

RESOLUTION

NO: 2020-11-271

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Adopting the 2021 Livingston County Operating Budget – Board of Commissioners

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

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

WHEREAS, the Finance Committee has requested and reviewed the proposed budget for the County departments, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2021 Budget to the Board of Commissioners; and

WHEREAS, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and on the 8th of June, 2020, the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.2765 to support the 2021 General Fund Operations; .2897 to support Ambulance and; .1127 to support Veterans Services for a total millage of 3.6789; and

WHEREAS, it is recommended that the 2021 General Fund Budget be approved for the total of \$51,182,861 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2021 Budget Plan, as well as approval of the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2021 Budget will be posted on the County website and filed with the Livingston County Clerk for public viewing on the 9th day of November, 2020; pursuant to state statute.

THEREFORE BE IT RESOLVED that the 2021 General Fund Budget is approved in the amount of \$51,182,861 and revenues shall be appropriated and expenditures budgeted for the 2021 General Fund Budget, Special Revenue Funds for a total amount of \$31,563,444 and Enterprise Funds for a total amount of \$12,892,698 on a fund and cost center (department) basis in the amounts set forth below:

SHERIFF		
Sheriff	10130100	\$8,827,693
Secondary Road Patrol Appropriation	10130106	\$54,908
Jail	10135100	\$11,723,472
Animal Control	10130143	\$227,594
Sheriff Donation Fund	23030100	\$5,000
Sheriff Federal Grants	23830100	\$29,862
Marine Federal Grant	23833100	\$5,600
Sheriff State Grants	23930100	\$12,000
Secondary Road Patrol	23930106	\$135,198
Correction Officer Training	26335100	\$20,000
Drug Law Enforcement	26530100	\$5,000

Federal Equitable Sharing DEA	26630100	\$10,000
US Treasury Equitable <i>(new 2020)</i>	27230100	\$10,000
Victims Services Unit	27830100	\$700
Criminal Forfeiture	29630100	\$3,000
Jail Commissary Fund	59535100	\$168,869

OTHER PUBLIC SAFETY		
Emergency Management	10142600	\$164,467
Indigent Defense Appropriation	10196631	\$935,940
Emergency Management Federal Grant	23842600	\$227,464
911 Central Dispatch	26132500	\$4,336,196
911 Central Dispatch Enhanced	26132525	\$365,907
911 Central Dispatch Training	26132526	\$33,000
Indigent Defense	26017200	\$2,108,934
Community Corrections <i>(re-est. 2019)</i>	27536200	\$89,865

INFRASTRUCTURE & DEVELOPMENT		
Drain Commissioner	10127500	\$2,464,988
Department of Public Works	10144100	\$240,109
Drains Public Benefit	10144500	\$330,000
Planning	10172100	\$424,791
Economic Development	10172800	\$175,000
Community Action Programs	10174700	\$609,812
Landfill	51744100	\$120,650
Building and Safety	54237100	\$3,213,469
Regional Wastewater	57596400	\$7,551
Septage Receiving Station	5780278	\$2,335,602

HEALTH & HUMAN SERVICES		
MSU Cooperative Extension	10126100	\$241,847
Animal Services	10143000	\$630,087
Communicable Disease	10160500	\$5,000
Medical Examiner	10164800	\$500,492
Mental Health	10164900	\$600,470
Senior Services	10167200	\$70,684
Appropriations – Health & Human Svcs	10196650	\$738,000

EMS (Ambulance)	21065100	\$10,468,278
Health Department	22160100	\$4,869,513
Animal Shelter Donation Fund <i>(est. 2019)</i>	23143000	\$73,218
Community Development Block Grant	24469000	\$60,767
Social Welfare	29067000	\$7,000
Veterans Services Fund	29568900	\$787,756
Veterans Services Grant <i>(new 2020)</i>	29768900	\$64,520

GENERAL GOVERNMENT		
Board Of Commissioners	10110100	\$629,879
County Administration	10117200	\$424,389
Fiscal Services	10121200	\$520,590
County Clerk	10121500	\$408,279
County Clerk Circuit Court	10121599	\$965,828
Professional Services	10122300	\$135,000
Tax Allocation Board	10124800	\$1,480
Plat Board	10124900	\$500
County Treasurer	10125300	\$1,030,152
Equalization	10125700	\$568,720
Elections	10126200	\$172,730
Facilities Services	10126500	\$175,375
Register of Deeds	10126800	\$745,991
Civil Counsel	10126900	\$175,000
Human Resources	10127000	\$734,203
Insurance Policies	10185100	\$900,000
Retirement County Share	10186100	\$1,200,000
Unemployment Insurance	10187000	\$25,000
Chargebacks	10189900	\$1,000
Appropriations General Government	10196600	\$1,043,000
Contingencies	10196800	\$332,622
Survey & Remonumentation	24527800	\$52,647
Homestead Property Exemption	25522300	\$5,732
Register of Deeds Automation	25626801	\$317,123
Concealed Pistol Licensing	26821500	\$70,440
Airport	58105400	\$1,639,885
Livingston Essential Transportation Service	58853800	\$5,406,672

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

COURTS		
Circuit Court	10113100	\$1,134,308
District Court	10113600	\$2,185,789
Probate Court	10114800	\$818,506
Juvenile Court	10114900	\$789,222
Guardianship	10115000	\$7,814
Probation	10115100	\$74,718
Appellate Court	10116700	\$59,460
Judicial Central Services	10116800	\$2,436,927
Prosecuting Attorney	10126700	\$2,433,744
Family Support Appropriation	10126717	\$103,823
Court Security	10130500	\$290,458
Appropriations - Courts	10196610	\$1,693,000
Family Counseling FOC	21414100	\$14,000
Friend of the Court	21514100	\$2,908,458
REDD Grant <i>(new in 2020)</i>	21814900	\$61,518
Court Federal Grants	23816800	\$199,673
Family Support	23826717	\$308,005
Courts State Grants	23916800	\$798,514
Crime Victim Services	23926718	\$169,821
Law Library	26914500	\$6,625
Child Care - Juvenile	29266200	\$1,902,110
Child Care - Social Services	29266300	\$1,020,000

BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds for a total amount of \$20,925,129 is also approved; but not as part of the Livingston County Budget for 2021, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

INTERNAL SERVICE FUNDS		
Facility Services	63126500	\$3,058,098
Information Technology	63622800	\$5,279,039
Car Pool	66126300	\$1,393,598
Benefits Fund	67785200	\$11,194,394

BE IT FURTHER RESOLVED that Board of Commissioners authorizes \$17 million of General Fund balance to be assigned for cash flow purposes.

BE IT FURTHER RESOLVED that County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2021 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget quarterly. If projected expenditures exceed the authorized budget or projected revenues are less than budgeted, then they shall come before the Board of Commissioners and present a corrective plan of action to the Finance Committee.

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

BE IT FURTHER RESOLVED items under \$100,000 that are approved with the adoption of the 2021 Budget, and include department line item detail deemed sufficient by the County Administrator or Deputy County Administrator/Financial Officer will receive authorization to purchase or enter into contract as of January 1, 2021. Variances of the amount listed in the detail for that item, that are greater than 10 percent or \$25,000, whichever is lower, will require Board authorization prior to purchase or entering into contract. Variances less than 10 percent or \$25,000 of the line item detail may be approved by the County Administrator.

BE IT FURTHER RESOLVED that the County Administrator is authorized to execute transfers among line items and cost centers (departments) within funds in amounts not to exceed \$25,000 per transfer. The Finance Committee will be notified quarterly of any such transfers.

BE IT FURTHER RESOLVED that funds budgeted in departments line items for In-State Travel, Out-of-State Travel, and the newly created Daily Per-Diem Meal Reimbursement expense accounts be restricted from transfer to other line items without Board authorization with the exception of transfers from the In-State Travel line item to Daily Per Diem meals as long as the result is net zero.

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

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

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

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

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

BE IT FURTHER RESOLVED that the mileage reimbursement rate for employees and elected officials for use of their personal vehicles to travel/perform county business be established at current IRS rate per mile.

BE IT FURTHER RESOLVED that the approved Authorized & Funded Employee List contained in the attached budget reflects the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

BE IT FURTHER RESOLVED that the position changes below be authorized as of January 1, 2021 and be reflected in Position Control in the County's ERP System:

Position	Title	Department	Fund	Change
22800112	Communication Specialist	IT	636	-1.0
17200108	Communication Specialist (transfer from IT)	County Administration	101	1.0
68200108	Veteran Counselor	Veterans	295	-1.0
Total Authorized Changes (1.0)				

BE IT FURTHER RESOLVED that the County utilizes Position Control in the County's ERP system to maintain all Board authorized positions. Resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will clearly state the funding source and amount requested for that position on the resolution, the position control number, position description, group and FTE. Positions being funded by grants or other stated sources of funding will not be made active in the County Position Control module until an

approved categorized budget from the awarding agency is received by Fiscal Services, as the position will be tied to this funding source in Position Control.

BE IT FURTHER RESOLVED positions that will become vacant where the department head deems it necessary to temporarily double fill for greater than 30 calendar days for either transition or succession planning purposes will need to bring the request to the Board for approval and authorization of funding.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the systematic transfer of funds in accordance with the 2021 Budget Plan and as amended from time to time through budget transfers and/or amendments, for Internal Service Fund direct charges for services, indirect costs per the approved cost allocation plan, benefits charges, and inter-department billings to reimburse for services provided, and authorizes the County Treasurer to make the appropriate journal entries and work order module entries to effectuate the systematic transfers, and authorize the Treasurer to effectuate any revised systematic transfers as a result of an amended budget.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the transfer of funds up to the amount listed below from the Capital Improvement Fund (Fund 403) to the Departments listed based on actual expenditures incurred throughout the year on the approved projects listed below, and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers upon request.

Department	ORG	Project	Amount
Information Technology	63622800	Network Security Upgrade	\$51,000
Information Technology	63622800	Network Firewall Upgrade	\$96,600
Information Technology	63622800	Record/Document Storage Expansion	\$65,200
Information Technology	63622800	Website	\$45,000
Information Technology	63622800	Primary Phone System Replacement	\$95,000
Information Technology	63622800	Data Recovery and Backup System	\$40,000
Information Technology	63622800	Camera System Upgrade	\$50,000
Facilities Services	63126500	Asphalt Replacement at various County lots	\$125,000
Sheriff	10130100	Secure Employee Parking	\$60,000
Sheriff	10130100	In-Car Cameras	\$70,000
Sheriff -Jail	10135100	Remodel Sheriff/Jail Office Areas	\$200,000
Total			\$ 897,800

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the transfer of monies within budgetary limits from the General Fund to Special Revenue Funds for the purpose of grant matching based on actual expenditures throughout the year, and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers upon request.

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MOVED:
SECONDED:
CARRIED: