED** that the worksheet showing details of the above is available for review in the  
County Administration Finance office.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

EXPENDITURES				
2018 Amended				Proposed Amended
<b>Special Revenue Funds</b>				
21065100	EMS	\$ 11,461,894	\$ (181,386)	\$ 11,280,508
21414100	FOC Family Counseling	\$ 14,000	\$ -	\$ 14,000
21514100	FOC	\$ 2,556,548	\$ 147	\$ 2,556,695
22160100	Health	\$ 3,964,375	\$ 16,565	\$ 3,980,940
23816800	Courts FED Grants	\$ 507,018	\$ -	\$ 507,018
23826717	Family Support	\$ 301,143	\$ -	\$ 301,143
23830100	Sheriff - Federal Grants	\$ 14,208	\$ 943	\$ 15,151
23833100	Sheriff Marine Safety	\$ 7,600	\$ -	\$ 7,600
23842600	FED Emergency Mngmnt	\$ 307,970	\$ -	\$ 307,970
23872100	Planning Federal Grants	\$ 238,000	\$ -	\$ 238,000
23916800	Courts STATE Grants	\$ 557,155	\$ -	\$ 557,155
23926718	Crime Victims Rights	\$ 143,003	\$ -	\$ 143,003
23930100	Sheriff State Grants	\$ 59,229	\$ -	\$ 59,229
23930106	Sheriff Traffic Secondary Roa	\$ 262,001	\$ 1,410	\$ 263,411
23943000	Animal Shelter State Grants	\$ 2,791	\$ -	\$ 2,791
23944100	DPW State Grants	\$ 6,000	\$ -	\$ 6,000
24527800	ROD Survey & Remon	\$ 164,088	\$ -	\$ 164,088
25522300	Princ Res Exemption	\$ 7,324	\$ 1,076	\$ 8,400
25626801	ROD Automation	\$ 296,819	\$ -	\$ 296,819
26132500	911 Central Dispatch	\$ 4,042,113	\$ 610	\$ 4,042,723
26132525	911 Enhanced	\$ 372,249	\$ -	\$ 372,249
26132526	911 Training	\$ 34,000	\$ -	\$ 34,000
26335100	Sheriff CO Training	\$ 21,236	\$ -	\$ 21,236
26530100	Drug Law Enforcement	\$ 4,500	\$ -	\$ 4,500
26630100	DEA Equitable Sharing	\$ 35,081	\$ -	\$ 35,081
26821500	Concealed Pistol Licensing	\$ 133,835	\$ -	\$ 133,835
26914500	Law Library	\$ 6,600	\$ -	\$ 6,600
27830100	Sheriff Victim Svcs Unit	\$ 1,400	\$ -	\$ 1,400
29067000	Social Welfare	\$ 7,100	\$ -	\$ 7,100
29266200	Child Care Juvenile	\$ 2,479,281	\$ -	\$ 2,479,281
29266300	Child Care Social Services	\$ 1,110,000	\$ -	\$ 1,110,000
29368900	Veterans Relief	\$ 68,392	\$ -	\$ 68,392
29568900	Veteran Services	\$ 918,680	\$ 2,175	\$ 920,855
29630100	Criminal Forfeiture	\$ 13,000	\$ -	\$ 13,000
<b>Enterprise Funds</b>				
54237100	Building & Safety	\$ 3,432,892	\$ 13,313	\$ 3,446,205
5780275	Septic Receiving	\$ 1,198,050	\$ -	\$ 1,198,050
58105400	Airport	\$ 1,260,857	\$ 206,175	\$ 1,467,032
58853800	LETS	\$ 4,469,082	\$ 10,384	\$ 4,479,466
59535100	Jail Commissary	\$ 166,256	\$ 5,404	\$ 171,660
<b>Internal Service Funds</b>				
63126500	Facility Services	\$ 3,976,347	\$ 1,026	\$ 3,977,373
63622800	Information Technology	\$ 4,290,617	\$ -	\$ 4,290,617
66126300	Car Pool	\$ 1,798,059	\$ 129,220	\$ 1,927,279
67785200	Benefit Fund	\$ 9,742,700	\$ 3,000,000	\$ 12,742,700

REVENUES				
2018 Amended				Proposed Amended
\$ (10,890,837)	\$ 400,000	\$ (10,490,837)		
\$ (14,000)	\$ -	\$ (14,000)		
\$ (2,483,393)	\$ -	\$ (2,483,393)		
\$ (3,719,778)	\$ (1,260)	\$ (3,721,038)		
\$ (467,764)	\$ -	\$ (467,764)		
\$ (301,143)	\$ -	\$ (301,143)		
\$ (14,208)	\$ -	\$ (14,208)		
\$ (7,600)	\$ -	\$ (7,600)		
\$ (307,970)	\$ -	\$ (307,970)		
\$ (101,339)	\$ -	\$ (101,339)		
\$ (547,000)	\$ -	\$ (547,000)		
\$ (143,003)	\$ -	\$ (143,003)		
\$ (59,229)	\$ -	\$ (59,229)		
\$ (262,001)	\$ -	\$ (262,001)		
\$ (2,791)	\$ -	\$ (2,791)		
\$ (6,000)	\$ -	\$ (6,000)		
\$ (87,425)	\$ -	\$ (87,425)		
\$ (3,800)	\$ -	\$ (3,800)		
\$ (208,000)	\$ -	\$ (208,000)		
\$ (4,224,000)	\$ -	\$ (4,224,000)		
\$ (372,250)	\$ -	\$ (372,250)		
\$ (34,000)	\$ -	\$ (34,000)		
\$ (25,000)	\$ -	\$ (25,000)		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ (86,200)	\$ -	\$ (86,200)		
\$ (6,600)	\$ -	\$ (6,600)		
\$ (1,500)	\$ -	\$ (1,500)		
\$ (4,500)	\$ -	\$ (4,500)		
\$ (2,479,281)	\$ -	\$ (2,479,281)		
\$ (845,000)	\$ -	\$ (845,000)		
\$ -	\$ -	\$ -		
\$ (1,009,500)	\$ -	\$ (1,009,500)		
\$ -	\$ -	\$ -		
\$ (2,282,468)	\$ -	\$ (2,282,468)		
\$ (1,819,918)	\$ -	\$ (1,819,918)		
\$ (1,276,156)	\$ (206,175)	\$ (1,482,331)		
\$ (3,623,961)	\$ -	\$ (3,623,961)		
\$ (131,850)	\$ -	\$ (131,850)		
\$ (3,664,787)	\$ -	\$ (3,664,787)		
\$ (3,699,266)	\$ -	\$ (3,699,266)		
\$ (1,546,831)	\$ 129,220	\$ (1,417,611)		
\$ (9,727,359)	\$ (300,000)	\$ (10,027,359)		

EXPENDITURES				REVENUES			
	2018 Amended				2018 Amended		
			Proposed Amended				Proposed Amended
10100001 GF TAXES		\$ -	\$ -	\$ (35,546,351)	\$ -	\$ (35,546,351)	
10110100 GF BOARD OF COMMISSIO	\$ 560,202	\$ 2,000	\$ 562,202	\$ -	\$ -	\$ -	
10113100 GF CIRCUIT COURT	\$ 1,831,098	\$ -	\$ 1,831,098	\$ (173,348)	\$ -	\$ (173,348)	
10113600 GF DISTRICT COURT	\$ 2,728,731	\$ -	\$ 2,728,731	\$ (3,256,372)	\$ -	\$ (3,256,372)	
10114800 GF PROBATE COURT	\$ 731,529	\$ -	\$ 731,529	\$ (220,409)	\$ -	\$ (220,409)	
10114900 GF JUVENILE COURT	\$ 792,024	\$ 512	\$ 792,536	\$ (270,634)	\$ -	\$ (270,634)	
10115000 GF GUARDIANSHIP	\$ 13,200	\$ -	\$ 13,200	\$ (13,200)	\$ -	\$ (13,200)	
10115100 GF PROBATION	\$ 87,238	\$ -	\$ 87,238	\$ -	\$ -	\$ -	
10116700 GF APPELLATE COURT	\$ 68,700	\$ -	\$ 68,700	\$ -	\$ -	\$ -	
10116800 GF CENTRAL SERVICE JUDICIAL	\$ 2,593,400	\$ (38,000)	\$ 2,555,400	\$ (732,980)	\$ 38,000	\$ (694,980)	
10117200 GF COUNTY ADMINISTRAT	\$ 638,645	\$ -	\$ 638,645	\$ -	\$ -	\$ -	
10119200 GF ERP PROJECT	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	
10121500 GF COUNTY CLERK	\$ 527,446	\$ (10,000)	\$ 517,446	\$ (164,625)	\$ -	\$ (164,625)	
10121599 GF COUNTRY CLERK CIRCU	\$ 879,819	\$ -	\$ 879,819	\$ (438,100)	\$ -	\$ (438,100)	
10122300 GF INTERNAL / EXTERNA	\$ 110,715	\$ 7,000	\$ 117,715	\$ -	\$ -	\$ -	
10123300 GF PURCHASING	\$ 175,501	\$ 12,000	\$ 187,501	\$ (6,000)	\$ -	\$ (6,000)	
10124800 GF TAX ALLOCATION BOA	\$ 1,355	\$ -	\$ 1,355	\$ -	\$ -	\$ -	
10124900 GF PLAT BOARD	\$ 300	\$ -	\$ 300	\$ -	\$ -	\$ -	
10125300 GF COUNTY TREASURER	\$ 1,015,567	\$ -	\$ 1,015,567	\$ (97,498)	\$ -	\$ (97,498)	
10125700 GF EQUALIZATION	\$ 572,320	\$ -	\$ 572,320	\$ (25,000)	\$ -	\$ (25,000)	
10126100 GF COOPERATIVE EXTENS	\$ 235,411	\$ -	\$ 235,411	\$ -	\$ -	\$ -	
10126200 GF ELECTIONS	\$ 260,379	\$ -	\$ 260,379	\$ (99,300)	\$ -	\$ (99,300)	
10126500 GF FACILITIES SERVICE	\$ 72,337	\$ -	\$ 72,337	\$ (66,400)	\$ -	\$ (66,400)	
10126700 GF PROSECUTING ATTORN	\$ 2,209,890	\$ -	\$ 2,209,890	\$ -	\$ -	\$ -	
10126717 GF PROS. ATTY FAMILY	\$ 102,389	\$ -	\$ 102,389	\$ -	\$ -	\$ -	
10126800 GF REGISTER OF DEEDS	\$ 677,521	\$ -	\$ 677,521	\$ (2,260,000)	\$ -	\$ (2,260,000)	
10126900 GF CIVIL COUNSEL	\$ 152,740	\$ -	\$ 152,740	\$ -	\$ -	\$ -	
10127000 GF HUMAN RESOURCES	\$ 683,621	\$ -	\$ 683,621	\$ -	\$ -	\$ -	
10127500 GF DRAIN COMMISSIONER	\$ 2,316,290	\$ 15,000	\$ 2,331,290	\$ (1,226,580)	\$ (15,000)	\$ (1,241,580)	
10130100 GF SHERIFF	\$ 7,753,734	\$ 32,871	\$ 7,786,605	\$ (449,650)	\$ (19,684)	\$ (469,334)	
10130106 GF SHERIFF - TRAFFIC	\$ 176,345	\$ 1,410	\$ 177,755	\$ -	\$ -	\$ -	
10130143 GF SHERIFF - ANIMAL CNTRL	\$ 141,063	\$ (16,819)	\$ 124,244	\$ -	\$ -	\$ -	
10130500 GF COURT SECURITY	\$ 271,615	\$ -	\$ 271,615	\$ -	\$ -	\$ -	
10135100 GF JAIL	\$ 10,462,946	\$ (3,350)	\$ 10,459,596	\$ (2,285,608)	\$ -	\$ (2,285,608)	
10142600 GF EMERGENCY MNGMT	\$ 248,617	\$ 441	\$ 249,058	\$ (34,019)	\$ -	\$ (34,019)	
10143000 GF ANIMAL SERVICES	\$ 679,626	\$ 131	\$ 679,757	\$ (179,800)	\$ -	\$ (179,800)	
10144100 GF DEPT OF PUBL WORKS	\$ 194,910	\$ -	\$ 194,910	\$ (28,329)	\$ -	\$ (28,329)	
10144500 GF - DRAINS PUBLIC BE	\$ 220,000	\$ -	\$ 220,000	\$ -	\$ -	\$ -	
10160500 GF CONTAGIOUS DISEASE	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	
10164800 GF MEDICAL EXAMINER	\$ 424,623	\$ 549	\$ 425,172	\$ (424,623)	\$ -	\$ (424,623)	
10164900 GF MENTAL HEALTH	\$ 600,470	\$ -	\$ 600,470	\$ -	\$ -	\$ -	
10167200 GF AGENCY ON AGING	\$ 155,326	\$ -	\$ 155,326	\$ -	\$ -	\$ -	
10172100 GF PLANNING	\$ 392,998	\$ -	\$ 392,998	\$ (7,000)	\$ -	\$ (7,000)	
10172800 GF ECONOMIC DEVELOPME	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	
10174700 GF COMMUNITY ACTION P	\$ 577,117	\$ -	\$ 577,117	\$ -	\$ -	\$ -	
10185100 GF INSURANCE POLICIES	\$ 1,125,000	\$ -	\$ 1,125,000	\$ -	\$ -	\$ -	
10186100 GF RETIREMENT	\$ 2,050,000	\$ -	\$ 2,050,000	\$ (2,050,000)	\$ -	\$ (2,050,000)	
10187000 GF UNEMPLOYMENT INSUR	\$ 22,544	\$ -	\$ 22,544	\$ -	\$ -	\$ -	
10189900 GF CHARGEBACKS	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	
10196600 GF APPROPRIATIONS	\$ 718,500	\$ -	\$ 718,500	\$ -	\$ -	\$ -	
10196610 GF APPROPRIATIONS - Court	\$ 2,565,458	\$ -	\$ 2,565,458	\$ -	\$ -	\$ -	
10196641 GF APPROPRIATIONS - Fed Grant	\$ 13,939	\$ -	\$ 13,939	\$ -	\$ -	\$ -	
10196650 GF APPROPRIATIONS - Health	\$ 688,292	\$ -	\$ 688,292	\$ -	\$ -	\$ -	
10196800 GF CONTINGENCIES	\$ 342,335	\$ (7,061)	\$ 335,274	\$ -	\$ -	\$ -	
General Fund Total	\$ 50,055,826	\$ (3,316)	\$ 50,052,510	\$ (50,055,826)	\$ 3,316	\$ (50,052,510)	



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Cindy Catanach, Deputy County Administrator/Financial Officer**  
**Date: October 18, 2018**  
**Re: Fiscal-Year 2018 Q3 Budget**

Attached for your review and consideration is a resolution to approve the 2018 revised budget based on anticipated activity for third quarter of Fiscal-Year 2018. The attached third quarter supplemental appropriation is comprised of the following:

- Increase/decreases in General Fund departmental expenditures to correspond to actual activity
  - Increase in Board of Commissioners for publications and professional development
  - Increase in Drain for engineering service expenses offset by revenue collected
  - Increase in Professional Services for accountability & transparency dashboard
  - Increase in Purchasing for the CoPro professional services contract
  - Decrease in Court Central Services for the CIP building study
  - Decrease in County Clerk for the CIP Courthouse building security project
- Decreased expenditures for EMS for capital equipment & vehicles and a reduction in charges for service revenue
- Increased expenditures for Health for operating equipment
- Increased expenditures for wages charged to Principal Residence Exemption
- Increased expenditures for Building Inspection for office furniture for a Plan Review desk at front counter
- Increased expenditures for Airport to adjust to actual activity offset by increased fuel sales
- Increased expenditures for Car Pool for vehicle fuel expense
- Increased expenditures for Benefit fund for health insurance offset by increased reimbursement
- Increase expenditures for newly received Sheriff Federal Traffic Enforcement grant for overtime
- Increase expenditures for Jail Commissary for a storage shed and office floor improvements

The organization code detail is available in my office. Please feel free to contact me if you have any questions regarding the proposed budget amendment.