

# FINANCE COMMITTEE

## AGENDA

February 20, 2019

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: February 6, 2019
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
8. **RESOLUTIONS FOR CONSIDERATION**
  - 8.1 **Emergency Management** 8  
Resolution Authorizing Livingston County to Participate in the 2019 Statewide Tornado Drill
  - 8.2 **Prosecutor** 10  
Resolution to Authorize the Fiscal Year 2019 Grant for Crime Victim Rights and a Supplemental Appropriation
  - 8.3 **Sheriff** 13  
Resolution Authorizing an Increase in Hours for the Jail Educator Position and a Supplemental Appropriation to the Commissary Fund
  - 8.4 **Specialty Courts and Court Programs** 16  
Resolution Authorizing a 3-Month Extension of the IT Mental Health Court Attorney Services

**8.5      Fiscal Services** **18**

Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2019 Budget

**8.6      Fiscal Services** **20**

Resolution to Revise Facility Services Systematic Transfer of Monies between Funds for 2019

**9.      CLAIMS**

Miscellaneous Claims dated: February 20, 2019

**10.     PREAUTHORIZED**

Computer Print-out dated: February 7 through February 20, 2019

**11.     CALL TO THE PUBLIC**

**12.     ADJOURNMENT**

# FINANCE COMMITTEE

## MEETING MINUTES

February 6, 2019

7:30 a.m.

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

Members Present:

D. Helzerman, K. Lawrence , W. Green , D. Parker, R. Bezotte, D. Dolan , W. Nakagiri

Members Absent:

C. Griffith, G. Childs

### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 7:31 a.m.

### 2. ROLL CALL

Indicated the presence of a quorum.

### 3. APPROVAL OF MINUTES

1. Meeting minutes dated: January 23, 2019

2. Closed Session minutes dated: January 23, 2019

Motion to approve the minutes as amended:

- Meeting minutes dated: January 23, 2019, page 2, #7. Reports: insert "video" before "ad" in the second sentence.
- Meeting minutes dated: January 23, 2019, page 2, #8.1 Central Services: Please change the third sentence from: Commissioner Nakagiri stated that he will be voting no as he did not have time to read all of the materials. To: Commissioner Nakagiri stated that he will be voting no as he did not receive the Agenda Packet in time to review all of the documents.

**Moved by:** R. Bezotte

**Seconded by:** K. Lawrence

Yes (6): K. Lawrence , W. Green , D. Helzerman, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (3): C. Griffith, D. Parker, and G. Childs

**Motion Carried (6-0-3)**

### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

**5. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

**Moved by:** W. Green

**Seconded by:** D. Dolan

Yes (6): K. Lawrence , W. Green , D. Helzerman, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (3): C. Griffith, D. Parker, and G. Childs

**Motion Carried (6-0-3)**

**6. CALL TO THE PUBLIC**

Jeff Boyd, Director of EMS, informed the Commissioners that employee, Amy Chapman has been promoted to take over for Tom Green upon his retirement.

Commissioner Parker entered at 7:36 a.m.

**7. REPORTS**

**7.1 Annual Report**

Michigan Works! - Bill Sleight, Director

Bill Sleight, Direction of MI Works!, began by introducing Dawn Awrey, Service Center Manager, and presented the Annual Report.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Animal Shelter**

Resolution to Dissolve the Animal Shelter Coordinator Position and Create a Full Time Animal Shelter Assistant Position

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

**8.2 Emergency Medical Services**

Resolution to Authorize Starting Pay for EMT, Advanced EMT and Paramedic Policy

Recommend Motion to the Board of Commissioners.

Discussion, Jeff Boyd answered questions.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Yes (6): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

No (1): W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (6-1-2)**

### **8.3 Emergency Medical Services**

Resolution Authorizing Capital Expenditure and Supplemental Appropriation for the Purchase of (2) Type III Medix Ambulances for the EMS Department

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** R. Bezotte

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

### **8.4 LETS**

Resolution Authorizing FY 2020 Specialized Services Contract Between the Michigan Department of Transportation and the County of Livingston

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** D. Dolan

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

### **8.5 LETS**

Resolution of Intent to Apply for State Financial Assistance for Fiscal Year 2020 Under Act 51 of the Public Acts of 1951, as Amended

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** R. Bezotte

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

**9. CLAIMS**

Miscellaneous Claims Dated: February 6, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** R. Bezotte

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

**10. PREAUTHORIZED**

Computer Print-out Dated: January 24 through February 6, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** W. Nakagiri

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

**11. CALL TO THE PUBLIC**

None.

**12. ADJOURNMENT**

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

**Moved by:** K. Lawrence

**Seconded by:** W. Nakagiri

Yes (7): K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and W. Nakagiri

Absent (2): C. Griffith, and G. Childs

**Motion Carried (7-0-2)**

Respectfully submitted by:

Natalie Hunt,  
Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

---

---

**Resolution Authorizing Livingston County to Participate in the 2019 Statewide Tornado Drill - Emergency Management**

**WHEREAS,** Livingston County may experience severe weather in the form of thunderstorms, wind storms, floods, and tornadoes, which threatens the health and safety of residents; and

**WHEREAS,** each year, more than 1,000 tornadoes strike the United States, including an average of 15 in Michigan and there is a chance, based on past incidents, that tornados can occur in Livingston County; and

**WHEREAS,** that on March 15, 2012 Dexter, Michigan experienced an F-3 tornado whose path crossed Livingston County prior to striking Dexter, and tornadoes have the potential to result in substantial loss of life and property; and

**WHEREAS,** all individuals are encouraged to be aware of the warning signs of severe weather and follow proper safety and emergency procedures before and during severe weather to include emergency drills; and

**WHEREAS,** Livingston County Emergency Management joins together with the Michigan State Police and other emergency management partners to educate the public about the dangers of tornadoes and other severe weather events and the precautions that can be taken to save lives and protect families; and

**WHEREAS,** Livingston County is committed and proactive in developing the resiliency of the citizens who live and work in Livingston County in the event of an emergency or disaster.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves this resolution and proclaims Wednesday, March 27, 2019, as Tornado Drill Day and request that all county employees, agencies and facilities participate, as able, during this drill on the aforementioned date at 1:00 PM

#

#

#

**MOVED:  
SECONDED:  
CARRIED:**





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**

1911 Tooley Rd Howell, MI 48855

Phone 517-540-7926 Fax 517-546-6788

Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Therese Cremonte, Emergency Manager**  
**Date: 01/30/2019**  
**Re: Livingston County Participation in the Statewide Tornado Drill**  
**on March 27, 2019**

---

This resolution is to request the support of the Livingston County Board of Commissioners for Livingston County offices and personnel to participate in the Michigan Statewide Tornado Drill on Wednesday, March 27, 2019 at 1:00 PM.

This would be a repeat exercise of the drill that was conducted in both April of 2016, 2017, and 2018. This year we continue to emphasize communications and warning along with the sheltering portion of the drill in the form of the initial warning going out to the public and the county buildings for the event, waiting approximately 20 minutes and then sending an “all clear” message.

This drill has been a success for Livingston County in the past. It is a tribute to the proactive efforts to support preparation and planning for a severe weather or tornado emergency by practicing communication, and emergency sheltering capabilities.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

---

---

**Resolution to Authorize the Fiscal Year 2019 Grant for Crime Victim Rights and a Supplemental Appropriation – Prosecutor**

**WHEREAS,** the Michigan Department of Health and Human Services (MDHHS) has awarded the Crime Victim Rights Division of the Prosecutor’s Office a Fiscal Year 2019 for the period of October 1, 2018 to September 30, 2019; and

**WHEREAS,** the original FY 2019 grant was issued in the amount of \$143,003; MDHHS has since awarded the Crime Victim Right’s Division an additional \$24,418 for a revised award amount of \$167,421; and

**WHEREAS,** the amended grant includes \$7,972 for Ancillary Direct Victim Needs; and

**WHEREAS,** a supplemental appropriation to the 2019 budget in the amount of \$24,418 is requested; and

**WHEREAS,** MDHHS requires electronic submission of the grant application and award acceptance by the Prosecutor through the EGrAMS online portal.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the Fiscal Year 2019 grant for the Crime Victim Rights Division of the Prosecutor’s Office in the amount of \$167,421.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize the Prosecutor to electronically sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above with the State of Michigan MDHHS upon review and/or preparation of Civil Counsel.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize a supplemental appropriation to the 2019 budget in the amount of \$24,418.

#

#

#

**MOVED:  
SECONDED:  
CARRIED:**



WILLIAM J. VAILLIENCOURT, JR.  
PROSECUTING ATTORNEY

LIVINGSTON COUNTY PROSECUTOR'S OFFICE  
210 South Highlander Way  
Howell, Michigan 48843  
(517) 546-1850  
[livgov.com/Prosecutor](http://livgov.com/Prosecutor)

To: Board of Commissioners  
From: William Vaillencourt  
Prosecuting Attorney  
Subject: MDHHS Grant for Victim Rights Services  
Date: February 5, 2019

The Michigan Department of Health and Human Services recently established a new funding formula to assist Prosecutors across the state in providing comprehensive notification, information, and assistance addressing victim rights throughout the criminal justice process as established by the William Van Regenmorter Crime Victim Rights Act of 1985 and the Crime Victims Rights Amendment to the Michigan Constitution. The state supports personnel in prosecutor offices whose day-to-day tasks and activities fulfill the prosecutor's statutory-mandated responsibilities to victims of crime.

As a result of the recalculation, Livingston County has been provided with \$24,418 in additional funds for 2019. Included in that figure is \$7,972 that is specifically designated and restricted to "Direct Victim Needs." These are costs often essential for crime victims to participate in the criminal justice process or obtain a modicum sense of safety after the criminal event. These costs include:

- Home security assistance: locks, cameras, motion lights, alarms, etc.
- Criminal Justice proceedings: transportation, childcare, respite care for dependent adults, food, clothing, lodging.
- Transportation: gas cards, bus vouchers, taxi fare, and Uber/Lyft pre-loaded fare.
- Utility costs: these funds may be used to help the victim restore power to their home.
- Temporary pet housing.
- Victim protection/relocation if the crime victim must move from the area for their immediate safety.

These funds will be used to provide services and support for crime victims. The grant funds provided by the state do not require any matching funds from the County.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

NICK LYON  
DIRECTOR

**DATE:** October 31, 2018  
**TO:** Michigan Prosecutor's Offices  
**FROM:** Maria Markos, Victim Rights Program Specialist  
**RE:** FY2019 Allocation Increases  
**CC:** James McCurtis, Tracy Hogan

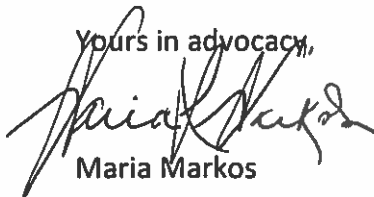
The Victim Rights Unit of the Division of Victim Services (MDHHS) is pleased to share with the Livingston County Prosecutor's Office your new allocated amount of \$167,421.

Please note that there is a 5% Ancillary Direct Victim Needs allocation that is automatically built into this increase. Your 5% is \$7,972. Your county is required to use the 5% only on direct victim needs as outlined in the attached revised Program Guidelines. If for whatever reason you do not wish to use the funds available in this special line item, the funds will revert to the Crime Victim Rights Fund at the end of the fiscal year.

The amendments have been approved by our Bureau Director, and we are awaiting approval by Budget. Once each amendment has been approved they will be sent to EGrAMS, who will notify you when the amendment has been opened. We expect this will occur sometime within the first two weeks of November.

If you have any questions, comments, or concerns about your new funding allocation or the amendment process please do not hesitate to contact either Tracy Hogan or myself.

Yours in advocacy,



Maria Markos

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

---

---

**Resolution Authorizing an Increase in Hours for the Jail Educator Position and a Supplemental Appropriation to the Commissary Fund - Sheriff**

**WHEREAS,** the part-time Jail Educator position was approved in November 2017;

**WHEREAS,** since this position was established, the Jail education classes have shown a consistent increase in inmate interest;

**WHEREAS,** the Jail Educator has successfully instructed GED curriculum to approximately (45) inmates with (16) inmates receiving their High School Equivalency Certificate in 2018;

**WHEREAS,** the Jail Educator is currently part-time with hours that limits the selection of offered classes;

**WHEREAS,** with the additional hours, the Jail Educator would be able to offer a Nurturing Parenting class, which she is a certified facilitator of, and also a resume workshop class where inmates will be offered the opportunity to do mock interviews;

**WHEREAS,** the Jail Educator is solely funded by the Commissary Fund which is an Enterprise Fund and currently has a sufficient balance to cover this increased cost on an ongoing basis; and

**WHEREAS,** the Livingston County Jail respectfully requests a supplemental appropriation of \$44,839 to cover the additional cost for the remainder of the year, to move the Jail Educator from part-time to a full time position.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize an increase in hours for the Jail Educator Position from a part-time position to a full-time position.

**Current:**

Position #	Description	CY FTE
35100110	JAIL ED TEACHER	.500

**Proposed:**

Position #	Description	CY FTE
35100110	JAIL ED TEACHER	1.000

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes a Budget Amendment to increase in the Commisary Fund budget in the amount of \$44,839 to support this request.

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY JAIL**

150 S. Highlander Way, Howell, MI 48843

Phone 540-7974

Fax 546-1800

Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Lt. Dan Adas**

**Date: 01/30/2019**

**Re: Resolution authorizing an increase in hours for the Jail  
Educator position and a supplemental appropriation to the  
Commissary Fund**


Please find for your consideration the attached resolution authorizing the change of the Jail Educator position from a part time to a fulltime position.

The Livingston County Jail provides the opportunity to inmates in our facility to earn their GED. In addition to the GED educational curriculum, the inmates can also attend and participate in faith based classes, life skills and book club.

Since the County Jail Educator position was approved in November 2017, the educator's classes have continued to grow with positive outcomes. The educator graduated 16 inmates in 2018 with GED completion degrees. The life skills and book club classes have captured the interest of both female and male inmates. These classes give them the chance to improve themselves in different aspects of their personal life including finances, goals, making healthy choices, controlling their emotions and becoming a more productive member of society.

With the requested additional hours, the educator would also like to incorporate a Nurturing Parenting class and a resume building class. The educator achieved a certificate of completion in September 2018 to be a facilitator of the Nurturing Parenting class. The resume building class would include mock job interviews and job seeking skills.

The Jail Educator position is solely funded by the Commissary Fund which currently has an approximate fund balance of \$325,764. The Livingston County Jail respectfully requests a supplemental appropriation of approximately \$44,839 as displayed below.

		Current	Proposed	Difference
Salary		\$ 22,078	\$ 44,157	\$ 22,078
FICA		\$ 1,689	\$ 3,378	\$ 1,689
Pension		\$ -	\$ 8,001	\$ 8,001
Health		\$ -	\$ 12,441	\$ 12,441
Workers Comp		\$ 62	\$ 124	\$ 62
Longevity				\$ -
Life		\$ -	\$ 106	\$ 106
LTD		\$ -	\$ 122	\$ 122
STD		\$ -	\$ 340	\$ 340
RHC - Savings				\$ -
<b>TOTAL COST</b>		<b>\$ 23,829</b>	<b>\$ 68,668</b>	<b>\$ 44,839</b>

Having a fulltime Jail Educator will empower these inmates to have an increased potential for positive opportunities upon their release from jail. If you have any questions contact Lt. Adas (517) 540-7974

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

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

---

---

**Resolution Authorizing a 3-Month Extension of the IT Mental Health Court Attorney Services – Specialty Courts and Court Programs**

**WHEREAS,** Livingston County Specialty Courts and Programs has contracted privately for Attorney Services for participants of IT Court Mental Health; and

**WHEREAS,** the Specialty Courts and Programs intends to extend the contract with Paige Favio to provide attorney services to participants in the IT Mental Health Court.

**WHEREAS,** the current contracts expired on December 31, 2018 and there are no more options to extend; and,

**WHEREAS,** the Court requests an extension of the IT Mental Health Court Attorney Services contract listed above for an additional three months until June 1st, 2019, with the ability to terminate the contracts at any time with a 30 day notice; and

**WHEREAS,** the monies for these contracts will be appropriated in the 2019 SCAO State Grant.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the extension of the Attorney Service contract with Paige Favio until June 1st, 2019.

**BE IT FURTHER RESOLVED** that the Chairman 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.

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**





## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Sara Applegate, Court Programs Liaison**  
**Date: February 12<sup>th</sup>, 2019**  
**Re: Resolution to Authorize the Extension of the IT Mental Health Attorney Services made by the 44<sup>th</sup> Circuit Court & 53<sup>rd</sup> District-Specialty Courts and Programs until 6/1/2019**

---

The IT Mental Health Attorney Services contract was awarded to Paige Favio, under Contract No. 368. The contract for IT Mental Health Attorney Services expired December 31, 2018.

In order to ensure that we have ample time to provide potential vendors the opportunity to bid on these services and to evaluate all received bids, we request to extend our current contracts to June 1st, 2019. By extending the current contract, this will ensure continuity of services for our program participants while providing the County the opportunity to achieve the best value for this service.

Thank you in advance for your consideration. If you have any questions regarding this matter, please contact me.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

---

---

**Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2019 Budget – Administration/ Finance/ Board**

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

**WHEREAS,** the proposed amendment recognizes projects that were approved in 2018 but goods or services were not received before year end; and

**WHEREAS,** these approved project purchase orders were liquidated in 2018 and will be reissued as 2019 purchase orders under the same departments and accounts as they were authorized in 2018; and

**WHEREAS,** the projects included in this budget amendment are:

- Four (4) new buses and (4) new vans – LETS
- Audio / Video and equipment replacement projects – Courts / Clerks Office
- Vision testing equipment – Public Health
- Software to monitor tower networks – 911 Central Dispatch

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes a supplemental appropriation to the Fiscal Year 2019 Budget in the following departments as illustrated below:

<b>FUND #</b>	<b>FUND DESCRIPTION</b>	<b>APPROVED 2019 BUDGET</b>	<b>PROPOSED AMENDMENT</b>	<b>2019 AMENDED BUDGET</b>
101	General Fund	\$ 50,065,077	\$ 30,423	\$ 50,095,500
221	Health Fund	\$ 3,989,044	\$ 6,188	\$ 3,995,232
261	911 Central Dispatch	\$ 4,525,659	\$ 6,000	\$ 4,531,659
588	L.E.T.S.	\$ 4,071,839	\$ 658,088	\$ 4,729,927

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

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**

**2018 PO Project  
Carry Forward Summary**

Fund #	Fund Description	Org Code	Object Code	Account Description	Resolution #	PO #	Contract #	Vendor Name	Open Amount	Item Description
101	GENERAL FUND	10116800	747000	SUPPLIES - OPERATING EQUIPMENT		18001485		TYCO FIRE & SEC	\$ 603	TIME STAMP MACHINE-JUVENILE
101	GENERAL FUND	10116800	747000	SUPPLIES - OPERATING EQUIPMENT		18001484		TYCO FIRE & SEC	\$ 1,206	SIMPLEX TIME STAMP MACHINE FOR
101	GENERAL FUND	10121500	973000	BUILDING IMPROVEMENTS		18000840		IDENTIFY INC	\$ 27,408	AVIGILON CAMERA HARDWARE/ SOFTWARE
101	GENERAL FUND	10126700	726000	SUPPLIES - OFFICE		18001421		GOV CONNECTION, INC	\$ 1,206	(2) SCANNERS
<b>101 Fund Total</b>									<b>\$ 30,423</b>	

Fund #	Fund Description	Org Code	Object Code	Account Description	Resolution #	PO #	Contract #	Vendor Name	Open Amount	Item Description
221	HEALTH FUND	22160100	747000	SUPPLIES - OPERATING EQUIPMENT		18001443		SCHOOL HEALTH C	\$ 6,188	TITMUS V3 VISION TESTING EQUIP
<b>221 Fund Total</b>									<b>\$ 6,188</b>	

Fund #	Fund Description	Org Code	Object Code	Account Description	Resolution #	PO #	Contract #	Vendor Name	Open Amount	Item Description
261	911 CENTRAL DISPATCH	26132525	943012	NEW IT HARDWARE/SOFTWARE		18001391		FIRMWARE CONCEP	\$ 6,000	MONITOR TOWER NETWORKS
<b>221 Fund Total</b>									<b>\$ 6,000</b>	

Fund #	Fund Description	Org Code	Object Code	Account Description	Resolution #	PO #	Contract #	Vendor Name	Open Amount	Item Description
588	LETS	58853800	975000	VEHICLE PURCHASE	2018-02-035	18000354		HOEKSTRA TRANSP	\$ 255,320	TWO (2) ELDORADO PROPANE 29' 18+2
588	LETS	58853800	975000	VEHICLE PURCHASE	2018-09-142	18001097		MOBILITY TRANSP	\$ 88,970	ONE (1) CHAMPION PROPANE 25' 4
588	LETS	58853800	975000	VEHICLE PURCHASE	2018-09-142	18001102		HOEKSTRA TRANSP	\$ 100,672	ONE (1) GOSHEN DIESEL 29' 18+2
588	LETS	58853800	975000	VEHICLE PURCHASE	2018-08-136	18001295		MOBILITY TRANSP	\$ 72,920	(2) WHEELCHAIR ACCESSIBLE VANS
588	LETS	58853800	975000	VEHICLE PURCHASE	2018-08-136	18001479		HOEKSTRA TRANSP	\$ 140,206	(2) FORD TRANSIT VANS
<b>588 Fund Total</b>									<b>\$ 658,088</b>	

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

---

---

**Resolution to Revise Facility Services Systematic Transfer of Monies between Funds for 2019 - Fiscal Services**

**WHEREAS,** the methodology of charging back departments for the services provided by Facility Services has changed to a more streamlined process; and

**WHEREAS,** the use of the ERP system to process transfer of funds through the Work Order module for Facility Services charges will no longer be utilized; and

**WHEREAS,** Facility Services will now charge departments directly for utility expenses and non-routine requested projects through the Accounts Payable module of the ERP system; and

**WHEREAS,** the Facility Services Maintenance Mechanic position that is assigned to the Jail will now be direct charged to the General Fund; and

**WHEREAS,** a budget amendment is needed to implement this new process; and

**WHEREAS,** custodial, maintenance & repair, and administration costs are estimated and will be charged back to departments on a pro-rated basis through the systematic transfer process; and

**WHEREAS,** a true-up process based on actual cost for custodial, maintenance & repair, and administration expenses will be completed in the first quarter of the next year; and

**WHEREAS,** all other previously approved systematic transfer of funds processes remain unchanged.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the transfer of monies for Facility Service expenses in accordance with the attached schedules and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a supplemental appropriation listed below and budget transfers according to the attached schedule to implement the new Facility Services systematic transfers process.

FUND	Approved 2019 budget	Proposed amendment	Amended 2019 budget
101 - General Fund	\$ 50,095,500	\$ -	\$ 50,095,500
Sheriff Seconadry Road Patrol	\$ 269,175	\$ 2,075	\$ 271,250
Facility Services	\$ 3,396,759	\$ (130,000)	\$ 3,266,759

#

#

#

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

## Healthcare

FROM		TO			AMOUNT												
ORG	OBJECT	ORG	OBJECT	PROJECT	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10135100	716000	67785200	676100	35100	945,516	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00	78,793.00
63126500	716000	67785200	676100	26500	188,481	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75	15,706.75

## Facility Services

FROM		TO			AMOUNT												
ORG	OBJECT	ORG	OBJECT	PROJECT	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10110100	940000	63126500	676100	10100	20,688	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00
10115100	940000	63126500	676100	15100	29,822	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16	2,485.16
10116800	940000	63126500	676100	16800	393,420	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00	32,785.00
10117200	940000	63126500	676100	17200	3,591	299.25	299.25	299.25	299.25	299.25	299.25	299.25	299.25	299.25	299.25	299.25	299.25
10121200	940000	63126500	676100	21200	23,915	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91	1,992.91
10121500	940000	63126500	676100	21500	40,874	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16	3,406.16
10125300	940000	63126500	676100	25300	36,982	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83	3,081.83
10125700	940000	63126500	676100	25700	13,028	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66	1,085.66
10126100	940000	63126500	676100	26100	19,064	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66	1,588.66
10126500	940000	63126500	626100		144,935	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91	12,077.91
10126700	940000	63126500	676100	26700	50,117	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41	4,176.41
10126800	940000	63126500	676100	26800	41,260	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33	3,438.33
10127000	940000	63126500	676100	27000	16,309	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08	1,359.08
10127500	940000	63126500	676100	27500	43,555	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58	3,629.58
10130100	940000	63126500	676100	30100	71,001	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75	5,916.75
10135100	940000	63126500	676100	35100	570,609	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75	47,550.75
10142600	940000	63126500	676100	42600	1,304	108.66	108.66	108.66	108.66	108.66	108.66	108.66	108.66	108.66	108.66	108.66	108.66
10143000	940000	63126500	676100	43000	33,432	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00	2,786.00
10144100	940000	63126500	676100	44100	1,188	99.00	99.00	99.00	99.00	99.00	99.00	99.00	99.00	99.00	99.00	99.00	99.00
10172100	940000	63126500	676100	72100	10,754	896.16	896.16	896.16	896.16	896.16	896.16	896.16	896.16	896.16	896.16	896.16	896.16
21065100	940000	63126500	676100	65100	244,962	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50	20,413.50
21514100	940000	63126500	676100	14100	57,283	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58	4,773.58
22160100	940000	63126500	676100	60100	100,468	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33	8,372.33
23826717	940000	63126500	676100	26717	7,967	663.91	663.91	663.91	663.91	663.91	663.91	663.91	663.91	663.91	663.91	663.91	663.91
23930106	940000	63126500	676100	30106	1,505	125.41	125.41	125.41	125.41	125.41	125.41	125.41	125.41	125.41	125.41	125.41	125.41
26132500	940000	63126500	676100	32500	79,803	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25	6,650.25
26017200	940000	63126500	676100	17200	457	38.08	38.08	38.08	38.08	38.08	38.08	38.08	38.08	38.08	38.08	38.08	38.08
29568900	940000	63126500	676100	68200	7,483	623.58	623.58	623.58	623.58	623.58	623.58	623.58	623.58	623.58	623.58	623.58	623.58
54237100	940000	63126500	676100	37100	30,924	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00
58105400	940000	63126500	676100	05400	11,969	997.41	997.41	997.41	997.41	997.41	997.41	997.41	997.41	997.41	997.41	997.41	997.41
58853800	940000	63126500	676100	53800	80,348	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66	6,695.66
63622800	940000	63126500	676100	22800	30,122	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16	2,510.16
TOTAL					2,219,139	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13	184,928.13

**To reduce the overall expenditure budget of Facility Services based on  
3 year historical average**

<b>Org</b>	<b>Object</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Revised</b>
63126500	740000	113,600	(10,000)	103,600
63126500	747000	20,000	(5,000)	15,000
63126500	747004	30,000	(30,000)	-
63126500	920000	777,500	(50,000)	727,500
63126500	930000	145,000	(25,000)	120,000
63126500	931000	58,100	(10,000)	48,100
		<u>1,144,200</u>	<u>(130,000)</u>	<u>1,014,200</u>

**To direct charge a Maintenance Mechanic to the Jail**

<b>Org</b>	<b>Object</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Revised</b>
63126500	704000	734,273	(47,879)	686,394
63126500	715000	71,450	(3,662)	67,788
63126500	716000	200,922	(12,441)	188,481
63126500	717000	1,605	(104)	1,501
63126500	718000	123,800	(7,239)	116,561
63126500	719000	27,097	(1,403)	25,694
63126500	723000	9,320	(607)	8,713
63126500	725000	15,840	(1,980)	13,860
		<u>1,184,307</u>	<u>(75,315)</u>	<u>1,108,992</u>
10135100	704000	4,525,600	47,879	4,573,479
10135100	715000	372,989	3,662	376,651
10135100	716000	933,075	12,441	945,516
10135100	717000	7,165	104	7,269
10135100	718000	1,010,094	7,239	1,017,333
10135100	719000	141,818	1,403	143,221
10135100	723000	3,886	607	4,493
10135100	725000	137,191	1,980	139,171
		<u>7,131,818</u>	<u>75,315</u>	<u>7,207,133</u>

**To establish utility budgets**

<b>Org</b>	<b>Adopted</b>	<b>Object 920000</b>	<b>Object 940000</b>	<b>Revised</b>	<b>+/-</b>
10110100	582,741	18,276	(18,276)	582,741	-
10115100	73,112	10,956	(10,956)	73,112	-
10116800	3,060,504	170,027	(170,027)	3,060,504	-
10117200	345,151	3,329	(3,329)	345,151	-
10121200	466,176	6,118	(6,118)	466,176	-
10121500	409,261	7,762	(7,762)	409,261	-
10125300	1,038,779	8,816	(8,816)	1,038,779	-
10125700	529,658	8,811	(8,811)	529,658	-
10126100	241,147	2,932	(2,932)	241,147	-
10126500	165,606	20,671	(20,671)	165,606	-
10126700	2,348,162	10,926	(10,926)	2,348,162	-
10126800	751,071	13,955	(13,955)	751,071	-
10127000	688,243	8,995	(8,995)	688,243	-
10127500	2,422,435	4,885	(4,885)	2,422,435	-
10130100	8,385,698	45,365	(45,365)	8,385,698	-
10135100	10,890,321	223,078	(223,078)	10,890,321	-
10142600	145,471	635	(635)	145,471	-
10143000	598,105	16,847	(16,847)	598,105	-
10144100	198,974	238	1,188	200,400	1,426
10172100	411,812	5,491	(5,491)	411,812	-
21514100	2,731,143	21,561	(21,561)	2,731,143	-
22160100	3,989,044	24,185	(24,185)	3,989,044	-
23826717	312,774	1,114	(1,114)	312,774	-
23930106	269,175	570	1,505	271,250	2,075
26017200	1,386,132	1,572	(1,572)	1,386,132	-
26132500	4,095,263	35,987	(35,987)	4,095,263	-
29568900	980,775	1,664	(1,664)	980,775	-
54237100	3,118,386	6,846	(6,846)	3,118,386	-
63622800	4,447,192	19,835	(19,835)	4,447,192	-
		701,450	(697,949)		

**Contingency to cover the increase in direct charging the Jail Maint. Mech.  
and the increase to establish budgets for DPW & Secondary Road Patrol**

<b>Org</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Revised</b>
10130106	191,775	2,075	193,850
10196800	358,991	(78,816)	280,175



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Cindy Catanach, Deputy County Administrator/Financial Officer**  
**Date: February 19, 2019**  
**Re: Revision to Systematic Transfers**

Attached for your review and consideration is a resolution to approve a revision to the 2019 systematic transfer of funds for Facility Services. The methodology of charging back departments for the services provided by Facility Services has changed to a more streamlined process.

Facility Services will now charge departments directly for utility expenses and non-routine requested projects through the Accounts Payable module of the ERP system. The use of the ERP system to process transfer of funds through the Work Order module for Facility Services charges will no longer be utilized.

Custodial, maintenance & repair, and administration costs are estimated and will be charged back to departments on a pro-rated basis through the systematic transfer process a true-up process based on actual cost for custodial, maintenance & repair, and administration expenses will be completed in the first quarter of the next year

The Facility Services Maintenance Mechanic position that is assigned to the Jail will now be direct charged to the General Fund.

Please feel free to contact me if you have any questions regarding the revision to the 2019 systematic transfer of funds.