

# **PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT**

6/24/2013

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: May 28, 2013
  - 3. APPROVAL OF AGENDA**
  - 4. REPORTS**
  - 5. CALL TO THE PUBLIC**
  - 6. RESOLUTIONS FOR CONSIDERATION:**
- 
- 07 Purchasing**  
RESOLUTION AUTHORIZING BLANKET PURCHASE ORDERS WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT – Sheriff’s Department / EMS / Public Safety Committee / Finance Committee
- 
- 08 Sheriff**  
RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS-SHERIFF DEPARTMENT
- 
- 09 Sheriff**  
BUDGET AMENDMENT FOR INCREASING THE 2013 APPROVED BUDGET FOR THE SHERIFF DEPARTMENT’S (2) TRAINING FUNDS
- 
- 10 Sheriff**  
FILLING OF (1) FULL TIME CORRECTIONS SERGEANT POSITION
- 
- 11 Sheriff**  
FILLING OF (1) PART TIME CORRECTIONS OFFICER FOR THE INMATE WORK PROGRAM
- 
- 12. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MAY 28, 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**

OTHERS:

<u>BRIAN JONCKHEERE</u>	<u>DON ARBIC</u>	<u>ERIC SANBORN</u>
<u>KEN RECKER</u>	<u>KURT GRIFFIN</u>	<u>MIKE MURPHY</u>
<u>MIKE KENNEDY</u>	<u>CINDY CATANACH</u>	<u>DON JAKRZEWSKI</u>
<u>TOM CREMONTE</u>	<u>BELINDA PETERS</u>	<u>JAMES LYNCH</u>
<u>RICH MALEWICZ</u>	<u>MARK FOSDICK</u>	<u>COMM. WILLIAMS</u>
<u>TOM DARLING</u>	<u>COMM. GRIFFITH</u>	<u>COMM. DOLAN</u>

1. **CALL TO ORDER:** Meeting called to order by: **COMM. RON VAN HOUTEN** at 7:34 p.m.
2. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED APRIL 22, 2013:**

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 MODIFIED: MOVE REPORTS TO BEFORE RESOLUTIONS

MOVED BY: PARKER / SECONDED BY: DOMAS

ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** Belinda Peters was requested to prepare a paper to open discussions with board members regarding the future of Road Patrol and jail expansion. Ms. Peters reviewed the draft paper with the Board members with assistance from the Sheriff's Department. Open discussion began regarding staffing on the roads, within the jail and various areas of the department. The

Sheriff's Department also expressed their needs going forward. At this time, employee levels are good and areas are covered. The proposal for the Jail expansion is coming along well and should be presented to Public Safety Committee in July. It was decided to move the paper forward to the Finance Committee meeting on May 29 for further discussion with all the Board members.

5. CALL TO THE PUBLIC: None.

6. RESOLUTIONS FOR CONSIDERATION:

7. CENTRAL DISPATCH - RESOLUTION AUTHORIZING BOARD CHAIR TO SIGN A USE AGREEMENT WITH THE HOWELL AREA FIRE AUTHORITY TO SUPPLY EMERGENCY POWER

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

8. DRAIN COMMISSIONER - RESOLUTION AUTHORIZING THE FILLING OF AN ADMINISTRATIVE AIDE POSITION

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

Approaching 2006 levels where Department had 3 full-time people. Resolution calls for \$15,000 change, actual is \$19,000. Based on numbers seen so far, permit fees should help assist coverage.

9. JAIL - RESOLUTION AUTHORIZING FUNDING FOR PROGRAMMABLE LOGIC CONTROLLERS AND A CONTRACT WITH A CONSULTANT TO SELECT A VENDOR

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

10. JAIL - RESOLUTION AUTHORIZING RENOVATION OF THE INTAKE CONTROL POD IN THE LIVINGSTON COUNTY JAIL

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

11. SHERIFF - RESOLUTION AUTHORIZING THE PROMOTION OF DEPUTY TO ROAD PATROL SERGEANT

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

12. SHERIFF - RESOLUTION AUTHORIZING THE HIRING OF ONE (1) FULL-TIME ROAD PATROL DEPUTY

RECOMMEND MOTION TO THE:  FINANCE  
MOVED BY: DOMAS / SECONDED BY: PARKER  
YEAS:  VAN HOUTEN  DOMAS  LAWRENCE  PARKER  GRIFFITH  
NAYS:  VAN HOUTEN  DOMAS  LAWRENCE  PARKER  GRIFFITH  
MOTION:  PASSED  FAILED

13. ADJOURNMENT:

MOTION TO ADJOURN AT 9:16 P.M.  
MOVED BY: PARKER / SECONDED BY: DOMAS  
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

**KELLI HAWORTH**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING BLANKET PURCHASE ORDERS WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT – Sheriff’s Department / EMS / Public Safety Committee / Finance Committee**

- WHEREAS,** Both the Sheriff’s Department and EMS Department have a need to provide uniforms and necessary uniform equipment for their personnel; and
- WHEREAS,** the Purchasing Department released an Invitation to Bid on the MITN e-procurement site, and seventy-four vendors were notified; and
- WHEREAS,** four (4) bids were received, tabulated, and reviewed; and
- WHEREAS,** through the competitive bid process, North Eastern Uniforms & Equipment of Saline, Michigan, has been determined to be a responsive, responsible vendor; and
- WHEREAS,** pricing will be firm for a 2-year period with an option to renew for an additional two (2) years not to exceed four (4) years; and
- WHEREAS,** expenditures for uniforms and uniform equipment have been planned and budgeted in their 2013 budgets; and
- WHEREAS,** annual requirements for uniforms and uniform equipment will be subject to the availability of appropriated funds.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves Blanket Purchase Orders issued to North Eastern Uniform & Equipment, Inc, 1400 E. Michigan Ave. Suite F, Saline, MI 48176 for uniforms and uniform equipment for the Sheriff’s Department and EMS Department with an option for one 2-year renewal, upon written notice, at the County discretion, for a total contract period not to exceed four (4) years, noting the County reserves the right to cancel at any time for just cause.

**BE IT FURTHER RESOLVED** Livingston County Board of Commissioners authorizes the Blanket Purchase Order for a two (2) year period for an amount not to exceed \$30,000 annually, for the Sheriff’s Department with 2013 being prorated for \$8,000.

**BE IT FURTHER RESOLVED** Livingston County Board of Commissioners authorizes the Blanket Purchase Order for a two (2) year period for an amount not to exceed \$45,000 annually, for the EMS Department with 2013 being prorated for \$26,000.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**

PRICING PAGE - EMS DEPARTMENT

PRICING PAGE - EMS DEPARTMENT		Enterprise Uniform Co.		North Eastern Uniforms & Equipment, Inc.		NYE Uniform Company		Priority One Emergency		
QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
<b>i.) EMS UNIFORM</b>										
50	310	1.) Elbeco #310 Shirt long sleeve (Mens)	\$ 33.50	\$ 1,675.00	\$ 34.00	\$ 1,700.00	\$ 39.99	\$ 1,999.50	NO BID	\$ -
50	3310	2.) Elbeco #3310 Shirt short sleeve (Mens)	\$ 30.50	\$ 1,525.00	\$ 30.50	\$ 1,525.00	\$ 36.99	\$ 1,849.50	NO BID	\$ -
50	9310	3.) Elbeco #9310 Shirt long sleeve (Womens)	\$ 33.50	\$ 1,675.00	\$ 34.00	\$ 1,700.00	\$ 39.99	\$ 1,999.50	NO BID	\$ -
50	9810	4.) Elbeco #9810 Shirt short sleeve (Womens)	\$ 30.50	\$ 1,525.00	\$ 34.00	\$ 1,700.00	\$ 36.99	\$ 1,849.50	NO BID	\$ -
50	42280	5.) Fechheimer #42280 Pants(Mens)	\$ 69.90	\$ 3,495.00	\$ 63.75	\$ 3,187.50	\$ 69.99	\$ 3,499.50	NO BID	\$ -
50	32230	6.) Fechheimer #32230 Pants(Mens)	\$ 49.90	\$ 2,495.00	\$ 44.00	\$ 2,200.00	\$ 48.99	\$ 2,449.50	NO BID	\$ -
50	35223	7.) Fechheimer #35223 Pants(Womens)	\$ 69.90	\$ 3,495.00	\$ 44.00	\$ 2,200.00	\$ 69.99	\$ 3,499.50	NO BID	\$ -
50	35233	8.) Fechheimer #35233 Pants(Womens)	\$ 49.90	\$ 2,495.00	\$ 44.00	\$ 2,200.00	\$ 48.99	\$ 2,449.50	NO BID	\$ -
Sub Total				\$ 18,380.00		\$ 16,412.50		\$ 19,596.00		\$ -
<b>j.) HATS</b>										
50	125	1.) Blauer #125 knit watch cap	\$ 14.00	\$ 700.00	\$ 12.50	\$ 625.00	\$ 13.99	\$ 699.50	NO BID	\$ -
<b>k.) JACKETS &amp; SWEATERS</b>										
1	9810Z	1.) Blauer #9810Z Jacket Supervisor 3 season	\$ 162.50	\$ 162.50	\$ 154.50	\$ 154.50	\$ 177.99	\$ 177.99	NO BID	\$ -
1	Pair	· 1/4" Gold bullion stripes 1/2 way around both sleeves	\$ 17.00	\$ 17.00	\$ 7.00	\$ 7.00	\$ 22.00	\$ 22.00	NO BID	\$ -
1	Each	· Gold bullion service star on Navy, left sleeve only	\$ 5.00	\$ 5.00	\$ 3.00	\$ 3.00	\$ 4.00	\$ 4.00	NO BID	\$ -
50	Each	· Zip-Rip - Safety Vest, Fl. Yellow W/"EMS" Blk Ltrs.	\$ 22.00	\$ 1,100.00	\$ 31.00	\$ 1,550.00	\$ 74.99	\$ 3,749.50	NO BID	\$ -
50	9840Z	2.) Blaure Waist Lenght w/Illuminate Jacket	\$ 380.00	\$ 19,000.00	\$ 299.00	\$ 14,950.00	\$ 379.99	\$ 18,999.50	NO BID	\$ -
2	13750	3.) Elbeco #13750 Double breasted dress coat	\$ 175.00	\$ 350.00	\$ 178.95	\$ 357.90	\$ 209.99	\$ 419.98	NO BID	\$ -
1	Pair	· 1/4" Silver Rayon 1/2 way around both sleeves	\$ 15.00	\$ 15.00	\$ 8.00	\$ 8.00	\$ 22.00	\$ 22.00	NO BID	\$ -
1	Pair	· 1/4" Gold Bullion Rayon stripes 1/2 way around both sleeves	\$ 17.00	\$ 17.00	\$ 8.00	\$ 8.00	\$ 22.00	\$ 22.00	NO BID	\$ -
1	Each	· Silver Rayon service star on Navy, left sleeve only	\$ 4.00	\$ 4.00	\$ 2.50	\$ 2.50	\$ 4.00	\$ 4.00	NO BID	\$ -
1	Each	· Gold Bullion Rayon service star on Navy, left sleeve only	\$ 5.00	\$ 5.00	\$ 3.00	\$ 3.00	\$ 4.00	\$ 4.00	NO BID	\$ -
50	3804	4.) Elbeco #3804 Jacket meridian series	\$ 88.00	\$ 4,400.00	\$ 90.00	\$ 4,500.00	\$ 107.99	\$ 5,399.50	NO BID	\$ -
50	210	5.) Blauer #210 Sweater rib knit	\$ 78.00	\$ 3,900.00	\$ 71.25	\$ 3,562.50	\$ 97.99	\$ 4,899.50	NO BID	\$ -
Sub Total				\$ 28,975.50		\$ 25,106.40		\$ 33,723.97		\$ -
<b>l.) LEATHER EQUIPMENT</b>										
50	6425	1.) Boston 1-1/4 Feathered Edge Dress Belt	\$ 24.00	\$ 1,200.00	\$ 24.00	\$ 1,200.00	\$ 29.99	\$ 1,499.50	\$ 22.43	\$ 1,121.50
<b>m.) ACCESSORIES</b>										
3	941	1.) Bates #941 Shoes Hi-gloss	\$ 79.90	\$ 239.70	\$ 77.00	\$ 231.00	\$ 99.99	\$ 299.97	\$ 87.69	\$ 263.07
3	45055	2.) Clip-on tie #45055	\$ 4.95	\$ 14.85	\$ 4.00	\$ 12.00	\$ 3.99	\$ 11.97	\$ 3.44	\$ 10.32
3	45015	3.) Clip-on tie #45015	\$ 4.95	\$ 14.85	\$ 4.00	\$ 12.00	\$ 3.99	\$ 11.97	\$ 3.44	\$ 10.32
3	45045	4.) Clip-on tie #45045	\$ 4.95	\$ 14.85	\$ 4.00	\$ 12.00	\$ 3.99	\$ 11.97	\$ 3.56	\$ 10.68
3	45054	5.) Clip-on tie #45054	\$ 5.25	\$ 15.75	\$ 4.00	\$ 12.00	\$ 3.99	\$ 11.97	\$ 4.19	\$ 12.57
100	B1496-PAR	6.) Shirt Badge # B1496-PAR	\$ 47.00	\$ 4,700.00	\$ 50.00	\$ 5,000.00	\$ 49.99	\$ 4,999.00	\$ 40.00	\$ 4,000.00
3	B1496-SUP	7.) Shirt badge # B1496-SUP	\$ 52.50	\$ 157.50	\$ 56.55	\$ 169.65	\$ 59.99	\$ 179.97	\$ 49.00	\$ 147.00
100	V.H.B. - Pair	8.) Brass collar pins #V.H.B. - SILVER	\$ 19.50	\$ 1,950.00	\$ 7.95	\$ 795.00	\$ 24.99	\$ 2,499.00	NO BID	\$ -
12	V.H.B. - Pair	9.) Brass collar pins # V.H.B. - GOLD	\$ 20.50	\$ 246.00	\$ 8.25	\$ 99.00	\$ 24.99	\$ 299.88	NO BID	\$ -
Sub Total				\$ 38,724.20		\$ 34,605.40		\$ 45,830.44		\$ 1,384.57
<b>n.) FOOTWEAR</b>										
2	E02788	1.) Bates GX-8 Goretex Side Zip boot (Women)	\$ 112.50	\$ 225.00	\$ 108.50	\$ 217.00	\$ 129.99	\$ 259.98	\$ 111.45	\$ 222.90

2	E02900	2.) Bates Delta 9 Goretex Side Zip boot (Men)	\$ 147.50	\$ 295.00	\$ 142.80	\$ 285.60	\$ 179.99	\$ 359.98	\$ 146.25	\$ 292.50
2	E02905	3.) Gates Delta 6 Goretex Side Zip Boot (Men)	\$ 134.50	\$ 269.00	\$ 130.20	\$ 260.40	\$ 164.99	\$ 329.98	\$ 133.60	\$ 267.20
2	E02766	4.) Bates GX 4 Goretex boot (Women)	\$ 99.50	\$ 199.00	\$ 95.55	\$ 191.10	\$ 119.99	\$ 239.98	\$ 98.44	\$ 196.88
2	22600	5.) Danner Acadia 8" Insulated (M&W)	\$ 298.00	\$ 596.00	\$ 228.00	\$ 456.00	\$ 289.99	\$ 579.98	\$ 255.87	\$ 511.74
2	21210	6.) Danner Acadia 8" NON Insulated (M&W)	\$ 289.00	\$ 578.00	\$ 220.00	\$ 440.00	\$ 279.99	\$ 559.98	\$ 2,244.38	\$ 4,488.76
2	42996	7.) Danner Striker II GTX 6" (Men)	\$ 193.00	\$ 386.00	\$ 165.00	\$ 330.00	\$ 189.99	\$ 379.98	\$ 165.31	\$ 330.62
2	42970	8.) Danner Striker II 45 GTX 6" (Women)	\$ 193.00	\$ 386.00	\$ 152.00	\$ 304.00	\$ 169.99	\$ 339.98	\$ 143.44	\$ 286.88
		Sub Total		\$ 2,934.00		\$ 2,484.10		\$ 3,049.84		
	O.) Misc.									
1	8025-T	1.) Game Job Shirt w/Embroidery	\$ 40.50	\$ 40.50	\$ 38.25	\$ 38.25	\$ 48.99	\$ 48.99	\$ 47.50	\$ 47.50
1	Belt	2.) Edwards Belt (Women) BK00-10	\$ 14.90		Discontinued	\$ -	\$ 16.99		\$ 13.69	\$ 13.69
1	8576L	3.) Edwards Plan Front Easy Chino (Women)	\$ 25.50	\$ 25.50	\$ 23.00	\$ 23.00	\$ 28.99	\$ 28.99	\$ 22.43	\$ 22.43
1	5750	4.) Edwards Cotton Plus Twill shirt (Women)	\$ 17.50	\$ 17.50	\$ 16.75	\$ 16.75	\$ 23.99	\$ 23.99	\$ 16.18	\$ 16.18
1	6430	5.) School Apparel - Sweater (Women)	\$ 26.50	\$ 26.50	\$ 29.25	\$ 29.25	\$ 37.99	\$ 37.99	NO BID	\$ -
1	J2	6.) Name Badge - Shirt	\$ 8.50	\$ 8.50	\$ 9.00	\$ 9.00	\$ 9.99	\$ 9.99	NO BID	\$ -
1	J3	7.) Name Badge - Coat	\$ 8.50	\$ 8.50	\$ 9.00	\$ 9.00	\$ 9.99	\$ 9.99	NO BID	\$ -
		Sub Total		\$ 127.00		\$ 125.25		\$ 110.95		\$ 52.30
		Grand Total		\$ 90,913.70		\$ 80,433.40		\$ 104,399.25		\$ 2,506.07
		Discount off Catalog pricing		5%						YES - VARIES
		Extendable Contract		YES		NO		NO		YES
		Delivery Lead Time After Receipt of Order (ARO)		7-30 DAYS						
Comments:			see bid for attached sheet for oversize charges; Dept to supply all Emblems	see bid for attached sheet for oversize charges; Dept to supply all Emblems	see bid for attached sheet for oversize charges; Dept to supply all Emblems	see bid for attached sheet for oversize charges; Dept to supply all Emblems				

ITB-LC-13-06 - Uniforms

		PRICING PAGE - SHERIFF'S DEPARTMENT	Enterprise Uniform Co.		North Eastern Uniforms & Equipment, Inc.		NYE Uniform Company		Priority One Emergency	
QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
<b>a.) CLASS "A" UNIFORMS</b>										
12	32213mich	1) <u>Fechheimer # 32213mich PANTS</u>	\$ 85.50	\$ 1,026.00	\$ 89.00	\$ 1,068.00	\$ 89.99	\$ 1,079.88	No Bid	\$ -
		2) DELETE								
12	3300DB	3) <u>Fechheimer #95R6694 SHIRTS short sleeve</u>	\$ 43.00	\$ 516.00	\$ 39.00	\$ 468.00	\$ 44.99	\$ 539.88	No Bid	\$ -
12	3000DB	4) <u>Fechheimer #45W6694 - SHIRTS long sleeve</u>	\$ 47.00	\$ 564.00	\$ 44.00	\$ 528.00	\$ 48.99	\$ 587.88	No Bid	\$ -
12	210	5) <u>Blauer #210 full rib knit sweater</u>	\$ 39.50	\$ 474.00	n/a		\$ 69.99	\$ 839.88	No Bid	\$ -
		Sub Total:		\$ 2,580.00		\$ 2,064.00		\$ 3,047.52		\$ -
<b>b.) FATIGUE UNIFORMS</b>										
12	74280	1.) <u>5.11 Tactile TDU Pant - Black #74280 pants</u>	\$ 43.50	\$ 522.00	\$ 44.99	\$ 539.88	\$ 44.99	\$ 539.88	\$ 35.00	\$ 420.00
12	72175	2.) <u>5.11Taclite Pro Long Sleeve Shirt #72175 - Black</u>	\$ 46.50	\$ 558.00	\$ 44.99	\$ 539.88	\$ 49.99	\$ 599.88	\$ 41.00	\$ 492.00
12	71175	3.) <u>5.11 Tactile Pro Short Sleeve shirt #71175 - Black</u>	\$ 46.50	\$ 558.00	\$ 44.99	\$ 539.88	\$ 49.99	\$ 599.88	\$ 41.00	\$ 492.00
		Sub Total:		\$ 1,638.00		\$ 1,619.64		\$ 1,739.64		\$ 1,404.00
<b>c.) HONOR GUARD UNIFORMS</b>										
12	LCSDBL01	1.) <u>Fechheimer #LCSDBL01 Blousecoat</u>	\$ 550.00	\$ 6,600.00	\$ 425.00	\$ 5,100.00	\$ 699.99	\$ 8,399.88	No Bid	\$ -
12	HS-2136	2.) <u>Horace Small #HS-2136 - Pant</u>	\$ 59.50	\$ 714.00	\$ 42.50	\$ 510.00	\$ 57.99	\$ 695.88	No Bid	\$ -
12	P5400	3.) <u>Shoulder Strap - Premier Emblem #P5400</u>	\$ 8.75	\$ 105.00	\$ 8.50	\$ 102.00	\$ 10.99	\$ 131.88	\$ 7.20	\$ 86.40
12	P8008	4.) <u>Hat Tassel - Premier Emblem P8008</u>	\$ 6.00	\$ 72.00	\$ 6.00	\$ 72.00	\$ 8.99	\$ 107.88	\$ 5.00	\$ 60.00
12	2184	5.) <u>Rocky - #2184 - Boots</u>	sub		\$ 102.50	\$ 1,230.00	\$ 119.99	\$ 1,439.88	No Bid	\$ -
12	X7	6.) <u>Keystone Uniform #X7 - Hat</u>	\$ 117.00	\$ 1,404.00	\$ 119.00	\$ 1,428.00	\$ 124.99	\$ 1,499.88	No Bid	\$ -
		Sub Total:		\$ 8,895.00		\$ 8,442.00		\$ 12,275.28		\$ 146.40
<b>d.) HATS</b>										
12	MSPW	1.) <u>Keystone #MSPW patrol dress cap</u>	\$ 69.00	\$ 828.00	\$ 47.00	\$ 564.00	\$ 89.99	\$ 1,079.88	No Bid	\$ -
12	125	2.) <u>Blauer #125 knit watch cap</u>	\$ 14.50	\$ 174.00	\$ 12.50	\$ 150.00	\$ 14.99	\$ 179.88	No Bid	\$ -
12	107	3.) <u>Blauer #107 rain cover cap</u>	\$ 10.00	\$ 120.00	\$ 8.00	\$ 96.00	\$ 9.99	\$ 119.88	No Bid	\$ -
		Sub Total:		\$ 1,122.00		\$ 810.00		\$ 1,379.64		\$ -
<b>e.) JACKETS</b>										
12	6120	1.) <u>Blauer #6120 winter bomber jacket</u>	\$ 125.00	\$ 1,500.00	\$ 101.25	\$ 1,215.00	\$ 144.99	\$ 1,739.88	No Bid	\$ -
12	26990	2.) <u>Blauer #26990 raincoat</u>	\$ 108.50	\$ 1,302.00	\$ 91.00	\$ 1,092.00	\$ 119.99	\$ 1,439.88	No Bid	\$ -
12	48017	3.) <u>5 in 1 Jacket #48107</u>	\$ 224.00	\$ 2,688.00	\$ 139.99	\$ 1,679.88	\$ 249.99	\$ 2,999.88	\$ 200.00	\$ 2,400.00
12	48103	4.) <u>Signature duty Jacket #48103</u>	\$ 189.00	\$ 2,268.00	\$ 179.99	\$ 2,159.88	\$ 199.99	\$ 2,399.88	\$ 168.00	\$ 2,016.00
		Sub Total:		\$ 7,758.00		\$ 6,146.76		\$ 8,579.52		\$ 4,416.00
<b>f.) LEATHER EQUIPMENT</b>										



ITB-LC-13-06 - Uniforms

12	7500	1.) <u>Boston #7500 Leather belt keeper pack</u>	\$ 12.95	\$ 155.40	\$ 12.95	\$ 155.40	\$ 16.99	\$ 203.88	\$ 11.95	\$ 143.40
12	1621T	2.) <u>Duty-Man #1621T garrison pant belt</u>	\$ 18.50	\$ 222.00	\$ 17.95	\$ 215.40	\$ 21.99	\$ 263.88	\$ 18.56	\$ 222.72
12	1021U	3.) <u>Duty-Man #1021Ugun belt</u>	\$ 45.50	\$ 546.00	\$ 34.00	\$ 408.00	\$ 43.99	\$ 527.88	\$ 38.11	\$ 457.32
12	2421	4.) <u>Duty-Man #2421 belt keepers</u>	\$ 1.85	\$ 22.20	\$ 2.75	\$ 33.00	\$ 2.99	\$ 35.88	\$ 2.65	\$ 31.80
12	3621	5.) <u>Duty-Man #3621 Aerosol Holder</u>	\$ 15.50	\$ 186.00	\$ 15.00	\$ 180.00	\$ 17.99	\$ 215.88	\$ 15.70	\$ 188.40
12	8421	6.) <u>Duty-Man #8421 double handcuff case</u>	\$ 29.50	\$ 354.00	\$ 16.95	\$ 203.40	\$ 24.99	\$ 299.88	\$ 22.00	\$ 264.00
12	8521	7.) <u>Duty-Man #8521 double magazine holder</u>	\$ 24.50	\$ 294.00	\$ 16.50	\$ 198.00	\$ 21.99	\$ 263.88	\$ 18.91	\$ 226.92
3.75	3521	8.) <u>Duty-Man #3521 double wide keeper</u>	\$ 5.50	\$ 20.63	\$ 3.75	\$ 14.06	\$ 5.99	\$ 22.46	\$ 4.60	\$ 17.25
12	2821	9.) <u>Duty-Man #2821 flashlight holder</u>	\$ 18.50	\$ 222.00	\$ 16.50	\$ 198.00	\$ 21.99	\$ 263.88	\$ 18.00	\$ 216.00
12	3021	10.) <u>Duty-Man #3021 flashlight ring</u>	\$ 9.50	\$ 114.00	\$ 6.00	\$ 72.00	\$ 5.99	\$ 71.88	\$ 5.55	\$ 66.60
12	3421	11.) <u>Duty-Man #3421 glove case</u>	\$ 9.50	\$ 114.00	\$ 12.50	\$ 150.00	\$ 14.99	\$ 179.88	\$ 13.36	\$ 160.32
12	2021	12.) <u>Duty-Man #2021key flap</u>	\$ 10.75	\$ 129.00	\$ 9.00	\$ 108.00	\$ 10.99	\$ 131.88	\$ 10.20	\$ 122.40
12	4121	13.) <u>Duty-Man #4121 radio holder</u>	\$ 21.50	\$ 258.00	\$ 16.25	\$ 195.00	\$ 18.99	\$ 227.88	\$ 16.45	\$ 197.40
12	8821	14.) <u>Duty-Man #8821 single handcuff holder</u>	\$ 19.50	\$ 234.00	\$ 15.50	\$ 186.00	\$ 18.99	\$ 227.88	\$ 16.89	\$ 202.68
12	110-B956	15.) <u>Perfect fit #110-B956 badge wallet</u>	\$ 18.50	\$ 222.00	\$ 21.00	\$ 252.00	\$ 22.99	\$ 275.88	\$ 16.89	\$ 202.68
12	105-B956	16.) <u>Perfect fit #105-B956 badge wallet</u>	\$ 24.50	\$ 294.00	\$ 21.00	\$ 252.00	\$ 29.99	\$ 359.88	\$ 22.19	\$ 266.28
		Sub Total:		\$ 3,387.23		\$ 2,820.26		\$ 3,572.66		\$ 2,986.17
12	g.) ACCESSORIES									
12	90063	1.) <u>Samuel Boome with buttons tie</u>	\$ 4.95	\$ 59.40	\$ 4.00	\$ 48.00	\$ 3.99	\$ 47.88	\$ 3.25	\$ 39.00
12	718	2.) <u>Premier #718 Emblem SGT Stripes</u>	\$ 2.50	\$ 30.00	\$ 2.50	\$ 30.00	\$ 2.99	\$ 35.88	\$ 2.00	\$ 24.00
12		3.) <u>Name strip for fatigue shirt</u>	\$ 3.50	\$ 42.00	\$ 4.50	\$ 54.00	\$ 3.99	\$ 47.88	\$ 8.00	\$ 96.00
12		4.) <u>Lieutenant Bar Patch for Collar</u>	\$ 2.00	\$ 24.00	\$ 1.50	\$ 18.00	\$ 2.49	\$ 29.88	\$ 7.69	\$ 92.28
12	8119	5.) <u>Blauer #8119 Mock T-Neck Dickey</u>	\$ 10.75	\$ 129.00	\$ 8.00	\$ 96.00	\$ 11.99	\$ 143.88	No Bid	\$ -
12	8110	6.) <u>Blauer #8110 Mock Turtleneck</u>	\$ 25.50	\$ 306.00	\$ 19.00	\$ 228.00	\$ 28.99	\$ 347.88	No Bid	\$ -
12	13240010	7.) <u>Blackinton #13240010 collar brass (Pair)</u>	\$ 28.50	\$ 342.00	\$ 18.00	\$ 216.00	\$ 34.99	\$ 419.88	\$ 25.75	\$ 309.00
12	A8085B	8.) <u>Blackinton # A8085BAmerican Flag Pin. Hi-Glo</u>	\$ 14.50	\$ 174.00	\$ 9.50	\$ 114.00	\$ 17.99	\$ 215.88	\$ 13.25	\$ 159.00
12	FLB-NCD-1	9.) <u>Empire Battery #FLB-NCD-1rechargeable battery stick</u>	\$ 12.85	\$ 154.20	\$ 17.00	\$ 204.00	\$ 20.99	\$ 251.88	No Bid	\$ -
12	75811	10.) <u>Streamlight Stinger #75811 Flashlight DS LED</u>	\$ 124.50	\$ 1,494.00	\$ 112.95	\$ 1,355.40	\$ 109.99	\$ 1,319.88	\$ 110.74	\$ 1,328.88
12		11.1) <u>Streamlight TLR-1 Rail Mount Weapon Light</u>	\$ 128.00	\$ 1,536.00	\$ 94.99	\$ 1,139.88	\$ 127.99	\$ 1,535.88	\$ 111.13	\$ 1,333.56
12		12.1) <u>Mag Charger RE 1019 D Cell NiMH Battery Rechargeable Flashlight</u>	\$ 112.50	\$ 1,350.00	\$ 111.75	\$ 1,341.00	\$ 109.99	\$ 1,319.88	No Bid	\$ -
12	V313EP	13.) <u>Blackinton #V313EPWhistle Chain</u>	\$ 16.75	\$ 201.00	\$ 12.00	\$ 144.00	\$ 18.99	\$ 227.88	\$ 15.05	\$ 180.60
12	PR-4710	14.) <u>Peerless #PR-4710 Handcuffs (Chain Link)</u>	\$ 26.50	\$ 318.00	\$ 28.00	\$ 336.00	\$ 25.99	\$ 311.88	\$ 22.36	\$ 268.32
12	J2	15.) <u>Blackinton #J2 2-line name bar</u>	\$ 8.50	\$ 102.00	\$ 9.50	\$ 114.00	\$ 9.99	\$ 119.88	\$ 7.63	\$ 91.56
12	J6	16.) <u>Blackinton #J6 "Serving Since" bar</u>	\$ 8.50	\$ 102.00	\$ 9.50	\$ 114.00	\$ 9.99	\$ 119.88	\$ 7.63	\$ 91.56
12	B956-COM	17.1) <u>Blackinton #B956-COM basic badge</u>	\$ 71.50	\$ 858.00	\$ 69.00	\$ 828.00	\$ 84.99	\$ 1,019.88	\$ 50.54	\$ 606.48
12	B956-DEP	17.2) <u>Blackinton #B956-DEP basic badge</u>	\$ 71.50	\$ 858.00	\$ 69.00	\$ 828.00	\$ 84.99	\$ 1,019.88	\$ 50.54	\$ 606.48

ITB-LC-13-06 - Uniforms

12	B303-B546-COM	18.1) <u>Blackinton #B303-B546-COM hat badge</u>	\$ 67.50	\$ 810.00	\$ 89.99	\$ 1,079.88	\$ 89.99	\$ 1,079.88	\$ 35.63	\$ 427.56
12	B303-B546-DEP	18.2) <u>Blackinton #B303-B546-DEP hat badge</u>	\$ 89.00	\$ 1,068.00	\$ 89.99	\$ 1,079.88	\$ 89.99	\$ 1,079.88	\$ 35.63	\$ 427.56
		Sub Total:		\$ 9,367.20		\$ 8,894.04		\$ 10,042.32		\$ 5,830.56
12	<b>h.) NYLON DUTY GEAR</b>									
12	7235	1.) <u>Bianchi Accumold #7235 Nylon Belt System</u>	\$ 85.90	\$ 1,030.80	\$ 82.25	\$ 987.00	\$ 86.99	\$ 1,043.88	\$ 76.16	\$ 913.92
12	7302	2.) <u>Bianchi Accumold #7302 Double Mag Pouch</u>	\$ 26.50	\$ 318.00	\$ 24.50	\$ 294.00	\$ 27.99	\$ 335.88	\$ 23.59	\$ 283.08
12	7311	3.) <u>Bianchi Accumold #7311 Flashlight Holder</u>	\$ 20.50	\$ 246.00	\$ 18.55	\$ 222.60	\$ 20.99	\$ 251.88	\$ 18.15	\$ 217.80
12	7326	4.) <u>Bianchi Accumold #7326 Flashlight Holder</u>	\$ 11.75	\$ 141.00	\$ 11.26	\$ 135.12	\$ 11.99	\$ 143.88	\$ 10.53	\$ 126.36
12	7307	5.) <u>Bianchi Accumold #7307 Mace/OC Holder</u>	\$ 16.50	\$ 198.00	\$ 14.95	\$ 179.40	\$ 16.99	\$ 203.88	\$ 14.60	\$ 175.20
12	7328	6.) <u>Bianchi Accumold #7328 Glove Pouch</u>	\$ 14.50	\$ 174.00	\$ 12.95	\$ 155.40	\$ 14.99	\$ 179.88	\$ 12.56	\$ 150.72
12	7300	7.) <u>Bianchi Accumold #7300 Single Cuff Case</u>	\$ 17.75	\$ 213.00	\$ 16.50	\$ 198.00	\$ 18.99	\$ 227.88	\$ 15.95	\$ 191.40
12	7302	8.) <u>Bianchi Accumold #7302 Double Mag Pouch</u>	\$ 26.75	\$ 321.00	\$ 24.50	\$ 294.00	\$ 27.99	\$ 335.88	\$ 23.59	\$ 283.08
12	227	9.) <u>Safariland #277 Quad Mag Pouch</u>	\$ 39.50	\$ 474.00	\$ 35.50	\$ 426.00	\$ 38.99	\$ 467.88	\$ 35.29	\$ 423.48
12	7323	10.) <u>Bianchi Accumold #7323 Radio Holder</u>	\$ 30.50	\$ 366.00	\$ 28.25	\$ 339.00	\$ 31.99	\$ 383.88	\$ 27.31	\$ 327.72
		Sub Total:		\$ 3,481.80		\$ 3,230.52		\$ 3,574.80		\$ 3,092.76
		Grand Total:		\$ 38,229.23		\$ 34,027.22		\$ 44,211.38		\$ 17,875.89
		Discount off Catalog pricing		5%		30%		0%		Yes - Varies
		Extendable Contract		YES		No		No		YES
		Delivery Lead Time After Receipt of Order (ARO)		7-30 DAYS						
<b>Comments:</b>			see bid for attached sheet for oversize charges; Dept. to supply all Emblems	see bid for attached sheet for oversize charges; Dept. to supply all Emblems	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;	see bid for attached sheet for oversize charges; Dept. to supply all Emblems;
					BLUE font = substitutions					



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PURCHASING**

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304 E. Grand River Avenue Suite 204  
Howell MI 48843  
Telephone: (517) 540-8740  
FAX: (517) 546-7266

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Jana Daroczy, CPPB  
**Date:** June 19, 2013  
**Re:** **BLANKET PURCHASE ORDERS FOR UNIFORM AND UNIFORM EQUIPMENT**

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Purchasing released an Invitation to Bid (ITB), for **UNIFORM AND UNIFORM EQUIPMENT** for the Sheriff's Department and EMS Department. The ITB outlined the products required to outfit both the Sheriff and EMS personnel. The ITB was posted on the MITN e-procurement website and seventy-four vendors were notified and received four (4) bids.

Bids were tabulated and reviewed with North Eastern Uniforms & Equipment, Inc., of Saline, Michigan being the overall lowest bidder. Per the terms of the bid, contract pricing will be firm for 2-years with an option to renew for an additional 2-year period, not to exceed 4-years. Funds are available in the 2013 budget for uniforms and uniform equipment and the annual expenditures cannot exceed the availability of appropriated funds.

North Eastern Uniforms & Equipment, Inc., currently services the Sheriff's Department and has been providing products as specified, on-time, with an emphasis on customer service.

We are requesting two Blanket Purchase Orders be issued to North Eastern Uniforms & Equipment, one issued by the Sheriff's Department not to exceed \$30,000 annually with 2013 budget being prorated for \$8,000. Another Blanket Purchase Order issued by the EMS Department not to exceed \$45,000 annually with 2013 budget being prorated for \$26,000.

Therefore, we are asking that the attached resolution be approved. All bids submitted in response to the ITB are available in the Purchasing Office for review.

I am available to answer any questions you may have, and can be reached at 517-540-8740.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS-SHERIFF DEPARTMENT**

**WHEREAS,** the Livingston County Sheriff Department has determined a need to continue the operation of the Marine Safety Program which includes boater safety education, waterway patrols, and dive rescue/recovery operations; and

**WHEREAS,** the State of Michigan, Department of Natural Resources Grants, Contracts and Customer Systems has invited Livingston County to enter a grant agreement to financially assist in the operation of the Sheriff's Department Marine Safety Program for FY 2013; and

**WHEREAS,** for participation in the Marine Safety Grant, Livingston County will be reimbursed up to \$8,100.00 of the County's authorized expenditures incurred during the grant period of January 1, 2013 to September 30, 2013; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Sheriff to enter into agreement for financial assistance with the State of Michigan, Department of Natural Resources Grants, Contracts and Customer Systems for the term of January 1, 2013 to September 30, 2013.

**BE IT FURTHER RESOLVED** that the County Board Chairwoman is hereby authorized to sign this grant agreement upon review and approval of Civil Council.

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MOVED:  
SECONDED:  
CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Don Jakrzewski**  
**Date: 6/20/2013**  
**Re: Marine Safety Program Grant Agreement**

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**Sheriff Bezotte wishes to continue the Marine Safety Program for 2013 with financial assistance offered by the State of Michigan, Department of Natural Resources. The County has participated in this grant opportunity for a number of years. For the period January 1, 2013 to September 30, 3013, our maximum reimbursement amount for participation in the Marine Safety Grant is \$8,100.00. This grant amount has no county match requirement. It is the Sheriffs' intent to maintain a safe recreational environment on the county waterways.**

**I am requesting that the Marine Safety Grant Agreement be approved allowing the Sheriff Department to continue to provide patrols for the county waterways. Thank you for your consideration in this matter.**

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 the 2013 approved budget; and

**WHEREAS,** the Sheriff Department has incurred some unexpected expenses in the training of their officers and is requesting the approved amount of expenditures in the 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 \$5,000 to \$17,000 and the revenue (239.320.697.000) be increased by \$5,000 to a total of \$19,000, the increase will come from the existing account balance; 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 \$7,500 to \$22,500 and the revenue (263.000.697.000) be increased by \$7,500 to a total of \$42,158, the increase will come from the existing fund balance; 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.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF ENTER DEPARTMENT NAME**

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**Enter Address Here**  
**Phone** Enter Phone    **Fax** Enter FAX  
**Web Site:** [co.livingston.mi.us](http://co.livingston.mi.us)

## **MEMORANDUM**

**DATE:**            6-18-13

**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 \$17,000 and the Corrections Officers Training Fund (263.351.957.051) be increased to \$22,500. In addition to raising the expenditures, we are requesting the revenue line items be raised as well. The increase in funds will come from the budget balance in each respective account. We are requesting that revenue line item 239.320.697.000 be amended to \$5,000, making revenues total \$19,000 and 263.000.697.000 be amended to \$7,500, making revenues total \$42,158.

There are sufficient funds in both of the accounts to cover the expenditures. There is approximately \$7,000 in the 239.320 account and over \$14,000 in the 263 fund balance. 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**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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

**WHEREAS,** the Livingston County Sheriff's Department has experienced recent changes within their organization and determined an immediate need to fill a Corrections Sergeant position which will become vacant effective 7/13/2013; and

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

**WHEREAS,** in order to ensure the proper supervision, 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 Sergeant 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 Sergeant within the Livingston County Sheriff's Department.

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MOVED:  
SECONDED:  
CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF ENTER DEPARTMENT NAME**

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**Enter Address Here**  
**Phone** Enter Phone    **Fax** Enter FAX  
**Web Site:** [co.livingston.mi.us](http://co.livingston.mi.us)

## **MEMORANDUM**

**DATE:**            6-18-13

**TO:**              Board of Commissioners

**FROM:**          Lt. Eric J. Sanborn

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

Due to a vacancy of a full time Corrections Sergeant, it is essential to fill this position as soon as possible. Proper supervision is crucial for the Corrections Division for the liability of the County, the department and the employees. 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 Sergeant** Salary: **\$ 57,311**

Annual Cost of Budgeted Position: **(w/ benefits) \$ 121,068**  
Projected Cost for the next five years: **(w/ benefits) \$ 626,950**

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

If No: Name of Employee Last Occupying this Position: **Vicky York**

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? **7/13/13**

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 Sergeant responsible for first line supervision of employees as well as the 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:

Sergeant Positions:

<b>Jan – 2008</b>	<b>Jan – 2009</b>	<b>Jan – 2010</b>	<b>Jan – 2011</b>	<b>Jan – 2012</b>
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

Please explain changes:

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.

**Yes, this is a first line shift supervisor the is essential for reducing liability and increasing efficiency in the jail.**

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 of supervision 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:**

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**RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME DEPUTY POSITION  
IN THE LIVINGSTON COUNTY JAIL**

**WHEREAS,** the Livingston County Sheriff- Jail has a need to fill a vacant part-time deputy for the Inmate Work program; and

**WHEREAS,** the work program benefits the county by having services and manual labor performed by inmates sentenced in the county jail, thereby reducing some costs to the county for having the needed services performed; and additionally benefits the county by reducing the length of sentences for those inmates who participate in the program; and

**WHEREAS,** the Livingston County Sheriff- Jail requests the authorization to fill the vacant part-time female deputy to provide supervision to the female inmates who participate in the work program,

**WHEREAS,** funding for the position is in the approved 2013 budget for the Livingston County Sheriff Department, Jail Division;

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the filling of a part-time inmate work deputy in the Livingston County Sheriff- Jail Department.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF ENTER DEPARTMENT NAME**

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**Phone** Enter Phone    **Fax** Enter FAX  
**Web Site:** co.livingston.mi.us

## MEMORANDUM

**DATE:**            6-18-13

**TO:**              Board of Commissioners

**FROM:**          Lt. Eric J. Sanborn

**RE:**              Filling of (1) Part Time Corrections Officer for the Inmate Work Program

The Livingston County Sheriff Department has had an inmate work program, which has been in operation since 2007. Initially the program had two 20 hours deputy that supervised both male and female inmates who participated in the program.

In 2009, one of the positions was vacated. In 2012, the female position was reestablished (**Resolution #2012-08-233**); it was subsequently filled with a female deputy. That deputy has since resigned, thus the need to fill this vacancy.

We are requesting to fill a vacant inmate work deputy position. Upon approval, this position will be filled with a female deputy to utilize female inmates in the work program.

If you have any questions regarding this matter please 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: **P/T Deputy – Inmate Work Program** Salary: **\$ 15,600**

Annual Cost of Budgeted Position: **(w/ benefits) \$ 17,264**  
Projected Cost for the next five years: **(w/ benefits) \$ 90,636**

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

If No: Name of Employee Last Occupying this Position: **Jayme Halboth**

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? **4/30/13**

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 inmates participating in the inmate work program**
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. **It is not mandated but we do offer the program to male, so must offer it to females. It helps the County of set budget and reduces bed days in the jail.**
3. Budgeted department head count for the past five years:

Deputy Positions:

<b>Jan – 2009</b>	<b>Jan – 2010</b>	<b>Jan – 2011</b>	<b>Jan – 2012</b>	<b>Jan – 2013</b>
<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>

Please explain changes:

**Position was eliminated and reestablished in 2012.**

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.

**No, we are already operating below MDOC Standards.**

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**