

PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT

10/27/2014

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

7:30 PM

AGENDA

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: August 25, 2014

3. APPROVAL OF AGENDA

4. REPORTS

9-1-1 Central Dispatch Strategic Plan Overview

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION:

07 Building Inspections

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) DEPUTY BUILDING OFFICIAL POSITION AND FISCAL YEAR 2014 BUDGET AMENDMENT – BUILDING DEPARTMENT

08 Information Technology

RESOLUTION AUTHORIZING THE TITLE TO CERTAIN EQUIPMENT PURCHASED ON BEHALF OF THE MID-MICHIGAN 9-1-1 CONSORTIUM BE FULLY VESTED IN LIVINGSTON COUNTY, AND THAT NO CONTRIBUTIONS BE REQUIRED BY OTHER CONSORTIUM PARTICIPANTS FOR SUCH EQUIPMENT – 9-1-1 Central Dispatch & Information Technology/Public Safety/Finance/Board

09 Sheriff

RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2014FY APPROVED BUDGET FOR THE SHERIFF DEPARTMENT

10. DISCUSSION

2015 Budget Requests

11. CALL TO THE PUBLIC

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 25, 2014 – 7:30 PM

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

PUBLIC SAFETY & JUDICIARY COMMITTEE

DAVID DOMAS KATE LAWRENCE DON PARKER **RON VANHOUTEN**

OTHERS:

TOM CREMONTE
KATHLEEN KLINE-HUDSON
RICH MALEWICZ
ERIC SANBORN
CINDY DICKERSON
CATHLEEN EDGERLY
ERIC CONN
DON PUSHIES

BELINDA PETERS
CINDY CATANACH
CHRIS FOLTZ
CHAD SELL
MICHAEL RIFE
JEFF SMITH
JAMES DELCAMP
MARY ANDERSON

NATALIE HUNT
JEFFREY LEVEQUE
CAROL GRIFFITH
STEVE WILLIAMS
SUE KELLY
KIM JOLLIFF
BOB CARUSI
SAM, HOWELL TOWNSHIP RESIDENT

1. **CALL TO ORDER:** Meeting called to order by: **COMM. VAN HOUTEN** at **7:30 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JULY 28, 2014:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: PARKER / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: PARKER / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** None.
5. **CALL TO THE PUBLIC:** None.
6. **RESOLUTIONS FOR CONSIDERATION:**

7. SHERIFF RESOLUTION AUTHORIZING A BUDGET AMENDMENT

**RECOMMEND MOTION TO: FINANCE
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED**

8. SHERIFF RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN, OFFICE OF HIGHWAY SAFETY PLANNING

**RECOMMEND MOTION TO: FINANCE
MOVED BY: DOMAS / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

9. JAIL RESOLUTION FOR THE AUTHORIZATION OF HIRING OF STAFF FOR THE EXPANSION OF THE COUNTY JAIL

**RECOMMEND MOTION TO: FINANCE
MOVED BY: PARKER / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

- Lt. Tom Cremonte explained the hiring and training processes for the additional staff. Comm. Domas requested the department to come to the next Finance meeting with what has happened in regards to the budget issues and information of revenues to help offset the budget.

10. JAIL RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT WITH ARAMARK FOR INMATE MEALS

**RECOMMEND MOTION TO: FINANCE
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED**

11. PLANNING RESOLUTION AUTHORIZING A PLANNING SERVICES AGREEMENT BETWEEN LIVINGSTON COUNTY DEPARTMENT OF PLANNING AND CONWAY TOWNSHIP FOR THE PREPARATION OF ZONING ORDINANCE, GENERAL LAW ORDINANCE AND MASTER PLAN LANGUAGE

**RECOMMEND MOTION TO: FINANCE
MOVED BY: LAWRENCE / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

- Kathleen Kline-Hudson, Parks & Planning Director gave a brief explanation of the agreement.

12. PLANNING PROPOSED COURTHOUSE AMPHITHEATER IMPROVEMENTS

**RECOMMEND MOTION TO FINANCE:
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL OPPOSED - MOTION FAILED
MOTION TO BOARD WITHOUT RECOMMENDATION:
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED**

- Kathleen Ederly, Howell Main Street DDA Director, and Eric Conn, President of the Howell Main Street DDA Board of Directors presented a PowerPoint detailing an updated conceptual plan for a splash pad / ice rink. Comm. Parker stated that input from the County Clerk, Treasurer, Register of Deeds, and the Livingston County Historical Advisory Committee is critical.

13. CALL TO THE PUBLIC:

- **MARY ANDERSON, PICKNEY** – Spoke in favor of the Amphitheater Improvements.
- **JEFF SMITH, PROFESSIONAL ENGINEERING ASSOCIATES** – Spoke in favor of the Amphitheater Improvements.
- **SAM, HOWELL TOWNSHIP** – Spoke in favor of the Amphitheater Improvements.
- **DON PUSHIES, CONWAY TOWNSHIP** – Spoke in favor of the Amphitheater improvements.
- **KELLY BURKES, MARION TOWNSHIP** – Spoke in favor of the Amphitheater improvements.
- **KIM JOLLIFF, CONWAY TOWNSHIP** – Spoke in favor of the Amphitheater improvements.

14. ADJOURNMENT:

**MOTION TO ADJOURN AT 9:02 PM
MOVED BY: LAWRENCE / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) DEPUTY BUILDING OFFICIAL POSITION AND FISCAL YEAR 2014 BUDGET AMENDMENT – BUILDING DEPARTMENT / PUBLIC SAFETY & INFRASTRUCTURE AND DEVELOPMENT / FINANCE / BOARD

WHEREAS, the Building Department has determined that there is sufficient need to fill the Deputy Building Official position that has been vacant since March, 2010 to assist the Building Official and to satisfy the Board of Commissioners Strategic Plan of departmental Succession planning; and

WHEREAS, this position is a Grade N and was not included in the Building Department Fiscal Year 2014 budget, however there are sufficient funds in fund balance to cover the costs associated with this position; and

WHEREAS, a budget amendment to increase the Building Department Budget by \$12,775 is requested for Fiscal Year 2014; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes filling of one (1) Deputy Building Official position at Grade N.

BE IT FURTHER RESOLVED that approved positions for the Building Department will be:

Position Control - Munis [Livingston County] > Position Control

Position #	Description	Stat	# Emps	CY FTE
37100101	BUILDING OFFICIAL	A	1	1.000
37100102	MECHANICAL INSPECTOR	A	0	1.000
37100103	MECHANICAL INSPECTOR	A	1	1.000
37100104	ELECTRICAL INSPECTOR	A	1	1.000
37100105	PLUMBING INSPECTORS	A	1	1.000
37100106	PLUMBING INSPECTORS	A	1	1.000
37100107	BUILDING INSPECTORS	A	1	1.000
37100108	BUILDING INSPECTORS	A	1	1.000
37100109	BUILDING INSPECTORS	A	1	1.000
37100110	BUILDING INSPECTORS	A	2	1.000
37100111	BUILDING INSPECTORS	A	1	1.000
37100112	BUILDING INSPECTORS	A	1	1.000
37100113	SYSTEMS ASSISTANT	A	1	1.000
37100114	ACCOUNTING BOOKKEEPE	A	1	1.000
37100115	ADMINISTRATIVE SPECI	A	1	1.000
37100116	ADMINISTRATIVE SPECI	A	1	1.000
37100117	ADMINISTRATIVE AIDE	A	1	1.000
37100118	ADMINISTRATIVE AIDE	A	0	1.000
37100119	BUILDING INSPECTORS	A	1	1.000
37100120	ELECTRICAL INSPECTOR	A	0	1.000
37100121	MECHANICAL INSPECTOR	A	0	.600
37100122	PLUMBING INSPECTORS	A	0	.600
37100123	DEPUTY BUILDING OFFC	P	0	1.000

BE IT FINALLY RESOLVED that the Livingston County Board of Commissioners authorizes a transfer from Fund 542 fund balance to the Building Department budget in an amount not to exceed \$12,775 and the appropriate Budget Amendment(s) to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



**Livingston County
DEPARTMENT OF BUILDING & SAFETY ENGINEERING**

2300 East Grand River Avenue, Suite 104 Howell, Michigan 48843-7580

517-546-3240
Fax 517-546-7461

To: Livingston County Board of Commissioners
From: Jim Rowell, Building Official
Date: September 16, 2014
**Re: RESOLUTION AUTHORIZING THE FILLING OF THE DEPUTY
BUILDING OFFICIAL POSITION AND FISCAL YEAR 2014 BUDGET
AMENDMENT**

Attached for your consideration and approval is a resolution requesting the filling of one (1) Deputy Building Official position. Due to the increased workload and staffing over the past several years, the Building Department has determined that there is sufficient need to fill this position to assist the Building Official and to satisfy the Board of Commissioners Strategic Plan of departmental succession planning. This position is a Grade N and has been vacant since March, 2010.

This position was not budgeted in the Building Department's Fiscal Year 2014 budget and therefore a budget amendment is also requested. The request is to increase the Building Department budget by \$12,775 for this year. There are sufficient funds in the Building Departments fund balance to cover this expenditure.

Please do not hesitate to contact me should you have any questions or concerns.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE TITLE TO CERTAIN EQUIPMENT PURCHASED ON BEHALF OF THE MID-MICHIGAN 9-1-1 CONSORTIUM BE FULLY VESTED IN LIVINGSTON COUNTY, AND THAT NO CONTRIBUTIONS BE REQUIRED BY THE OTHER CONSORTIUM PARTICIPANTS FOR SUCH EQUIPMENT – 9-1-1 CENTRAL DISPATCH & INFORMATION TECHNOLOGY / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the Counties of Clinton, Eaton, Ingham and Livingston entered into an Intergovernmental Agreement to form a cooperative group known as the Mid- Michigan 9-1-1 Consortium for purpose of pursuing a cost effective means of upgrading of their respective E9-1-1 systems; and

WHEREAS, the Mid- Michigan 9-1-1 Consortium Board identified certain equipment to jointly purchase and operate, and a grant was obtained through the State of Michigan to assist in acquiring some of such equipment; and

WHEREAS, the County of Livingston advanced funds to purchase the such equipment, and those funds, along with the State of Michigan grant funds, were used to purchase the identified equipment, including certain microwave equipment; and

WHEREAS, it was subsequently determined that the proposed shared E9-1-1 systems and equipment would not work for each of the other Consortium participants; and

WHEREAS, the 9-1-1 Central Dispatch/Emergency Management Department has determined that it has a use for the purchased E9-1-1 equipment; and

WHEREAS, the Mid- Michigan 9-1-1 Consortium Board approved Livingston County being fully vested in the full ownership title and interest to the purchased shared E9-1-1 systems and equipment for Livingston County's use and disposition, with the understanding that there would be no contributions sought in relation to such equipment.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes Livingston County retaining full title and interest in the E9-1-1 systems and equipment, including the Microwave equipment, purchased for the Consortium's shared operations, with the use and disposition of such equipment then being solely at Livingston County's discretion.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners agrees that Livingston County will not seek contributions from the other Mid- Michigan 9-1-1 Consortium participant counties regarding such equipment that Livingston County shall thereafter have full ownership interest in.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2014FY APPROVED BUDGET FOR THE SHERIFF DEPARTMENT

WHEREAS, the Livingston County Sheriff’s Department has identified the need to amend the 2014FY approved budget; and

WHEREAS, the Livingston County Sheriff’s Department is requesting the budget be amended to reflect more accurate projections for anticipated revenues as well as increased expenditures; and

WHEREAS, the overtime in the jail has far exceeded the approved budget due to special projects (the intake renovation Resolution 2013-11-339 and the PLC Project Resolution 2014-01-023), an increase in supervision, unforeseen injuries and extended sick leave; and

WHEREAS, the Sheriff’s Department is requesting the budget be amended to reflect these adjustments in revenue and expenditures as follows:

Revenues:

Department	Revised Budget	Proposed Amendment	Proposed Revised
10130100 Road	\$350,723	\$(28,914)	\$321,809
10135100 Jail	\$691,950	\$0	\$691,950

Expenditures:

Department	Revised Budget	Proposed Amendment	Proposed Revised
10130100 Road	\$7,497,826	\$(59,143)	\$7,438,683
10135100 Jail	\$7,535,517	\$196,192	\$7,731,709
26630100 Road	\$160,053	\$45,143	\$205,196

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a transfer from contingency in the sum of \$137,049 to cover the increase in Jail expenditures.

BE IT FUTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves an amendment to the 2014FY approved budget for the above organizations in the Sheriff Department as required above.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY SHERIFF DEPARTMENT
150 S. Highlander Way
Howell, Michigan 48843-2323

(517) 546-2400

MEMORANDUM

DATE: 10-13-14
TO: Board of Commissioners
FROM: Lt. Eric J. Sanborn
RE: Amending the Sheriff FY 2014 Budget

In doing a budget analysis, it has come to our attention that the Sheriff Department 2014FY budget is in need of an amendment. The affected areas concern the revenue projections for both the Jail and the Law Enforcement Services budgets. These areas need to be adjusted to reflect a more accurate projection based on actual collection rates.

The next area for concern is overtime for the Jail. In reference to the overtime, there were two major construction projects that were approved by the Board, the Intake Renovation and the PLC project, that we knew were going to require copious amounts of overtime and would need a budget amendment. Between those two projects we experienced over \$30,000 in overtime. With the securing of the US Marshal's contract it was imperative to have supervision as much as possible. This has cost us at least \$35,000 in overtime to date. This should be all but eliminated by the promotion of the 5 new Sergeants positions which was recently approve by the Board. The other area that cost us a major chunk of overtime was several unanticipated personnel issues, mainly due to injuries, FMLA and Military leave. We had to backfill a Court transport officer for nearly a month on over time. This in total was approximately \$30,000. These are one-time expenses and should not be reoccurring. (See Attached Breakdown).

The following is the breakdown for the request:

Revenue:

Department	Revised Budget	Proposed Amendment	Proposed Revised
10130100 Road	\$350,723	\$(28,914)	\$321,809
10135100 Jail	\$691,950	\$0	\$691,950

Expenditures:

Department	Revised Budget	Proposed Amendment	Proposed Revised
10130100 Road	\$7,497,826	\$(59,143)	\$7,438,683
10135100 Jail	\$7,535,517	\$196,192	\$7,731,709
26630100 Road	\$160,053	\$45,143	\$205,196

In the end, we are requesting revenue projections be adjusted. We are requesting that the General fund contribution to Road Patrol overtime be reduced and the contribution from special revenue be increased for the Road Patrol overtime. In conjunction, we are requesting that the General Fund contribution to the Jail's overtime be increased by the same amount. In addition, we are requesting additional money be added to the Jail overtime line to cover the current costs as well as projected costs for the remainder of the year. We are requesting a total of \$137,049 be transferred from contingency into the aforementioned Sheriff's Budget to cover revenue shortfalls and increased expenditures in the Jail and the Road Patrol.

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn,
Road Patrol Lieutenant

2014- Budget projections and explanation

Housing- In mid-July we received 13 marshal prisoners. Our projected female population was already in excess of what we anticipated. We expect that we will continue to keep at least 12 female inmates out county at a cost of about \$9800 monthly. Total **\$39,200.**

Overtime- Jail overtime has been significant since the beginning of the year. In January we began in the intake renovation which was completed in a little over two weeks. Total overtime cost was **\$13,484.**

Another more costly project was the PLC upgrade that began mid-August and is just concluding. This required total 660 projected OT hours. Total cost of **\$15,821.**

Hospital guard- As of 8-14-14, we have sent out 39 inmates to the hospital for medical issues. Most were one day stays, but some were multiple days. The total hospital bed days were about 67 days. Considering a 24 hour cycle, 2 shifts needed to be covered. Projecting about 25% of the stays exceeded the 12 hour shifts this gives us 84 shifts at the hospital. The road patrol covered some of this but the vast majority was covered by the jail. In the majority of the cases OT had to be called in to cover the assignments. Projecting this occurred about 75% of the time we believe to cost was **\$18,122.**

Training- The jail had 556 training days for the jail staff. The breakdown is as follows: 341 days for 11 deputies in the corrections academy, 90 of those days were for assigned staffing that had completed CTO training. ; 115 days for numerous other trainings including PREA, CTO, supervisory, liability, DT, first aid and such. Much of this cost for the

new employees was not factored during 2014 budget preparation. So based on the 160 total training days x 75% we believe the cost to be **\$44,226.**

Sergeant OT- In January, administration decided that supervision was crucial to the management of the department. As part of this decision OT was authorized to back-fill sergeant vacancies. As of this time we believe sergeant OT to be about **\$35,000.**

Other unanticipated OT- We have \$7,671 to cover a road deputy assigned to the court. We have \$9,205 to cover for two jail deputies for military leave. We have \$15,371 to cover two employees on workers comp injury and FMLA. We also have a cost of \$5034 for an employee off on administrative leave. Total cost of \$37281. Using the 75% consideration we believe to cost to be **\$27,961.**

Total OT- \$154,615

This does not cover the other OT costs due to sick, vacation and compensatory days.

We expect OT should drop off significantly by months end. All are employees should be back from the academy, we have promoted 5 new sergeants and precluding any unforeseen events OT should be minimal.