

PUBLIC SAFETY AND INFRASTRUCTURE & DEVELOPMENT COMMITTEE

11/21/2016

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: October 17, 2016
 - 3. APPROVAL OF AGENDA**
 - 4. REPORTS**
 - 5. CALL TO THE PUBLIC**
 - 6. RESOLUTIONS FOR CONSIDERATION:**
-
- 07 Purchasing**
RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS FOR VARIOUS DEPARTMENTS – Sheriff’s Department / EMS Department/ 911 Central Dispatch - Public Safety/Finance/Board
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- 08 Planning**
RESOLUTION AUTHORIZING AN AGREEMENT WITH CGI COMMUNICATIONS, INC. TO UPDATE THE 2013 SHOWCASE VIDEO ON COUNTY WEBSITE - Planning / Infrastructure & Development / Finance / Board
-
- 9. CALL TO THE PUBLIC**
 - 10. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 17, 2016 - 7:30 PM

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

PUBLIC SAFETY AND INFRASTRUCTURE & DEVELOPMENT COMMITTEE

DAVID DOMAS CAROL GRIFFITH DON PARKER **RON VANHOUTEN**

1. **CALL TO ORDER:** Meeting called to order by: **COMM. VAN HOUTEN** at 7:35 PM.
2. **APPROVAL OF MINUTES:** MINUTES OF MEETING DATED SEPTEMBER 19, 2016:

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

3. **APPROVAL OF AGENDA:**

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

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

10. BUDGET PRESENTATIONS

- (1) **EMERGENCY MANAGEMENT:** PRESENTED BY THERESE CREMONTE. No Significant change.
- (2) **PLANNING:** PRESENTED BY KATHLEEN KLINE-HUDSON. No Significant change.
- (3) **DRAIN COMMISSIONER:** PRESENTED BY BRIAN JONCKHEERE. No Significant change.
- (4) **BUILDING INSPECTION:** PRESENTED BY JIM ROWELL. Went over current and future staffing.
- (5) **911 CENTRAL DISPATCH:** PRESENTED BY CHAD CHEWNING. Looking into feasibility of maintaining current location versus building a new facility.
- (6) **SHERIFF:** PRESENTED BY MIKE MURPHY. Went over various position changes. Medical still a big unknown but are continuing to evaluate
- (7) **PROSECUTOR:** PRESENTED BY BILL VAILLIENCOURT. No Significant change.

11. CALL TO THE PUBLIC: None.

12. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:13 PM
MOVED BY: GRIFFITH / SECONDED BY PARKER
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS FOR VARIOUS DEPARTMENTS – SHERIFF’S DEPARTMENT / EMS DEPARTMENT/ 911 CENTRAL DISPATCH - PUBLIC SAFETY/FINANCE/BOARD

WHEREAS, The Sheriff’s Department, EMS Department, and 911 Central Dispatch have a need to provide uniforms for personnel within their respective departments; and

WHEREAS, the attached pricing will be firm for a 1-year period until December 31, 2017; and

WHEREAS, expenditures for uniforms have been planned and budgeted for in the approved 2017 budget; and

WHEREAS, annual requirements for uniforms will be subject to the availability of appropriated funds per department.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a contract extension with North Eastern Uniform & Equipment, Inc. of Saline, MI for a one (1) year period ending December 31, 2017 for an amount not to exceed \$45,750.00 for the Sheriff’s Department, \$32,000.00 for the EMS Department and \$8,000.00 for 911 Central Dispatch.

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.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Young, Purchasing Assistant
Date: November 17, 2016
**Re: RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH NORTH
EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS FOR VARIOUS
DEPARTMENTS**

The Livingston County's Sheriff's Department, EMS Department and 911 Central Dispatch have a need to provide uniforms for personnel within their respective departments. Since 2013, North Eastern Uniform & Equipment, Inc. has been an outstanding provider of uniform services for Livingston County. The current contract expires on December 31, 2016. As a result, we are requesting that the attached resolution be approved to authorize a contract extension with North Eastern Uniform & Equipment, Inc. for an additional year to expire on December 31, 2017.

Based on the up-coming uniform re-design for the Sheriff's Department, it was determined that a contract extension with the current vendor would provide the Best Value to the County. During the current contract although they contractually could have and despite manufacturer related increases, the vendor did not request any price increases. Therefore, several of the proposed prices are based upon previous manufacturer related increases.

The overall change in cost to the County is approximately \$9,600.00, which is an overall increase of approximately 10%. In summary, the Sherriff's Department will have an increase of approximately \$2,000.00, 911 Central Dispatch will not have an increase, and the EMS Department will have an increase of approximately \$7,600.00.

The breakdown charts by item, by department with the current and proposed rates are available for your review. Should you have any questions or concerns regarding this matter, please contact me at 517-540-8740 or via email at eyoung@livgov.com. Thank you for your consideration of this resolution.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH CGI COMMUNICATIONS, INC. TO UPDATE THE 2013 SHOWCASE VIDEO ON COUNTY WEBSITE - PLANNING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, CGI Communications, Inc. in partnership with the National League of Cities and the U.S. Conference of Mayors offers a Community Showcase Video Program; and

WHEREAS, Livingston County has been participating in the Community Showcase Video Program to promote tourism, educate new residents and families, and attract new businesses since 2012; and

WHEREAS, Livingston County's video content is in need of update and the video agreement with CGI has expired; and

WHEREAS, Livingston County would assume no cost or liability for this project so long as it is in compliance with a 2016-2019 agreement with CGI Communications, Inc.; and

WHEREAS, CGI Communications, Inc. will be responsible for securing business sponsors to support the cost of this project through video advertisement, and they will only solicit business sponsors that will not be perceived as offensive or partisan per their County Showcase Sponsorship Policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with CGI Communications, Inc. for a Community Showcase Video at no cost for a three (3) year period with an option for a three (3) year renewal for services described above.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign the above-referenced agreement upon approval as to form by Civil Counsel.

BE IT FURTHER RESOLVED that, upon satisfactory performance of the agreement, as determined by the County Administrator, the Board Chair shall be authorized to sign a three (3) year renewal upon approval as to form by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Frequently Asked Questions

- ◆ **Who is CGI Communications, Inc.?**
Formed in 1987, CGI Communications, Inc. is the leading provider of high-impact marketing solutions to counties nationwide. CGI is one of Upstate New York's top growth companies, receiving multiple Top 100 Awards in the Greater Rochester Area.
- ◆ **Are there any hidden costs?**
No, there is never a point where our county participants ever see an invoice for any services we provide.
- ◆ **What if no businesses sign up for sponsorship?**
Even if zero sponsors participate, your county will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.
- ◆ **How long is the production time line?**
The welcome video can be completed with in a few weeks. The entire video production is typically about 12 -14 weeks, but can vary depending on what time of year filming is preferred.
- ◆ **What is the relationship between CGI and the National Association of Counties?**
CGI is a proud Premier Corporate Member of NACo and provide a myriad of digital marketing tools to showcase and promote many NACo members. Our County Showcase Program is an opportunity that both members and non-members can participate in.
- ◆ **Who fulfills the sponsorship element of the County Video Program?**
CGI takes care of all sponsorship fulfillment, however if your county would like to recommend businesses to have first right of refusal, we encourage and welcome you to do so.
- ◆ **Do we have a choice of what season we are filmed in?**
Absolutely! It is our goal to film counties in the season you feel best represents your county as a whole. In addition if you have existing video content you would like us to incorporate, feel free to submit the content to us.
- ◆ **Do we need an official representative in our Welcome video?**
Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.
- ◆ **Does our county have a choice in what type of establishments can participate in the sponsorship fulfillment?**
Of course! Your county has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy for your records.
- ◆ **Is there a special rate for non-profit organizations that want to get involved?**
We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.



Memorandum

To: Livingston County Board of Commissioners
From: Kathleen Kline-Hudson
Date: 10/27/16
Re: Update of Showcase Video on County Website

More than three years ago Livingston County entered into an agreement with CGI Communications, Inc. to create a showcase video that is currently displayed on the home page of the Livingston County website. The 2012 video agreement with CGI Communications, Inc. has expired, and this resolution regards the renewal of this video agreement and the update of some, but not all, features of the showcase video with oversight and review provided by the County Planning Department.

The showcase video that is currently featured on the Livingston County website includes the following features:

- A welcome video from the Chair of the Livingston County Board of Commissioners
- One-minute chapters on the following 5 topics: Education; Quality of Life; Real Estate and Relocation; Parks and Recreation; Downtown Business & Industry

CGI Communications, Inc. has created this project in partnership with the National League of Cities and the U.S. Conference of Mayors. The video is created at no-cost to Livingston County. CGI Communications, Inc. secures local business sponsors to support the cost of this project through video advertisement. The logo of each contributing business is shown along the border of the various video chapters and with a click to the logo, the viewer is connected to the website of that business. CGI Communications, Inc. will only solicit business sponsors that will not be perceived as offensive or partisan per their County Showcase Sponsorship Policy.

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