

PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT

4/22/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

AGENDA

- 1. CALL MEETING TO ORDER**
 - 2. APPROVAL OF MINUTES**
Meeting minutes dated: March 25, 2013
 - 3. APPROVAL OF AGENDA**
 - 4. REPORTS**
 - 5. CALL TO THE PUBLIC**
 - 6. RESOLUTIONS FOR CONSIDERATION:**
-
- 07 Building Inspections**
RESOLUTION AUTHORIZING THE CREATION OF ADDITIONAL FULL-TIME POSITIONS – BUILDING & SAFETY DEPARTMENT
-
- 08 Central Dispatch**
RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2011 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2011 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM– 911 CENTRAL DISPATCH / EMERGENCY MANAGEMENT – PUBLIC SAFETY / FULL BOARD
-
- 09 Central Dispatch**
RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2012 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2012 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM– 911 CENTRAL DISPATCH / EMERGENCY MANAGEMENT – PUBLIC SAFETY / FULL BOARD
-
- 10 Sheriff**
Filling of (1) Full Time Corrections Officer Position
-
- 11 Sheriff**
Budget Amendment for Increasing the 2013 Approved Budget for the Sheriff Department's (2) Training Funds
-
- 12. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 25, 2013 – 7:30 P.M.

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

PUBLIC SAFETY

RON VAN HOUTEN DAVID DOMAS KATE LAWRENCE DON PARKER

BRIAN JONCKEERE

CINDY CATANACH

COMM. CAROL GRIFFITH

OTHERS:

LT. ERIC SANBORN

CURT GRIFFIN

COMM. GARY CHILDS

SHERIFF ROBERT BEZOTTE

COMM. WILLIAM GREEN

BELINDA PETERS

COMM. STEVEN WILLIAMS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. RON VAN HOUTEN** at 7:35 p.m.

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED FEBRUARY 25, 2013:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: LAWRENCE / SECONDED BY: PARKER
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 THE HIRING OF ONE (1) FULL-TIME ROAD PATROL DEPUTY

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

8. DRAIN - RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO MAKE APPLICATION FOR A PERMIT TO FULFILL ITS OBLIGATIONS UNDER PHASE II OF THE CLEAN WATER ACT

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

Discussion took place regarding the program to review Phase I and Phase II mentioning the participation of areas in the program which are MS4 municipalities.

9. ADJOURNMENT:

MOTION TO ADJOURN AT 7:44 P.M.
MOVED BY: **PARKER** / SECONDED BY: **DOMAS**
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

KELLI HAWORTH
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF ADDITIONAL FULL-TIME POSITIONS – BUILDING & SAFETY DEPARTMENT / PS-I&D COMMITTEE / FINANCE / BOARD

WHEREAS, for the past few years, there has been a steady increase in both the number of permits and inspections which directly impacts the workload of the inspection and support staff due to a continued demand for timely inspections of the building construction; and

WHEREAS, based on the number of permits issued through March 31, 2013, there will be a substantial impact on the workload of inspection and support staff in the future; and

WHEREAS, in anticipation and preparation of the substantial workload needed for the construction season ahead; we are requesting the creation of up to two (2) full-time Building Inspector positions, Grade L, one (1) full-time Electrical, Plumbing and Mechanical Inspector positions, Grade L; and one (1) full-time Administrative Aide position, Grade F; to be filled on an as-needed basis.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioner’s hereby authorizes the creation of up to two (2) full-time Building Inspector positions, Grade L, one (1) full-time Electrical, Plumbing and Mechanical Inspector positions, Grade L; and one (1) full-time Administrative Aide position, Grade F; to be filled on an as-needed basis.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME	PART -TIME
Acct Bookeeping II	1	
Administrative Specialist	3	
Building Inspector	5	
Building Official	1	
Electrical Inspector	1	
Financial Analyst	0.2	
Mechanical Inspector	1	.6
Plumbing Inspector	1	.6
Systems Asst	1	
TOTALS:	14.2	1.2

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME	PART -TIME
Acct Bookeeping II		
Administrative Specialist		
Building Inspector	2	
Building Official		
Electrical Inspector	1	
Financial Analyst		
Mechanical Inspector	1	
Plumbing Inspector	1	
Systems Asst		
Administrative Aide	1	
TOTALS:	6	

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approved and adopt the Proposed Amended 2013 Budget as follows:

<u>Fund</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
Bldg Inspection	\$1,364,600	\$255,106	\$ 1,619,706

BE IT FURTHER RESOLVED that with the approval of the County Administrator, the Building Official is authorized to adjust the daily work hours, both increased and decreased, to ensure that proper staffing is maintained.

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MOVED:

SECONDED:

CARRIED:

Livingston County Building Dept. 2011-2013 Comparison Chart Month of March				
	2011	2012	2013	12-13 difference
Total Building Permits:				
Month	71	114	176	54.4%
Fees	\$45,503	\$48,076	\$69,524	44.6%
Const. Value	\$4,744,734	\$5,971,331	\$7,614,078	27.5%
Year to Date	167	300	399	33.0%
Fees	\$81,723	\$174,861	\$170,465	-2.5%
Const. Value	\$8,228,091	\$25,424,080	\$25,392,265	-0.1%
Total Electrical Permits:				
Month	96	78	140	79.5%
Fees	\$13,626	\$9,504	\$18,854	98.4%
Year to Date	229	264	374	41.7%
Fees	\$31,655	\$32,626	\$51,066	56.5%
Total Mechanical Permits:				
Month	118	120	196	63.3%
Fees	\$14,909	\$16,360	\$27,259	66.6%
Year to Date	357	445	591	32.8%
Fees	\$43,901	\$53,855	\$74,401	38.2%
Total Plumbing Permits:				
Month	44	56	141	151.8%
Fees	\$7,001	\$7,306	\$17,846	144.3%
Year to Date	135	182	332	82.4%
Fees	\$18,278	\$23,822	\$43,607	83.1%
Total Permits Issued	329	368	653	77.4%
Year to Date	888	1,191	1,696	42.4%
Inspections Performed	786	792	1,245	57.2%
Year to Date Total	2,217	2,465	3,439	39.5%
Revenue for Month	\$97,143	\$95,140	\$154,576	62.5%
Year to Date Revenue	\$213,900	\$329,607	\$391,331	18.7%
Following is a breakdown of the Total Building Permits listed above:				
Residential Permits:				
Month	46	97	156	60.8%
Fees	\$20,579	\$38,161	\$59,317	55.4%
Const. Value	\$1,647,734	\$4,854,660	\$6,819,698	40.5%
Year to Date	117	261	337	29.1%
Fees	\$50,020	\$99,897	\$148,437	48.8%
Const. Value	\$4,842,516	\$11,852,662	\$18,660,709	57.4%
Commercial Permits:				
Month	25	17	20	17.6%
Fees	\$24,924	\$9,915	\$10,107	1.9%
Const. Value	\$3,097,000	\$1,116,671	\$794,380	-28.9%
Year to Date	50	39	62	59.0%
Fees	\$31,703	\$74,964	\$22,028	-70.6%
Const. Value	\$3,385,575	\$13,571,418	\$6,731,556	-50.4%

BUILDING SAFETY

4/17/2013

DEPT	TYPE	NAME	TITLE	Hours	FTE	HIREDATE	GRADE	2013	DC Retiree H/C Match	FICA	BCBS	Life	MERS- DB	MERS Hybrid			WC	STD		Employee Total
														Employer Contr.	Employer Match	ICMA		LTD		
CURRENT:																				
542.371-03	Non Union	Behe, Barbara A	Acct Bookkeeping II	40	1.00	11/16/1992	J-8	\$ 50,906	1,773	\$ 3,894	\$ 10,748	\$ 84	\$ 7,605			\$ -	\$ 168	\$ 433	\$ 75,613	
542.371-00	Non Union	Drew, Daniel	Plumbing Inspector	40	1.00	7/9/2001	L-7	\$ 58,734	1,773	\$ 4,493	\$ 10,748	\$ 97	\$ 8,775			-	\$ 917	\$ 499	\$ 86,037	
542.371-03	Non Union	Kehoe, Karen	Administrative Specialist	40	1.00	2/22/1993	H-8	\$ 42,847	1,773	\$ 3,278	10,748	\$ 71	\$ 6,401			-	\$ 142	\$ 364	\$ 65,624	
	Non Union	Bennett, Roberta	Financial Analyst	8	0.20	8/19/1991	M-8	\$ 13,164	355	\$ 1,007	2,150	\$ 22	\$ 1,967			-	\$ 44	\$ 112	\$ 18,819	
542.371-00	Non Union	Rowell, Jim	Building Official	40	1.00	10//1/2010	P-3	73,125	-	\$ 5,594	10,748	\$ 121	\$ 10,925			-	\$ 1,142	\$ 622	\$ 102,276	
542.371-01	Non Union	Pihalja, John	Building Inspector	40	1.00	3/1/1989	L-7	\$ 58,734	1,773	\$ 4,493	10,748	\$ 97	-			3,583	\$ 917	\$ 499	\$ 80,845	
542.371-02	Non Union	Sawallich, Cynthia A	Administrative Specialist	40	1.00	8/17/1998	H-8	\$ 42,847	1,773	\$ 3,278	10,748	\$ 71	-	2,991	1,285	-	\$ 142	\$ 364	\$ 63,499	
542.371-03	Non Union	Shaw, Caroline A	Systems Asst	40	1.00	10/11/1993	H-8	\$ 42,847	1,773	\$ 3,278	10,748	\$ 71	\$ 6,401			-	\$ 142	\$ 364	\$ 65,624	
542.371-01	Non Union	Sigler, Donald	Electrical Inspector	40	1.00	4/16/2012	L-1	47,958	-	\$ 3,669	10,748	\$ 79	-	3,347	1,439	-	\$ 749	\$ 408	\$ 68,397	
	Non Union	R Luttmann	Mechanical Inspector	40	1.00	10/12/2009	L-6	56,608	591	\$ 4,331	10,748	\$ 93	-	3,951	1,698	-	\$ 884	\$ 481	\$ 79,386	
	Non Union	Berry, Jim	Building Inspector	40	1.00	8/22/1994	L-7	\$ 58,734	1,773	\$ 4,493	10,748	\$ 97	\$ 8,775			-	\$ 917	\$ 499	\$ 86,037	
542.371-00	Non-Union	Heximer, Lance - FTE	Building Inspector	40	1.00	8/1/2011	L-1	47,958	-	\$ 3,669	10,748	\$ 79	-	3,347	1,439	-	\$ 749	\$ 408	\$ 68,397	
	Non-Union	Swanson, Rick	Building Inspector	40	1.00	1/24/2013	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Building Inspector	40	1.00	1/1/2013	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Administrative Aide	40	1.00	1/1/2013	F-1	28,597	-	\$ 2,188	10,748	\$ 47	-	1,996	858	-	\$ 447	\$ 243	\$ 45,124	
	Non-Union	Proposed PTE	Plumbing Inspector	24	0.6	1/1/2013	K-1	26,399	-	\$ 2,020	-	-	-	1,843	792	-	\$ 412	-	\$ 31,465	
	Non-Union	Proposed PTE	Mechanical Inspector	24	0.6	1/1/2013	K-1	26,399	-	\$ 2,020	-	-	-	1,843	792	-	\$ 412	-	\$ 31,465	
						Temps		\$10,000	\$0	\$765	\$0	\$0	\$0			\$0	\$ 156	\$0	\$10,921	
				15.40		Total Full-Time		779,659	13,360	59,644	152,622	1,183	50,849	25,866	11,117	3,583	9,805	6,093	1,113,781	
Proposed additional:																				
	Non-Union	Proposed FTE	Building Inspector	40	1.00	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Building Inspector	40	1.00	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Electrical Inspector	40	1.00	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Plumbing Inspector	40	1.00	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Mechanical Inspector	40	1.00	L-hire	46,901	-	\$ 3,588	10,748	\$ 77	-	-	3,274	1,407	-	\$ 732	\$ 399	\$ 67,126	
	Non-Union	Proposed FTE	Administrative Aide	40	1.00	F-1	28,597	-	\$ 2,188	10,748	\$ 47	-	-	1,996	858	-	\$ 447	\$ 243	\$ 45,124	
								263,102	-	20,127	64,488	434	-	18,365	7,893	-	4,109	2,236		
																			Annual Cost	380,754
																			2013 Expenditure	\$255,106



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

2300 E. Grand River, Suite 104

Phone: **517.548.3130** Fax: **517.546.7461**

Web Site: ***co.livingston.mi.us/building***

DATE: April 17, 2013

TO: Livingston County Board of Commissioner's

FROM: Jim Rowell, Building Official

RE: Resolution authorizing the creation of Full-time Positions for the Building Inspection Department

Over the past few years, there has been a steady increase in the number of both permits and inspections as evidenced in the attached 2011-2013 comparison chart. With a continued demand for timely inspections of the building construction process and with the increase in the number of permits already obtained through the 1st quarter of 2014, (almost double from 2011), it will directly impact the work load of the inspection and support staff. To what degree this impact will have is unknown but it is evident from past history and the number of inspections each inspector can perform on a daily basis, that a larger staff will be required to handle the substantial workload needed for the construction season ahead. Temporary and contracted inspectors are being utilized when and where they can be but the demand for them has increased to such that we get them on days that they can work for us which is generally a day or so behind of when we actually needed them. In anticipation and preparation of this, I am requesting that the following positions be authorized, on an as-needed basis, in order to adequately staff the department:

REQUESTED POSITIONS		
POSITION TITLE	CURRENT	PROPOSED ADDITIONAL
Building Official	1	
Building Inspector	5	2
Support Staff	5	1
Electrical Inspector	1	1
Mechanical Inspector	1.6	1
Plumbing Inspector	1.6	1
Financial Analyst	.2	
TOTALS:	15.4	6

Therefore, we are recommending that the attached resolution be approved authorizing the creation of up to six (6) full-time positions to be filled on an as-needed basis. The cost of these positions for the 2013 fiscal year will not exceed \$255,106, in which a budget amendment will be required.

If you have any questions regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2011 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2011 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM- 911 CENTRAL DISPATCH / EMERGENCY MANAGEMENT – PUBLIC SAFETY / FULL BOARD

WHEREAS, the FY-2011 HSGP is a primary funding mechanism operated by the United States Department of Homeland Security for building and sustaining national preparedness capabilities providing pass-through funds to states, regions and counties for preventing, deterring, responding to and recovering from incidents of national significance; and

WHEREAS, Livingston County’s FY-2011 HSGP allocation by the Region One Homeland Security Planning Board’s Executive Committee is \$122,172.30; and

WHEREAS, the state of Michigan administers the HSGP on behalf of the United States Department of Homeland Security; and

WHEREAS, the city of Lansing is the Region One Homeland Security Planning Board’s fiduciary for FY-2011 HSGP funds; and

WHEREAS, both the state of Michigan and the city of Lansing require various officials of participating counties to sign annual grant agreements and supporting documents; and

WHEREAS, Livingston County maintains a Homeland Security Local Planning Team representing all public safety disciplines to determine the most worthwhile use of HSGP funding; and

WHEREAS, capture of FY-2011 HSGP funds necessitates submission of written applications to the Region One Homeland Security Planning Board and state of Michigan on forms prescribed by the state of Michigan.

THEREFORE, BE IT RESOLVED after review by civil counsel to their form and substance, the Chair of the Livingston County Board of Commissioners, the County Administrator, the County Emergency Management Coordinator, the County Emergency Program Manager, and other Livingston County officials as may be necessary are authorized to sign the State of Michigan 2011 Homeland Security Grant Program Agreement, the 2011 HSGP Region One Board Equipment/Exercising/Planning Agreement and other supporting documents necessary to participate in the FY-2011 Homeland Security Grant Program.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the submission of FY-2011 HSGP application(s) and other required documents to support the application pursuant to the determination of the Livingston County Homeland Security Local Planning Team.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby designates the 9-1-1 Central Dispatch/Emergency Management Program Manager as the primary applicant agent and the County EMS Director as the secondary agent.

BE IT FURTHER RESOLVED that the Chair of the County Board of Commissioners is authorized to sign all forms, assurances, supporting documents and contracts/agreements related to the grant application and subsequent award or future amendments upon review by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: co.livingston.mi.us

Memorandum

To: Public Safety Committee
Finance Committee
Board of Commissioners

From: Michael D. Kinaschuk, Assistant Director

Date: April 10, 2013

Re: Resolution Authorizing Livingston County's Participation in the
FY-2011 Homeland Security Grand Program (HSGP) and County
Officials to Sign and Submit Required Documents

The United States Department of Homeland Security (DHS) annually issues a non-competitive, pass-through grant to states, regions, urban areas and counties to build and sustain preparedness, as well as recover from incidents of national significance called the Homeland Security Grant Program (HSGP). The Michigan Department of State Police Emergency Management and Homeland Security Division (EMHSD) administer the HSGP on behalf of the DHS. Livingston County is in EMHSD's Region One. The Region One '11 HSGP is \$1,490,484.00. Based on population, the Region One Executive Committee allocated \$122,172.30 of that sum to Livingston County for local projects at the discretion of the Local Planning Team (LPT).

Annual HSGP participation requires various officials of Livingston County to sign and submit grant agreements, project justification forms, actual cost justification forms, reimbursement forms, environmental & historic preservation forms and other documents to receive HSGP funds and participate in Region One projects supported by and paid for out of Region One's allocation.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2012 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2012 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM- 911 CENTRAL DISPATCH / EMERGENCY MANAGEMENT – PUBLIC SAFETY / FULL BOARD

WHEREAS, the FY-2012 HSGP is a primary funding mechanism operated by the United States Department of Homeland Security for building and sustaining national preparedness capabilities providing pass-through funds to states, regions and counties for preventing, deterring, responding to and recovering from incidents of national significance; and

WHEREAS, Livingston County’s FY-2012 HSGP allocation by the Region One Homeland Security Planning Board’s Executive Committee is \$60,708.90; and

WHEREAS, the state of Michigan administers the HSGP on behalf of the United States Department of Homeland Security; and

WHEREAS, the city of Lansing is the Region One Homeland Security Planning Board’s fiduciary for FY-2012 HSGP funds; and

WHEREAS, both the state of Michigan and the city of Lansing require various officials of participating counties to sign annual grant agreements and supporting documents; and

WHEREAS, Livingston County maintains a Homeland Security Local Planning Team representing all public safety disciplines to determine the most worthwhile use of HSGP funding; and

WHEREAS, capture of FY-2012 HSGP funds necessitates submission of written applications to the Region One Homeland Security Planning Board and state of Michigan on forms prescribed by the state of Michigan.

THEREFORE, BE IT RESOLVED after review by civil counsel to their form and substance, the Chair of the Livingston County Board of Commissioners, the County Administrator, the County Emergency Management Coordinator, the County Emergency Program Manager, and other Livingston County officials as may be necessary are authorized to sign the State of Michigan 2012 Homeland Security Grant Program Agreement, the 2012 HSGP Region One Board Equipment/Exercising/Planning Agreement and other supporting documents necessary to participate in the FY-2012 Homeland Security Grant Program.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the submission of FY-2012 HSGP application(s) and other required documents to support the application pursuant to the determination of the Livingston County Homeland Security Local Planning Team.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby designates the 9-1-1 Central Dispatch/Emergency Management Program Manager as the primary applicant agent and the County EMS Director as the secondary agent.

BE IT FURTHER RESOLVED that the Chair of the County Board of Commissioners is authorized to sign all forms, assurances, supporting documents and contracts/agreements related to the grant application and subsequent award or future amendments upon review by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: co.livingston.mi.us

Memorandum

To: Public Safety Committee
Finance Committee
Board of Commissioners

From: Michael D. Kinaschuk, Assistant Director

Date: April 10, 2013

Re: Resolution Authorizing Livingston County's Participation in the
FY-2012 Homeland Security Grand Program (HSGP) and County
Officials to Sign and Submit Required Documents

The United States Department of Homeland Security (DHS) annually issues a non-competitive, pass-through grant to states, regions, urban areas and counties to build and sustain preparedness, as well as recover from incidents of national significance called the Homeland Security Grant Program (HSGP). The Michigan Department of State Police Emergency Management and Homeland Security Division (EMHSD) administer the HSGP on behalf of the DHS. Livingston County is in EMHSD's Region One. The Region One '12 HSGP is \$756,063.00. Based on population, the Region One Executive Committee allocated \$60,708.90 of that sum to Livingston County for local projects at the discretion of the Local Planning Team (LPT).

Annual HSGP participation requires various officials of Livingston County to sign and submit grant agreements, project justification forms, actual cost justification forms, reimbursement forms, environmental & historic preservation forms and other documents to receive HSGP funds and participate in Region One projects supported by and paid for out of Region One's allocation.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED CORRECTIONS OFFICER POSITION

WHEREAS, the Livingston County Sheriff's Department has experienced recent changes within their organization and determine an immediate need to fill a position which has become vacant due to an employee's resignation effective 4/18/2013; and

WHEREAS, currently this Corrections Officer position is in the approved 2013 budget within the Jail Division; and

WHEREAS, in order to ensure the safety and security of our employees, jail inmates and the general public, it is imperative that this position be filled as soon as possible.

WHEREAS, per the County's Vacancy Review Policy, if another Corrections Officer position should become available during the 2013 budget year, it may be filled without first obtaining the approval of the Board of Commissioners.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
authorizes and approves the hiring of one (1) full time Corrections Officer within the
Livingston County Sheriff's Department.

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MOVED:
SECONDED:
CARRIED:



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

(517) 546-2400

MEMORANDUM

DATE: 4-15-13

TO: Board of Commissioners

FROM: *Lt. Eric J. Sanborn*

RE: **Filling of (1) Full Time Corrections Officer Position**

Due to the unexpected resignation of a full time Corrections Officer, it is essential to fill this position as soon as possible. There will be a hiring processes as well as a training period of nearly four months for a new employee. For the security of the jail, the inmates, and the employees, it is imperative to fill this position immediately.

This position is in the 2013 approved budget for the Sheriff Department in the Jail Division. The exceptions to the hiring freeze documents are attached.

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

Lt. Eric J. Sanborn, Assistant Jail Administrator

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Sheriff Robert J. Bezotte**

Title of Position to be Filled: **Corrections Deputy** Salary: **\$ 34,520**

Annual Cost of Budgeted Position: (w/ benefits) **\$ 64,178**
Projected Cost for the next five years: (w/ benefits) **\$ 369,906**

New Position/Classification (Yes/No): **NO**

If No: Name of Employee Last Occupying this Position: **Daniel Moilenan**

To Temporarily Replace an Employee who is on approved leave of absence:
Name of Employee on Leave:
Date of Expected Return:

When did the position become vacant? **4/18/13**

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? **Yes – N/A**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. **Corrections Officer responsible for safety and security of the Jail**
2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work. **County is Mandated to maintain a Jail**
3. Budgeted department head count for the past five years:

Deputy Positions:

Jan – 2008	Jan – 2009	Jan – 2010	Jan – 2011	Jan – 2012
45	40	40	40	40

Please explain changes:

Positions have remained vacant due to attrition and retirement incentives

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

Due to the reduction in budgeted Deputy positions over the past several years, we have been operating at minimum manpower. Doing more with less increases the stress level of law enforcement and can eventually lead to burn out.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

N/A

6. Specifically list three reasonable options if your request to replace a position is denied.

Overtime; closing the older section of our Jail facility; reduction in coverage on the Road

7. What are the consequences of deferring the vacant position over the next several months and beyond?

Inmate safety; employee safety; increased liability

8. What budget saving measures has this department implemented? Have additional measures been identified?

staff reduction; fleet reduction; eliminated minimum staffing on the Road Patrol;

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

Since 2005, we have made drastic changes to our organization and significantly cut costs. We believe we are providing the minimum service as expected by our citizens.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

See attached

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

NO, tasks cannot be shared with other counties or local government.

12. Explain what services can be provided by others, private sector or non-profit?

NONE

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

YES, as long as they comply with our hiring protocol

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

No, tasks are cyclical

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

N/A

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

We have significantly reduced the amount of overtime to cover shifts.

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

N/A

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2013 APPROVED BUDGET FOR THE SHERIFF DEPARTMENT

WHEREAS, the Livingston County Sheriff's Department is requesting a budget amendment to its 2013 approved budget; and

WHEREAS, the Sheriff Department has incurred some unexpected expenses in the training of its officers and is requesting the approved amount of expenditures in its two training funds for the Road Patrol and the Corrections Officers be increased, as there are sufficient funds in both accounts to cover the increases; and

WHEREAS, the Sheriff Department is requesting the amount approved to be spent from the State Training fund (239.320.957.000) be increased by \$9,691.91 to \$21,691.91; and

WHEREAS, the Sheriff Department is requesting the amount approved to be spent from the Corrections Officers training fund (263.351.957.051) to be increased by \$10,000 to \$25,000; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the amendment to the 2013 approved budget for the Sheriff Department, to increase allowable expenditures in 239.320.957.000 to \$21,691.91 and 263.351.957.051 to \$25,000.00.

#

MOVED:
SECONDED:
CARRIED:



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

(517) 546-2400

MEMORANDUM

DATE: 4-15-13

TO: Board of Commissioners

FROM: *Lt. Eric J. Sanborn*

RE: Budget Amendment for Increasing the 2013 Approved Budget for the Sheriff Department's
(2) Training Funds

Due to the unexpected cost and necessity of training our employees, it will be necessary to increase the approved amount of expenditures out of our two training funds. We are requesting the State Training Fund (239.320.957.000) amount be increased to \$21,691.91 and the Corrections Officers Training Fund (263.351.957.051) be increased to \$25,000.

There are sufficient funds in both of the accounts to cover the expenditures. There are no general fund monies associated with this budget amendment. This is strictly a procedural and an accounting request.

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

Lt. Eric J. Sanborn, Assistant Jail Administrator