

RESOLUTION

NO: 2021-12-194

LIVINGSTON COUNTY

DATE: December 13, 2021

Resolution Adopting the 2022 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 2022 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 15th of June, 2021, the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.2391 to support the 2022 General Fund Operations; .2863 to support Ambulance and; .1127 to support Veterans Services; and

WHEREAS, it is recommended that the 2022 General Fund Budget be approved for the total of \$53,617,480 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2022 Budget Plan, as well as approval of the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2022 Budget was posted on the County website and filed with the Livingston County Clerk for public viewing on the 29th day of November, 2021; pursuant to state statute.

THEREFORE BE IT RESOLVED that the 2022 General Fund Budget is approved in the amount of \$53,617,480 and revenues shall be appropriated and expenditures budgeted, Special Revenue Funds for a total amount of \$34,972,415 and Enterprise Funds for a total amount of \$13,775,889 on a fund and cost center (department) basis in the amounts set forth below:

SHERIFF		
Sheriff	10130100	\$9,660,221
Secondary Road Patrol Appropriation	10130106	\$51,656
Jail	10135100	\$12,022,132
Animal Control	10130143	\$211,634
Sheriff Donation Fund	23030100	\$6,000
Sheriff Federal Grants	23830100	\$32,120
Marine Federal Grant	23833100	\$6,600
Sheriff State Grants	23930100	\$12,000
Secondary Road Patrol	23930106	\$142,059
Correction Officer Training	26335100	\$20,000
Drug Law Enforcement	26530100	\$8,000
US Treasury Equitable	27230100	\$10,000
Victims Services Unit	27830100	\$800
Criminal Forfeiture	29630100	\$3,000
Jail Commissary Fund	59535100	\$221,646

OTHER PUBLIC SAFETY		
Emergency Management	10142600	\$177,451
Emergency Management Federal Grant	23842600	\$192,227
911 Central Dispatch	26132500	\$4,750,366
911 Central Dispatch Enhanced	26132525	\$378,877
911 Central Dispatch Training	26132526	\$33,000
Indigent Defense	26017200	\$2,439,545
	<i>General Fund Appropriation</i>	<i>\$930,000</i>
Community Corrections	27536200	\$86,661

INFRASTRUCTURE & DEVELOPMENT		
Drain Commissioner	10127500	\$2,847,834
Department of Public Works	10144100	\$217,003
Drains Public Benefit	10144500	\$300,000
Planning	10172100	\$449,852
Economic Development	10172800	\$175,000
Community Action Programs	10174700	\$600,000
Landfill	51744100	\$113,500
	<i>General Fund Appropriation</i>	<i>\$80,000</i>
Building and Safety	54237100	\$3,135,281
Regional Wastewater	57596400	\$4,793
Septage Receiving Station	5780278	\$2,568,047

HEALTH & HUMAN SERVICES		
MSU Cooperative Extension	10126100	\$241,553
Animal Services	10143000	\$707,063
Communicable Disease	10160500	\$5,000
Medical Examiner	10164800	\$532,343
Mental Health	10164900	\$600,470
Senior Services	10167200	\$70,684
EMS (Ambulance)	21065100	\$11,514,555
Health Department	22160100	\$4,861,235
	<i>General Fund Appropriation</i>	<i>\$600,000</i>
Animal Shelter Donation Fund	23143000	\$10,000
ARPA Health Department	28660100	\$568,054
Social Welfare	29067000	\$9,000
Veteran Services Fund	29568900	\$978,757

GENERAL GOVERNMENT		
Board Of Commissioners	10110100	\$667,022
County Administration	10117200	\$471,213
Fiscal Services	10121200	\$561,188
County Clerk	10121500	\$417,207
County Clerk Circuit Court	10121599	\$1,029,169
Professional Services	10122300	\$135,000
Tax Allocation Board	10124800	\$1,420
Plat Board	10124900	\$500
County Treasurer	10125300	\$1,082,571
Equalization	10125700	\$561,824
Elections	10126200	\$319,657
Facilities Services	10126500	\$180,000
Register of Deeds	10126800	\$773,936
Civil Counsel	10126900	\$163,944
Human Resources	10127000	\$800,075
Insurance Policies	10185100	\$900,000
Retirement County Share	10186100	\$150,000
Unemployment Insurance	10187000	\$25,000
Chargebacks	10189900	\$500
Capital Replacement Appropriations	10196600	\$850,000
Contingencies	10196800	\$314,370
Survey & Remonumentation	24527800	\$83,213
Homestead Property Exemption	25522300	\$6,450
Register of Deeds Automation	25626801	\$328,153
Concealed Pistol Licensing	26821500	\$108,317
Social Welfare Fund	29067000 <i>General Fund Appropriation</i>	\$9,000 \$9,000
Airport	58105400	\$2,014,928
Livingston Essential Transportation Service	58853800 <i>General Fund Appropriation</i>	\$5,717,694 \$65,000

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	\$1,208,993
District Court	10113600	\$2,309,452
Probate Court	10114800	\$867,352
Juvenile Court	10114900	\$1,112,085
Guardianship	10115000	\$8,400
Probation	10115100	\$77,561
Appellate Court	10116700	\$59,460

COURTS		
Judicial Central Services	10116800	\$2,719,745
Prosecuting Attorney	10126700	\$2,621,083
Family Support GF Appropriation	10126717	\$116,238
Court Security	10130500	\$318,619
Family Counseling FOC	21414100	\$22,000
Friend of the Court	21514100 <i>General Fund Appropriation</i>	\$2,969,189 \$780,000
REDD Grant	21814900	\$46,816
CPLR Grant <i>(new 2020)</i>	22014900	\$56,812
Family Support	23826717	\$341,877
Courts State Grants	23916800	\$836,684
Crime Victim Services	23926718	\$167,421
Law Library	26914500	\$6,625
ARPA Circuit Court (new 2022)	28613100	\$270,200
ARPA Probate Court (new 2022)	28614800	\$153,757
ARPA Juvenile Court (new 2022)	28614900	\$229,787
ARPA Prosecuting Attorney (new 2022)	28626700	\$123,223
Child Care - Juvenile	29266200 <i>General Fund Appropriation</i>	\$2,919,035 \$1,340,000
Child Care - Social Services	29266300 <i>General Fund Appropriation</i>	\$240,000 \$120,000

BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds for a total amount of \$21,847,362 is also approved; but not as part of the Livingston County Budget for 2022, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

INTERNAL SERVICE FUNDS		
Facility Services	63126500	\$2,926,445
Information Technology	63622800	\$5,327,568
Car Pool	66126300	\$1,837,349
Benefits Fund	67785200	\$11,756,000

BE IT FURTHER RESOLVED that the County Elected Officials and County Department Heads are responsible for the appropriations authorized in the FY 2022 Budget and may expend up to, but not exceed, the total appropriation authorized for each department.

BE IT FURTHER RESOLVED that Board of Commissioners authorizes \$17 million of General Fund fund balance be assigned for cash flow purposes in 2022.

BE IT FURTHER RESOLVED that County revenues and expenditures may vary from those currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2022 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 included within the adopted 2022 Budget, and include department line item detail deemed sufficient by the County Administrator and/or Deputy County Administrator/Financial Officer are authorized to purchase or enter into contract as of January 1, 2022. Variances from the amount listed in the detail for that item that are greater than 10 percent or more than \$25,000, will require Board authorization prior to purchase or entering into contract. The County Administrator may approve variances up to 10 percent but no more than \$25,000, of the original line item detail amount.

BE IT FURTHER RESOLVED that the County Administrator is authorized to execute transfers between cost centers/departments and accounts within a fund 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 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), have ongoing costs exceeding the revenue generated, provide services that are not basic to the health and safety of the residents of Livingston County, and/or the services are readily provided by others; shall reduce expenditures 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 and updated effective January 1st of each year.

BE IT FURTHER RESOLVED that the County utilizes a Position Control module in the County's ERP system to maintain all Board authorized positions. Resolutions for new positions or department reorganizations coming before 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, employee 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 the positions authorized are listed by Position Control Number, position title, and FTE in the 2022 budget and include the authorization by the Board of Commissioners of position changes as reflected in the table below, effective January 1, 2022:

Position	Title	Department	Fund	Change
37100128	Inspector	Building Inspection	542	-1.0
5400106	Airport Worker	Airport	581	1.0
16800103	Swift & Sure Program Coordinator	Central Courts	101	-.50
14800103	Guardianship Reviewer	Probate Court	101	-.25
26700120	Assistant Prosecutor II	Prosecutor	286	1.0
26500136	Custodian	Facility Services	631	1.0
17290112	Social Worker	Public Defender	260	1.0
26100102	Administrative Aide	MSUE	101	-.50
26100101	Administrative Aide	MSUE	101	-.50
53800160	Dispatcher	LETS	588	0.73
53800161	Porter/Driver	LETS	588	0.73
53800162	Driver	LETS	588	0.73
53800163	Driver	LETS	588	0.73
53800164	Driver (non CDL)	LETS	588	0.48
53800165	Driver (non CDL)	LETS	588	0.48
53800166	Driver (non CDL)	LETS	588	0.48
53800157	Mechanic	LETS	588	-.73
53800159	Driver	LETS	588	1.0
53800157	Dispatcher	LETS	588	.73
Total Authorized FTE Changes:				6.61

BE IT FURTHER RESOLVED that Capital Projects are appropriated in the Capital Replacement Fund in FY 2022 for the full term of the project and will carryforward to future years as needed, until complete. The following capital project appropriations, in the amount of \$792,507, are authorized in Fund 403 for 2022:

Project	Department	Amount
Mobile Command Center	Sheriff	\$100,000
East Complex Rooftop HVAC Unit	Facilities	\$150,000
Jail RTU Replacements	Facilities	\$95,000
Switch Gear/Plug for Judicial Center Generator	Facilities	\$67,507
Microsoft SharePoint Upgrade	IT	\$75,000
Livgov.com Hosting Shift and Upgrade	IT	\$175,000
AS400 Replacement	IT	\$80,000
Primary Data Server Upgrade	IT	\$50,000
	TOTAL	\$792,507

BE IT FURTHER RESOLVED that Resolution 2021-07-116 authorized an amount not to exceed \$556,126 for the Sheriff Office renovation which is ongoing and will continue into 2022.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the systematic transfer of funds in accordance with the 2022 Budget Plan and as amended from time to time through budget transfers and/or amendments for the following; Internal Service Fund direct charges for services, indirect costs per the approved cost allocation plan, benefit charges, and inter-department billings to reimburse for services provided. The Board of Commissioners authorizes the County Treasurer to process the appropriate journal entries and work order module entries needed to effectuate the systematic transfers, and authorizes the Treasurer to revise the 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 approved budgeted amounts from the General Fund to Special Revenue Funds for 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:
ROLL CALL VOTE: