

FINANCE COMMITTEE

2/25/2015

304 E. Grand River Ave, Howell, MI 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: February 11, 2015
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **RESOLUTIONS FOR CONSIDERATION:**

09 Administration
RESOLUTION AUTHORIZING AGREEMENT REGARDING DELINQUENT TAX PARCELS WITH HANDY TOWNSHIP

10 Circuit Court
RESOLUTION AUTHORIZING THE 44th CIRCUIT COURT TO SUBMIT THE SAMHSA CONTINUATION APPLICATION FOR YEAR 3 FUNDING FOR ADULT DRUG COURT - Circuit Court/Finance Committee/Full Board

11 Jail
RESOLUTION AUTHORIZING CONTINUED COMPLIANCE WITH THE FEDERAL PROPERTY ASSISTANCE PROGRAM - Jail / Public Safety / Finance / Board

12 Sheriff
RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR ONE DETECTIVE - Sheriff / Public Safety / Finance / Board

13 Building Inspections
RESOLUTION AUTHORIZING THE REORGANIZATION OF THE BUILDING INSPECTION DEPARTMENT– Infrastructure & Development / Finance / Board

14 Central Dispatch
RESOLUTION APPROVING THE ADDITION OF 6 FULL TIME POSITIONS IN THE 911 DEPARTMENT – 911 /Public Safety / Finance / Board

- 15. CLAIMS**
- 16. PREAUTHORIZED**
- 17. CALL TO THE PUBLIC**
- 18. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 11, 2015 - 7:30 A.M.

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

FINANCE COMMITTEE

<input checked="" type="checkbox"/> COMM. GARY CHILDS	<input checked="" type="checkbox"/> COMM. BILL GREEN	<input checked="" type="checkbox"/> COMM. DON PARKER - FINANCE CHAIR
<input checked="" type="checkbox"/> COMM. DENNIS DOLAN	<input checked="" type="checkbox"/> COMM. CAROL GRIFFITH	<input checked="" type="checkbox"/> COMM. RON VAN HOUTEN
<input checked="" type="checkbox"/> COMM. DAVID DOMAS	<input checked="" type="checkbox"/> COMM. KATE LAWRENCE	<input checked="" type="checkbox"/> COMM. STEVE WILLIAMS
OTHERS: JENNIFER PALMBOS DIANE MCCORMICK JON WAGGONER LAURA BISMACK DOUG BRITZ	RICH MALEWICZ JENNIFER NASH GREG KELLOGG CINDY CATANACH DEBBIE WARDEN	NATALIE HUNT BELINDA PETERS MARK JOHNSON ERIC SANBORN

1. **CALL TO ORDER:** Meeting called to order by **COMM. DONALD PARKER** at **7:34 AM.**
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES:**

A. MINUTES OF MEETING DATED: January 28, 2015

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

4. **TABLED ITEMS FROM PREVIOUS MEETINGS.** None.
5. **APPROVAL OF AGENDA:**

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

6. **REPORTS:** None.
7. **CALL TO THE PUBLIC:** None.
8. **RESOLUTIONS FOR CONSIDERATION:**

9. DISTRICT COURT RESOLUTION APPROVING THE FILLING OF A PART TIME
53RD DISTRICT COURT DEPUTY COURT CLERK POSITION

RESOLUTION #2015-02-003F: FILLING OF A PART TIME 53RD DISTRICT COURT
DEPUTY COURT CLERK POSITION #13600230:

MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

10. CIRCUIT COURT RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR
THE ADULT DRUG COURT TEAM TO ATTEND THE 21ST
NATIONAL ASSOCIATION OF DRUG COURT
PROFESSIONALS (NADCP) ANNUAL TRAINING
CONFERENCE/MANDATORY SAMHSA DRUG COURT
GRANTEE CONFERENCE

RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

11. CIRCUIT COURT RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR
THE SAFE HAVENS CORE TEAM FOR THE SUPERVISED
VISITATION NETWORK 2015 ANNUAL CONFERENCE

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

12. TREASURER BORROWING RESOLUTION - 2014 DELINQUENT TAXES

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

13. AIRPORT RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY
AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 2014-
06-196 AND TO APPROVE CHANGE ORDER #1 TO AGREEMENT
WITH MEAD BROS. EXCAVATING FOR THE INSTALLATION OF
TAXIWAY ALPHA UNDERDRAIN AND CLEANOUT OF EXISTING
UNDERDRAIN

RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

14. **CAR POOL** **RESOLUTION AUTHORIZING THE CAR POOL DEPARTMENT TO RECEIVE AND PLACE INTO SERVICE ONE DONATED VEHICLE FOR VETERANS SERVICES**

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

15. **PUBLIC HEALTH** **RESOLUTION AUTHORIZING AN AGREEMENT WITH NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS TO SUPPORT THE LIVINGSTON COUNTY DEPARTMENT OF PUBILC HEALTH'S MEDICAL RESERVE CORPS (MRC)**

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

16. **PUBLIC HEALTH** **RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS FOR FY 2015 PURCHASE OF VACCINES**

RECOMMEND MOTION TO THE BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

17. **INFORMATION TECHNOLOGY** **RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO ESRI, INC FOR GIS SOFTWARE MAINTENANCE 2015 AND 2016**

RECOMMEND MOTION TO THE BOARD:
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

18. **INFORMATION TECHNOLOGY** **RESOLUTION AUTHORIZING THE 2015 RENEWAL OF SOFTWARE MAINTENANCE WITH SUNGARD PUBLIC SECTOR, INC. FOR THE COUNTY OWNED PUBLIC SAFETY SOLUTION**

RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED

19. L.E.T.S. RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2016

RECOMMEND MOTION TO THE BOARD
MOVED BY: VAN HOUTEN / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

20. L.E.T.S. RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DEPUTY DIRECTOR TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN ATLANTA, GA

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

21. L.E.T.S RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2015 APPROVED BUDGET FOR L.E.T.S.

RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

22. CLAIMS

MOTION TO APPROVE THE CLAIMS DATED FEBRUARY 11, 2015.
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

- Discussion was held regarding the Claims report and questioned purchases from the Airport and Sheriff's Departments.

COMMISSIONER DOMAS MOVED TO: AMEND AGENDA FOR THE PURPOSE OF ADDING A MOTION TO EXCLUDE AIRPORT PERSONNEL FROM SUPPLYING ALCOHOL TO THEIR CLIENTS.
SECONDED BY: COMM. GREEN.
BY SHOW OF HANDS:
AYES – DOMAS, WILLIAMS, GREEN
NAYS – PARKER, DOLAN, LAWRENCE, GRIFFITH, CHILDS, VAN HOUTEN
MOTION FAILED

- Discussion was held between members of The Board and Eric Sanborn, representing the Sheriff's Dept.
- Comm. Domas suggested a meeting with the Sheriff, it was decided amongst members that it is preferred to have the Sheriff attend a Board of Commissioners Meeting.

- Comm. Parker explained that a memo should be drafted to outline the use and purchase of alcohol and reviewed by civil counsel, after review forward to the Aeronautical Facilities Board. Also, a policy should be drafted with review by civil counsel, liability coverage will be necessary, and a liquor license obtained, cease orders until processes and policies are in place.

23. PAYABLES:

MOTION TO APPROVE THE PAYABLES DATED 01-29-15 THROUGH 02-11-15.

MOVED BY: CHILDS / SECONDED BY: GREEN

ALL IN FAVOR - MOTION PASSED

24. CALL TO THE PUBLIC: None.

25. ADJOURNMENT:

MOTION TO ADJOURN AT 8:34 AM

MOVED BY: WILLIAMS / SECONDED BY: DOMAS

ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO: 2015-03-055

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION AUTHORIZING AGREEMENT REGARDING DELINQUENT TAX PARCELS WITH HANDY TOWNSHIP - COUNTY ADMINISTRATION

WHEREAS, Handy Township (the "Township") has become the owner of parcels of land located in the Township bearing tax identification numbers 4705-08-100-038, 4705-08-300-004 and 4705-08-400-001 (the "Parcels"); and

WHEREAS, real property taxes and special assessments on the Parcels are outstanding and delinquent on the date hereof (such taxes and special assessments, including all applicable interest, fees and penalties through the date of payment in full of such taxes, special assessments, interest, fees and penalties, are referred to as the "Delinquent Taxes"); and

WHEREAS, the Township desires to pay the Delinquent Taxes to the Livingston County Treasurer to enable the Township to sell the Parcels and deliver a warranty deed for the Parcels to the purchaser thereof; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the agreement regarding Delinquent Tax Parcels with Handy Township.

BE IT FURTHER RESOLVED that the Chairwoman 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: Belinda M. Peters, Livingston County Administrator

From: Paul M. Wyzgoski 

Re: Livingston County – Township of Handy Agreement Regarding Delinquent Tax Parcels

Date: February 16, 2015

Attached is a copy of the Livingston County – Township of Handy Agreement Regarding Delinquent Tax Parcels signed by the supervisor and clerk of the township. Mike Kehoe, the township's legal counsel on this matter, indicated that the agreement was approved by the township board at its meeting on February 10.

The agreement relates to certain parcels in the township that were previously owned by the Mitch Harris Building Company and then acquired by the township. It primarily pertains to the payment of delinquent taxes and special assessments on the properties to enable the township to sell the properties to a purchaser and deliver a warranty deed for such purpose.

The concept for this agreement was discussed at the county finance committee meeting on October 15, 2014, and a meeting on the subject attended by you, Dave Domas, Jennifer Nash, then-township supervisor Hank Vaupel, township clerk Laura Eisele and me took place the next day. Since then, the county work group, consisting primarily of you, Brian Jonckheere, Jennifer Nash and me, worked with Mike Kehoe to develop the agreement, ultimately in the form approved by the township.

The agreement is set up for signature by the chairperson of the county board of commissioners. A resolution of the county board of commissioners approving the agreement and authorizing the board chairperson to sign it would be needed, along with the chairperson's signing of the agreement, to complete the process.

RESOLUTION

NO: 2015-03-056

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION AUTHORIZING THE 44th CIRCUIT COURT TO SUBMIT THE SAMHSA CONTINUATION APPLICATION FOR YEAR 3 FUNDING FOR ADULT DRUG COURT - CIRCUIT COURT / FINANCE COMMITTEE / FULL BOARD

WHEREAS, The Livingston County Board of Commissioners authorized the 44th Circuit Court to apply for the *Bureau Of Justice Assistance (BJA) and the Substance Abuse and Mental Health Services Administration (SAMHSA)* federal grant to enhance services, coordination, and treatment in Adult Drug Court for FY 2014 through FY 2016 in Resolution 2013-05-148 dated May 20, 2013; and

WHEREAS, as a result of this application, the Court will receive funding in the total amount of \$323,206 in Year 1, \$324,986 in Year 2, and \$324,986 in Year 3; and

WHEREAS, A SAMHSA Continuation Application must be submitted through grants.gov to ensure funding from SAMHSA for the upcoming fiscal year; and

WHEREAS, there are no major changes to the goals and objectives of the original grant application; and

WHEREAS, the total requested budget for Year 3 is unchanged at \$324,986.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the Court to submit the SAMHSA Continuation Application for Year 3 funding for Adult Drug Court.

BE IT FURTHER RESOLVED that the Chair 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: Laura Bismack, Court Programs Administrator
Date: 02/18/2015
Re: **RESOLUTION AUTHORIZING THE 44th CIRCUIT COURT TO SUBMIT THE SAMHSA CONTINUATION APPLICATION FOR YEAR 3 FUNDING FOR ADULT DRUG COURT Circuit Court/Finance Committee/Full Board**

Livingston County Specialty Courts is requesting the Board of Commissioners' approval to submit the SAMHSA Continuation Application for Year 3 funding for Adult Drug Court.

The Livingston County Board of Commissioners authorized the 44th Circuit Court to apply for the Bureau of Justice Assistance (BJA) and the Substance Abuse and Mental Health Services Administration (SAMHSA) federal grant to enhance services, coordination, and treatment in Adult Drug Court for FY 2014 through FY 2016 in Resolution 2013-05-148 dated May 20, 2013. The BJA award of \$94,000 is a three year award and does not require an annual competitive renewal. The SAMHSA award requires the submission of a Continuation Application to secure funding for the upcoming fiscal year(s).

Upon approval of the SAMHSA Continuation Application for Year 3, we anticipate an award to match our requested budget of \$324,986.

Thank you for your consideration in this matter.

Laura Bismack, Courts Programs Administrator
Livingston County Circuit Court
204 S. Highlander Way
Howell, MI 48843
ph: (517) 540-7789
lbismack@livgov.com

RESOLUTION

NO: 2015-03-057

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION AUTHORIZING CONTINUED COMPLIANCE WITH THE FEDERAL PROPERTY ASSISTANCE PROGRAM – JAIL / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the Livingston County Board of Commissioners in 2014 authorized the purchase of two (2) body scanners for the jail under the Federal Property Assistance Program; and

WHEREAS, the County of Livingston has met all other State and Federal requirements for participation in the Federal Property Assistance Program; and

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby designates Robert J. Bezotte who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property.

THEREFORE BE IT RESOLVED that the coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by the State and/or Federal authorities.

THEREFORE BE IT RESOLVED that money is available to pay service charges for surplus property obtained.

THEREFORE BE IT RESOLVED that the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7939 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Jeffery LeVeque
Date: 2/10/15
Re: Federal Surplus Assistance Program Annual Resolution

Attached for your consideration and approval is a resolution required by the federal governments' Federal Surplus Assistance Program. The board approved the capital purchase in 2014 of two body scanners for the jail (#4410). Per the program rules we are required to pass a resolution of the governing body on an annual basis. This resolution simply states who is responsible for the equipment for accountability and authorizes payment of any service charges of which we have not had any to date.

This resolution is really a formality to comply with federal program rules. I have attached the usual board resolution document as well as the form the federal government requires to be signed.

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

Respectfully Submitted

Jeffery LeVeque, Lieutenant

**STATE OF MICHIGAN
BOARD RESOLUTION
FEDERAL SURPLUS ASSISTANCE PROGRAM**

WHEREAS, THE County of Livingston, State of Michigan has met all
(Agency)

other State and Federal requirements for participation in the Federal Property Assistance Program under Public Law 94-519.

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property.

NOW THEREFORE, BE IT RESOLVED:

1. That the Governing Body for the County of Livingston
(Agency)

the of the State of Michigan, hereby designates Robert J. Bezotte
(Name)

who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property.

2. The coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by State and/or Federal authorities.
3. That money is available to pay service charges for surplus property obtained.
4. That the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

I do hereby certify that the foregoing resolution was adopted by the favorable vote of a majority of the member of said

Livingston County Board of Commissioners
(Agency)

Date:

Carol S. Griffith
Signature, Chairman of the Board

Jennifer M. Nash
Signature, Secretary/Clerk/Treasurer

Livingston County Sheriff
150 S Highlander Way
Howell, MI 48843
Agency Mailing Address

Phone: 517-540-7939

e-Mail: jleveque@livgov.com

G:/Federal Surplus/Forms/Board Resolution

Exhibit - J

Return form to: **State of Michigan, DMB
Federal Surplus Program
P.O. Box 30026
Lansing, MI, 48909**

RESOLUTION

NO: 2015-03-058

LIVINGSTON COUNTY

DATE: March 2, 2015

**RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR ONE
DETECTIVE - SHERIFF DEPARTMENT / PUBLIC SAFETY / FINANCE / BOARD**

WHEREAS, Marc King is a Detective with the Sheriff's Department and has the opportunity to attend advanced computer forensics training. The training will be conducted by AccessData, a corporation that trains law enforcement officers in computer forensics. The training is to be held in Sterling, VA; and

WHEREAS, the course is designed to provide detectives with the knowledge and skills necessary to install, configure and effectively use AccessData's "forensic toolkit;" and

WHEREAS, the training requires (4) four nights lodging at a per room charge of \$112 per night; and

WHEREAS, the Sheriff Department has sufficient training funds budgeted for this training which will be \$2,371; and

WHEREAS, the funds to cover attendance of this training are available in drug forfeiture fund 265, line item 301-956.000.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Detective Marc King of the Sheriff Department to attend computer forensics training held in Sterling, Virginia, February 24, 2015 through February 26, 2015 for expenses not to exceed \$2,371.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
SHERIFF'S DEPARTMENT

150 S. Highlander Way Howell MI 48843
Phone 517 546-2440 Fax 517 552-2542
Web Site: livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Det. Lt. Scott Domine
Date: February 6, 2015
Re: Out-Of-State Computer Forensic Training

This is a formal request for approval of training in Sterling, VA for one (1) detective. The training will take place February 24, 2015 through February 26, 2015. The 3-day course is conducted by AccessData which is a company that provides law enforcement with training to use their software for computer forensic investigations.

Detective King is the current computer forensic expert at the Sheriff's Office. As technology continues to evolve the tools needed to keep up with crime trends involving computers needs to evolve as well. New computer software that is used in AccessData's "Forensic Toolkit" (FTK) to document criminal activity is at the heart of this training. Det. King will update his knowledge and skillset which will continue to allow him to serve our community as the only up-to-date trained forensic computer expert in the county.

My request to the board is that the Sheriff's Office get approval to take advantage of this training for Det. King. The designated training funds are available within the Sheriff's Office budget.

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

Respectfully,

Lt. Scott Domine

RESOLUTION

NO: 2015-03-059

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION AUTHORIZING THE REORGANIZATION OF THE BUILDING INSPECTION DEPARTMENT – BUILDING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, the current staff positions and staffing hours within the Building Inspection Department have been evaluated; and

WHEREAS, it is being recommended by the Building Official that a reorganization of personnel be implemented in order to provide adequate services to the customers of the department; and

WHEREAS, the addition of an Administrative Specialist position, Grade 5, will be created and filled with a current employee who is an Administrative Aide, Grade 3. The current filled Administrative Aide position will be eliminated; and

WHEREAS, the total increase in cost for the 2015 fiscal year will be \$5,912 in which there are sufficient funds budgeted to cover this reorganization.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize the following positions for the Building Inspection Department for Fiscal Year 2015:

Current:

Position #	Description	Stat	# Emps	CY FTE
37100101	BUILDING OFFICIAL	A	1	1.000
37100102	MECH INSPEC PLANRVR	A	0	1.000
37100103	MECH INSPEC PLANRVR	A	1	1.000
37100104	ELEC INSPEC PLANRVR	A	1	1.000
37100105	PLUM INSPEC PLANRVR	A	1	1.000
37100106	PLUM INSPEC PLANRVR	A	1	1.000
37100107	BUILD INSPEC PLANRVR	A	1	1.000
37100108	BUILD INSPEC PLANRVR	A	1	1.000
37100109	BUILD INSPEC PLANRVR	A	1	1.000
37100110	BUILD INSPEC PLANRVR	A	1	1.000
37100111	BUILD INSPEC PLANRVR	A	0	1.000
37100112	BUILD INSPEC PLANRVR	A	1	1.000
37100113	ADMIN SPECIALIST	A	1	1.000
37100114	ADMIN SPECIALIST	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	BUILD INSPEC PLANRVR	A	1	1.000
37100120	ELECT INSPEC PLANRVR	A	0	1.000
37100121	MECH INSPEC PLANRVR	A	0	.600
37100122	PLUM INSPEC PLANRVR	A	0	.600
37100123	DEPUTY BUILDING OFFC	A	1	1.000

To be eliminated:

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
37100117	ADMINISTRATIVE AIDE	A	1	1.000

To be created:

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
37100124	ADMINISTRATIVE SPECI	P	0	1.000

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**MOVED:
SECONDED:
CARRIED:**

Livingston County Michigan

NEW POSITION/CHANGE IN POSITION REQUEST FORM



CONTACT INFORMATION

Requester: **Jim Rowell**

Title of Requester: **Building Official**

Dept. Phone Number/Extension: **552-6724**

Date Requested: **February 18, 2015**

POSITION REQUESTED INFORMATION

Position Title: **Admin Aide to Admin Specialist** Supervisor: **Jim Rowell**

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? No From: _____ To: _____

Is the purpose of this request to reclassify a current position? Yes No

If yes, name and title of incumbent: **Corinna Yeager, Administrative Aide**

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: **Corinna Yeager**

Position Type: Reg. Term/Grant Temp. Unpaid Special

Position Status: Full-Time 30+ Part-Time 21-29 Part-Time 20 or Less

Number of Work Hours Per Week: **40+**

Justification for change of hours/addition of position (REQUIRED): _____

Please see form - "Request for Exception of Hiring Freeze"

FUNDING INFORMATION

Proposed Base Annual Salary: **\$36,580** This position is funded in whole or in part by a grant % Funded

Position will be 100% funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (check all that apply)

Percent

Increased Fees 100%

Contract/Charges for Service _____

Requires General Fund Resources _____

Reduction of Expenditures _____

Which expenses were reduced and by how much?

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____
Jim Rowell **2/17/2015**
Department Head Date

HR OFFICE ONLY

Job Class: **1074** Job Title: **Admin. Specialist** Grade: **Select 5**

Employee Group: **NU - Non-Union** Exempt/Union/Non-Exempt: **Non-Exempt** Step: **Step 1**

HR Reviewed *Jerry M. Lee*

Date Reviewed *2-19-15*

BUDGET OFFICE ONLY

Position Control # **54237100** Org. **37100124** Object Code: 704000 706000 706001

Funds Available: Yes No

Budget Reviewed *Cynthia Catanach*

Date Reviewed *2/19/15*

Board Authorized on Date: _____

Resolution #: _____

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: [Jim Rowell](#)

Title of Position to be Filled: [Administrative Specialist](#)

Salary: [\\$36,580](#)

Position Control#: [37100124](#)

Annual Cost of Budgeted Position (incl. fringe benefits): [\\$5,912](#)

Projected Cost for the next five years (incl. fringe benefits): [\\$29,560](#)

New Position/Classification (Yes/No): [Yes – Classification of a individual employee – Corrinna Yeager](#)
If No: Name of Employee Last Occupying this Position

When did the position become vacant? [N/A](#)

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](#)

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.

[This is not a new hire. We are seeking to move an existing employee up from Administrative Aide to Administrative Specialist. The higher than expected building activity have created a backlog of work in the Specialist scope of work which is above the scope of the Administrative Aide position. Corrinna Yeager worked in this position years ago and therefore, the training required for this position will be minimal.](#)

2. Budgeted department head count for the past five years:
2011: 11.2 2012: 11.2 2013: 11.2 2014: 21.4 2015: 22.2

3. 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?

[The building activity has increased exponentially. I do not see any way to re-assign work without changing the Aide position to a Specialist position. If we do not fill this position, customer service may decline and overtime may increase.](#)

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied.

[Detriments
Code enforcement will be behind.
Permit processing may be impacted as well.](#)

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

We have considered our options. We do not have extra counter space for any new Admin Aides or Specialists. We did consider a part time employee but the training curve would be extensive.

7. 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)?

Our Administrative Specialists have been working close to 20 hours overtime (total staff) per week. We hope to reduce the overtime.

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

All of our Specialists are cross-trained to some degree. That is the purpose of the request. We need additional help in the Specialist scope of work and not the Aide scope per the job descriptions. Therefore cross training is not a viable option.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Our revenues are far exceeding our expectations.



LIVINGSTON COUNTY, MICHIGAN
BUILDING DEPARTMENT.

2300 E. Grand River, Howell, MI 48843
Phone 517-552-3240
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners

From: Jim Rowell – Building Department Director

Date: 2-18-2015

**Re: RESOLUTION AUTHORIZING THE RECLASSIFICATION OF
1 EMPLOYEE FROM ADMINISTRATIVE AIDE TO
ADMINISTRATIVE SPECIALIST**

Attached for your consideration and approval is a resolution requesting a reclassification of our Administrative Aide Employee to the position of Administrative Specialist.

The responsibilities of Administrative Aides are to provide basic data entry at the counter to help process incoming and outgoing permits. The Administrative Specialist's responsibilities differ as the Specialist covers the functions of Administrative Aide, but also performs more complex tasks such as code enforcement processing, as well as bookkeeping, reporting and other tasks.

As noted most recently in the 2015 State of the County Speech, the Livingston County Building Department had a record year in 2014, surpassing our highest year of permit activity from 2006.

Conversely, in 2006 and earlier, the Building Department had as many as 13 Administrative Aides and Specialists. In total, the department had more than twice as many employees as we currently have, performing less work. The Building Department continues to perform well with our current Inspection Staff but finds some challenges in keeping up with the functions of the Administrative Specialist, specifically code enforcement, C of O issuances and FOIA processing.

Ms. Yeager was hired in 2014, but worked in the department previously for approximately 4 years and 10 months up to 2006. Her performance is exemplary and as a former employee, she is familiar with all the responsibilities of this position and we are confident in her abilities to fill this role. The training will be minimal.

Since this is a reclassification and not a new position, the annual difference in the wages will be \$5912. The Building Department is an enterprise department. The high permit activity has

helped to keep us in good financial shape. The department has the funds to cover these added costs.

Therefore we are respectfully requesting approval of this position. If you have any questions or comments, I can be reached directly at 517-552-6724, extension 6724 or at jrowell@livgov.com

Respectfully,

Jim Rowell

RESOLUTION

NO: 2015-03-060

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION APPROVING THE ADDITION OF 6 FULL TIME POSITIONS IN THE 911 DEPARTMENT – 911 / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the 911 Department has a need for 6 Full time positions; and

WHEREAS, for purposes of continuity, the 911 Department would function more efficiently if 6 Full Time positions were granted; and

WHEREAS, four of the requested full time positions will be additional staff to increase radio response times to public safety providers; and

WHEREAS, two of the requested full time positions will be supervisory to ensure 24/7 supervisor coverage; and

WHEREAS, response times to answer public safety agencies radio calls for service has increased; and

WHEREAS, data analysis, as completed by Fitch and Associates Communications Review and Strategic Plan, shows a need for increased staffing to meet the current workload; and

WHEREAS, funding for same is available in FY 2015 911 Budget; and,

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the addition of 2 full time supervisor positions and 4 full time dispatch positions in the 911 department for FY 2015.

Position #	Description	Stat	# Emps	CY FTE
32500134	DISPATCHER	P	0	1.000
32500135	DISPATCHER	P	0	1.000
32500136	DISPATCHER	P	0	1.000
32500137	DISPATCHER	P	0	1.000
32500138	DISPATCH SUPRVISOR -	P	0	1.000
32500139	DISPATCH SUPRVISOR -	P	0	1.000

#

**MOVED:
SECONDED:
CARRIED:**

Livingston County

Michigan

REWORKSHEET



CONTACT INFORMATION

Requester: Jeff Boyd
Dept. Phone Number/Extension: 517-540-7865

Title of Requester: Director
Date Requested: 2-26-15

POSITION REQUESTED INFORMATION

Position Title: 911 Supervisors Supervisor: Deputy Director

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? No From: To:

Is the purpose of this request to reclassify a current position? Yes No

If yes, name and title of incumbent: _____

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: _____

Position Type: Reg. Term/Grant Temp. Unpaid Special

Position Status: Full-Time 30+ Part-Time 21-29 Part-Time 20 or Less

Number of Work Hours Per Week: 40

Justification for change of hours/addition of position (REQUIRED): Adding to floor supervision

FUNDING INFORMATION

Proposed Base Annual Salary: 47,582.00 This position is funded in whole or in part by a grant % Funded

Position will be 100% funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (check all that apply)	Percent
<input type="checkbox"/> Increased Fees	_____
<input type="checkbox"/> Contract/Charges for Service	_____
<input type="checkbox"/> Requires General Fund Resources	_____
<input type="checkbox"/> Reduction of Expenditures	_____

Which expenses were reduced and by how much?

REQUIRED APPROVALS

Supervisor (if applicable)	Date	Department Head	Date
		<i>[Signature]</i>	2-10-15

HR OFFICE ONLY

Job Class: Job Title: Grade: Select
Employee Group: Select Non Union Exempt/Union Non-Exempt: Select Step: Select

HR Reviewed: Date Reviewed:

BUDGET OFFICE ONLY

Position Control # Org: 20132500 Object Code: 704000 706000 706001

Funds Available: Yes No

Budget Reviewed: *Cynthia Catanach* Date Reviewed: 2/18/15

Board Authorized on Date: Resolution #:

Livingston County

Michigan

NEW POSITION



CONTACT INFORMATION

Requester: **Jeff Boyd**

Title of Requester: **Director**

Dept. Phone Number/Extension: **517-540-7865**

Date Requested: **2-26-15**

POSITION REQUESTED INFORMATION

Position Title: **Dispatcher**

Supervisor: **Deputy Director**

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? No From: _____ To: _____

Is the purpose of this request to reclassify a current position? Yes No

If yes, name and title of incumbent: _____

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: _____

Position Type: Reg. Term/Grant Temp. Unpaid Special

Position Status: Full-Time 30+ Part-Time 21-29 Part-Time 20 or Less

Number of Work Hours Per Week: **40**

Justification for change of hours/addition of position (REQUIRED): **Adding to staff due to increased call volume**

FUNDING INFORMATION

Proposed Base Annual Salary: **33789.79**

This position is funded in whole or in part by a grant % Funded

Position will be 100% funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (check all that apply)

Percent

- | | |
|--|-------|
| <input type="checkbox"/> Increased Fees | _____ |
| <input type="checkbox"/> Contract/Charges for Service | _____ |
| <input type="checkbox"/> Requires General Fund Resources | _____ |
| <input type="checkbox"/> Reduction of Expenditures | _____ |

Which expenses were reduced and by how much?

4 dispatchers -

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head *[Signature]*

Date **2-10-15**

HR OFFICE ONLY

Job Class: _____

Job Title: **Dispatcher**

Grade: **Select**

Employee Group: **Select Dispatchers** Exempt/Union/Non-Exempt: **Select**

Step: **Select**

HR Reviewed _____

Date Reviewed _____

BUDGET OFFICE ONLY

Position Control # _____

Org. **26132500**

Object Code: 704000 706000 706001

Funds Available: Yes No

Budget Reviewed *[Signature]*

Date Reviewed **2/18/15**

Board Authorized on Date: _____

Resolution #: _____



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd, Director
Date: 02/13/2015
Re: 6 New Full Time Positions

Since the beginning of the 911 center in 1999 we have seen a steady increase in call volume and call complexity with no signs of slowing. In the year 2014 the 911 center experienced 184,000 inbound phone calls. This increased demand has reached a point in which service to the public safety providers has been affected and the staffing model originally developed in 1999 has become increasingly difficult.

- Minimum staffing has been increased forcing mandatory overtime
- Response times for radio traffic for calls from providers has increased
- Leadership needs to be a 24/7 presence in the center to assist with increased demand and complex calls

To begin addressing these issues we are requesting to add 4 persons to the dispatch staff in FY 2015. By doing so we can reduce the amount of times a radio operator is required to answer 911 inbound calls. The addition of 2 supervisors will provide 24/7 leadership coverage that can address call complexity and provide for additional phone support during times of system stress. Attached you will find the supporting documentation and statistics outlining the aforementioned increases in system stressors in the Fitch and Associates Communications Review and Strategic Plan.

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