

PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT COMMITTEE

9/28/2015

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

7:30 PM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF MINUTES**
Minutes of Meeting Dated: August 24, 2015
- 3. APPROVAL OF AGENDA**
- 4. REPORTS**
- 5. CALL TO THE PUBLIC**
- 6. RESOLUTIONS FOR CONSIDERATION:**

07 Jail
RESOLUTION AUTHORIZING AN INCREASE IN MEDICAL STAFFING FOR
JAIL EXPANSION - Sheriff Jail / Public Safety / Finance / Board

08 Drain Commissioner
RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD)
FOR GRANT FUNDING FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2)
LIGHT DETECTION AND RANGING (LIDAR) DATA - Drain Commissioner /
Infrastructure & Development / Finance / Board

09 Drain Commissioner
RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE
REPLACEMENT OF THE DRAIN COMMISSIONER'S OFFICE AND
ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT

10 Building Inspections
RESOLUTION AUTHORIZING A REDUCTION IN THE BUILDING
DEPARTMENT MULTIPLIER USED FOR BUILDING PERMIT FEE
CALCULATIONS - Building / Infrastructure & Development / Finance / Board

11 Building Inspections
RESOLUTION AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR
CONTRACT INSPECTIONS – Building Inspection Infrastructure & Development /
Finance/ Board

-
- 12. CALL TO THE PUBLIC**
 - 13. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 24, 2015 - 6:00 PM

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

PUBLIC SAFETY & JUDICIARY COMMITTEE

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

OTHERS:	MIKE MURPHY	JOE SHERIFF FINANCE GUY ???	BILL GREEN
	ERIC SANBORN	CINDY CATANACH	DENNIS DOLAN
	JIM ROWELL	DIANNE MCCORMICK	CHAD CHEWNING
	BILL VAILLIENCOURT	ELAINE BROWN	JONI STIDHAM
	TONY PARUK	BART MAAS	BRIAN JONCKHEERE
	JEFF BOYD	DENYSE SMITH	KEN RECKER
	KEVIN WILKINSON	JENNIFER EBERBACH – LCP	KEN HINTON
	KATHLEEN KLINE-HUDSON	CAROL GRIFFITH	CAROL SUE JONCKHEERE
	ROB SPAULDING	STEVE WILLIAMS	

1. **CALL TO ORDER:** Meeting called to order by: **COMM. LAWRENCE** at **6:05 PM**.
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JULY 27, 2015:**

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

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS MODIFIED: PLANNING SERVICES WITH CITY OF BRIGHTON
MOVED BY: DOMAS / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED

4. **REPORTS: BUDGET PRESENTATIONS:**

➤ 1. **INTRODUCTION FROM ADMINISTRATION - 6:05 PM – CINDY CATANACH:**

- The following would be budget presentations from the assigned Public Safety and I&D departments.
- Remaining departments will be heard at the September 6th General Government Committee and the September 7th Finance Committee.

- Main focus will be on the General Fund departments, with Special Revenue & Enterprise Fund departments required to make sure their income covers their expenses.
- **2. PROSECUTOR - 6:10 PM – BILL VAILLIENCOURT:**
- Caseload information was provided to Commissioners, including increases.
 - More cases equal more trials. Commissioner Parker asked for Trial clarification. 10 Circuit Court Trials so far in 2015, with 14 in 2014. Discussion took place regarding the breakdown of Judges assigned.
 - Budget request consistent with last year's.
 - Increases in some areas, as well as decreases in others.
 - Extradition, Family Support and Training being examples of areas of increase.
 - Family Support looking for an additional part-time Administrative Specialist.
 - Out-of-State travel would be going down by \$5,000.
 - Commissioner Domas questioned if there was an increase in OUIL cases. The Prosecutor felt the numbers had been fairly consistent.
- **3. PLANNING - 6:30 PM – KATHLEEN KLINE-HUDSON:**
- Asking for less than 2% over 2015 Budget.
 - Most increases due to Master Plan, including supplies, per diems and advertising.
 - Major Goals: Communication - Economic Development – Visionary Planning.
 - Ron Van Houten questioned whether they were reimbursed when writing grants for other agencies.
- **4. 9-1-1 CENTRAL DISPATCH - 6:50 PM – JEFF BOYD & CHAD CHEWNING:**
- Staffing staying flat and salaries staying the same as 2015.
 - Looking at adding a vehicle to the fleet, however a current vehicle will be paid off, so there will still only be one car payment.
 - Don Parker questioned the use of the new vehicle. Mr. Boyd advised that it was needed for day-to-day 911 business, conferences, etc.
 - Status of back-up 911 Center was brought up by Dave Domas. Mr. Boyd advised that they were trying to decide the best place for a new 911 Center prior to selecting a site for a back-up.
 - Comm. Domas questioned the need for a new center considering the renovations recently made to their current headquarters. Chad Chewning advised that \$1.3 Million was spent on the renovation with all modifications being moveable to a new site if and when selected.
- **EMERGENCY MANAGEMENT – JEFF BOYD & CHAD CHEWNING:**
- Grants and other funding were discussed, as well as Emergency Manager duties involved.
 - Don Parker questioned need for new position and its cost to the General Fund.
 - Jeff Boyd advised that Emergency Management does not necessarily respond to emergencies. Emergency Management consists of: Preparation for National Security Issues, Weather Emergencies, etc. Chad Chewning added that this position was also required to tour every school building in the County.
 - Comm. Parker clarified for Committee members that this was not simply a 1.0 FTE. Currently the position is split 75% 911 and 25% Sheriff. The Sheriff wants the total 1.0 FTE back, so this is more like a 1.75 FTE which translates to about an additional \$300K.

- **5. DRAIN - 7:20 PM – BRIAN JONCKHEERE & KEN RECKER:**
 - The Drain Commissioner provided the Committee with a printout evidencing permit stats, as well as explanation of workload makeup.
 - Department in good shape with maintenance and planning for future.
 - Solid Waste collection results were discussed, which help alleviate need for any future landfill.
 - Would like to see restoration of the Solid Waste Challenge Grants.
 - Personnel issues include reclassification of an administrative assistant, as well as the increase of a part-time admin support position to a full-time.
 - Looking at office renovation in 2016, with possible funding coming from interest from the ??? Fund.
 - Dave Domas questioned any possible future expansion of the Septage Receiving Station.
 - Brian Jonckheere advised that they are at twice the capacity that they expected in what they are sending to Genesee County.
- **6. BUILDING - 7:40 PM – JIM ROWELL & ROBERTA BENNETT:**
 - Anticipating staying flat with 2015.
 - Looking at lowering fees for new construction, so looking at a 20% decrease.
 - Cindy Catanach advised that Building, Drain & Health, would be coming forward at a future date for permitting software. They are currently in the process of investigating the different programs available.
- **7. SHERIFF - 8:00 PM – MIKE MURPHY & ERIC SANBORN:**
 - Inmate medical looking at a 60% increase.
 - Budget built on 40 US Marshall inmates.
 - Only 10% of capacity of new expansion can be used to house Marshall inmates, which computes to 20 inmates.
 - Special Event monies are essentially funds earned from their contracts for law enforcement services.
 - Food Services looking at some increases, specifically in equipment replacement.
 - Uniform division expenses were discussed, including finger printing machine, cameras, etc.
 - Front offices need updating.
 - Staffing needs were discussed for both the Sheriff's Department and Correction Officers, including overtime issues.
 - Don Parker stated his concern with inmate medical expenses and the need for 24/7 service. The Undersheriff explained that they were hoping to offset the increase by the decrease of hospital trips, etc.
 - Dave Domas questioned where the Board was going with Road Patrol services. Kate Lawrence stated that the people would determine the need for Road Patrol.

5. CALL TO THE PUBLIC: None.

6. RESOLUTIONS FOR CONSIDERATION:

7. **DRAIN:** RESOLUTION AUTHORIZING A JOINT AGREEMENT BETWEEN THE COUNTY OF LIVINGSTON, GREEN OAK TOWNSHIP, HAMBURG TOWNSHIP, AND THE HURON CLINTON METROPARKS AUTHORITY (HCMA) TO PROVIDE FOR THE CONTINUED FUNDING OF OPERATIONAL COSTS FOR THE USGS STREAM GAGING STATION AT MILFORD

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

8. **SHERIFF:** RESOLUTION AUTHORIZING THE SHERIFF DEPARTMENT AND THE COUNTY OF LIVINGSTON TO APPLY FOR AND ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN, OFFICE OF HIGHWAY SAFETY PLANNING FOR FISCAL YEAR 2016 SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM GRANT.

RECOMMEND MOTION TO: FINANCE
MOVED BY: VAN HOUTEN / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED

9. **SHERIFF:** RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2015 APPROVED BUDGET FOR THE SHERIFF DEPARTMENT

RECOMMEND MOTION TO:
MOVED BY: DOMAS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

10. **BUILDING INSPECTION:** RESOLUTION AUTHORIZING THE REORGANIZATION OF THE BUILDING INSPECTION DEPARTMENT

RECOMMEND MOTION TO: FINANCE
MOVED BY: DOMAS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

11. **BUILDING INSPECTION:** RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE REPLACEMENT OF THE BUILDING DEPARTMENT

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

12. **BUILDING INSPECTION:** RESOLUTION AUTHORIZING SPECIAL INSPECTION FEE

RECOMMEND MOTION TO: FINANCE
MOVED BY: VAN HOUTEN / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

13. PLANNING: RESOLUTION AUTHORIZING PLANNING SERVICES AGREEMENT WITH CITY OF BRIGHTON.

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

14. CALL TO THE PUBLIC: None.

15. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:30
MOVED BY: DOMAS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN INCREASE IN MEDICAL STAFFING FOR JAIL EXPANSION – SHERIFF JAIL / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, Livingston County has a continual need for medical and mental health services for the inmates at the Livingston County Jail; and

WHEREAS, the expansion, phase 1, of the Livingston County Jail is anticipated to open by November 1, 2015; and

WHEREAS, with the expansion and increase in inmate population, we will need to increase medical staffing to meet the needs of our current and future inmate population; and

WHEREAS, we are requesting additional 40 RN hours, 32 LPN hours, and 16 MPH hours. The additional hours will maximize efficiency within the medical department while meeting the needs of the inmate population; and

WHEREAS, the hours of care will increase from 16 hours a day, 7 days a week to 20 hours a day, 5 days a week and 16 hours on the weekend; and

WHEREAS, the additional staffing will increase the monthly cost of health services to \$83,028. The total monthly cost of health services for the last two months of 2015 will be \$166,055. This will be an increase in the inmate medical line of \$30,796.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the approval of increase medical staffing for the Livingston County Jail.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY JAIL

150 S. Highlander Way
Phone 517-540-7946 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Tom Cremonte
Date: 9/21/15
**Re: INCREASE IN MEDICAL STAFFING FOR JAIL
EXPANSION**

The expansion, phase 1 of the Livingston County Jail is anticipated to open by November 1st, 2015. As we open, we will begin to increase our inmate population immediately. We project that we will have an average daily population (ADP) of about 300. As part of our expansion plan, we will incrementally increase medical staffing to meet the needs of our current and future inmate population. As you are aware, the medical issues with inmates, specifically in southeast Michigan, have increased in frequency and severity.

Beginning November 1st, we need to have additional nursing and mental health professional hours. We are requesting additional (40) RN hours, (32) LPN hours and (16) MPH hours. The additional hours will allow us to maximize efficiency within the medical department while meeting the needs of the inmate population. The hours of care will increase from 16 hours a day, 7 days a week to 20 hours a day, 5 days a week and 16 hours on the weekend. The physician hours and psychiatrist hours should be adequate until sometime in spring when Phase 2 is completed.

Our current monthly cost for health services is \$67,630. With the additional staff, it will increase to a monthly cost of \$83,028. The total monthly cost of health services for the last two months of 2015 will be \$166,055. This will be an increase in the inmate medical line of \$30,796 through 2015.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD) FOR GRANT FUNDING FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA – DRAIN COMMISSIONER, DEPARTMENT OF PUBLIC WORKS / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, the USGS has announced a grant program for matching and cost sharing associated with the acquisition of LIDAR data under its 3DEP program; and

WHEREAS, QL2 LIDAR data will provide communities with the data to produce hyper-accurate topographic contour mapping for GIS based spatial imaging; and

WHEREAS, QL2 LIDAR data has significant benefits for planning, roads, floodplain mapping, wildlife and habitat management, recreation, flood modeling, site planning and many other uses; and

WHEREAS, the Natural Resources Conservation Service (NRCS) has pledged significant matching funds for the program; and

WHEREAS, more than 20 counties in Southern Lower Michigan have expressed interest in participating in the program; and

WHEREAS, the broad support between the many interested agencies and local units of government will allow counties to acquire LIDAR data at roughly one-third the cost necessary to singly acquire the data; and

WHEREAS, the cost for individual counties to acquire the data and leverage the federal agency matching funds will be \$100 per square mile of territory, or approximately \$62,000 for Livingston County; and

WHEREAS, said funds are available within the equipment revolving fund to advance the matching costs, which will then be charged back to drainage districts and other entities requesting use of the LIDAR; and

WHEREAS, acquisition of LIDAR data will provide an important update to available contour data which was last created based on the 2010 aerial flight.

WHEREAS, this Resolution has been recommended for approval by the Infrastructure and Development Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners requests its inclusion and authorizes its participation in MDARD's application to the USGS' 3DEP grant program;

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the use of the equipment revolving funds for matching funds towards said grant application.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the above Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review and approval by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: 9/23/2015
Re: RESOLUTION OF SUPPORT AND AUTHORIZING PARTICIPATION IN THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT'S (MDARD) APPLICATION FOR GRANT FUNDS UNDER THE UNITED STATES GEOLOGICAL SURVEY (USGS) THREE DIMENSIONAL ELEVATION PROGRAM (3DEP) FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA

Honorable Commissioners,

The attached resolution is being submitted in pursuit of an opportunity to update digital elevation model data last acquired by Livingston County with the 2010 aerial flight. The State of Michigan, through MDARD, in conjunction with the Natural Resources Conservation Service (NRCS), is applying for a grant to gather this data. This grant reduces our costs for obtaining one foot elevation contour data, by at least 70%. The current model includes a cost sharing agreement between these two agencies and individual counties. Counties are being asked to pay based on their land area at the rate of \$100 per square mile. This calculates to \$62,000 for Livingston County.

We view elevation data to be essential to management of our drainage infrastructure across the county, but the data has applications beyond drainage, including:

- Utility infrastructure (gas, electric, phone, fuel transmission, etc.)
- Development application (data could be used with quality control measures in the site development process).
- Flood plain determination and aiding in property owner exemptions through FEMA
- Transportation infrastructure. The Livingston County Road Commission has committed \$10,000 towards this effort.

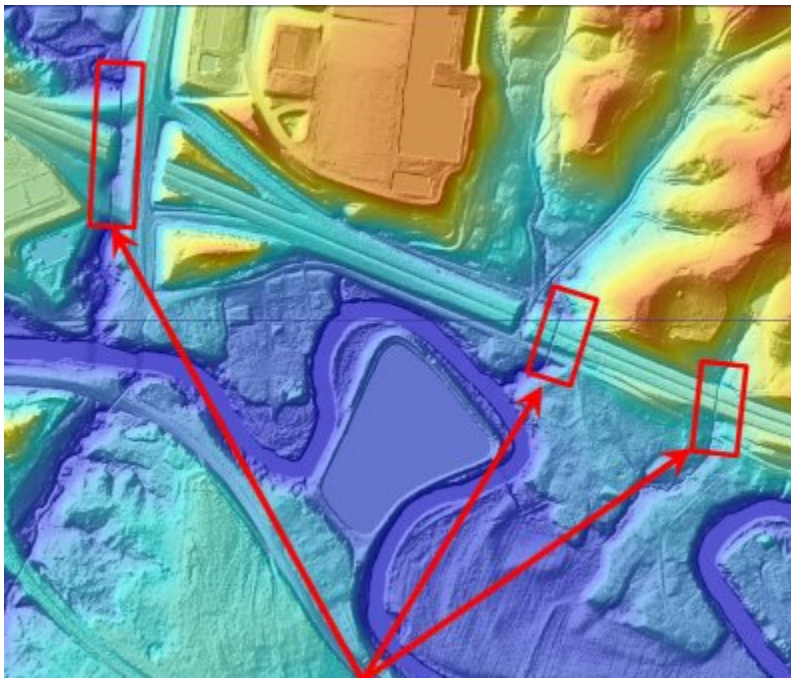
We are requesting support of the County Board of Commissioners as the contractual entity with MDARD, should they receive the grant. No cost to the county general fund is proposed as part

of this resolution, though assistance of the IT department (via Sandon Letteri, GIS technician), may be needed to process the data. We propose to pay the associated costs from our drain revolving fund, and with help from the road commission.

We respectfully request your passage of the attached resolution.

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

Lidar data will produce hyper-accurate contour data similar to what we have used in the past, but the detail goes far beyond that, as seen below. Essentially, every point in this picture has an associated elevation, whereas, a traditional contour map shows iso-lines which have a single elevation requiring interpolation between the lines.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE REPLACEMENT OF THE DRAIN COMMISSIONER’S OFFICE AND ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT – Drain Commissioner/Health Department

WHEREAS, the Drain Commissioner’s office moved to the East Complex in the fall of 1997; and

WHEREAS, the administrative demands on these offices have changed substantially over the last 18 years with the addition of new projects, policies, and mandates; and

WHEREAS, these demands, along with budgetary constraints have placed additional burdens on staff; and

WHEREAS, updating the office layout and furniture, along with updates in technology will aid in office efficiency, inter-office communication, and collaboration; and

WHEREAS, the existing furniture and interior in the Drain Commissioner’s office and the Environmental Health Division of the Health Department is more than 18 years old and is at the end of its functional life;

WHEREAS, the proposed redesign for both departments includes, but not limited to replacement of office furniture, carpet, ceiling tiles, repainting, lighting and I.T. upgrades (as required) creating a more efficient comfortable space; and

WHEREAS, the total cost of these updates will not exceed \$185,000 and

WHEREAS, funds totaling \$165,000 are available within accrued interest in fund 701 (account no. 701-265008); and

WHEREAS, current permit revenues as of September 23, 2015, have exceeded the annual budgeted amount by approximately \$13,000; and

WHEREAS, the last quarter permit revenues over the 2013 and 2014 budget years have totaled 19 percent of total permit revenues.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the remodel of the Drain Commissioners office and the Environmental Health Division of the Health Department to include the replacement of office furniture, carpet, ceiling tile and lighting in addition to IT upgrades and repainting for a total cost not to exceed \$185,000.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes an advance of \$20,000 from capital reserves to fund the expenses associated with this resolution, in anticipation of forthcoming additional revenue in line item 10127500-476003.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE DRAIN COMMISSIONER/DEPARTMENT OF PUBLIC WORKS

2300 E. Grand River, Suite 105, Howell, MI 48843
Phone (517) 546-0040 Fax (517) 545-9658
Web Site: www.livgov.com/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere, Drain Commissioner
Matt Bolang, Environmental Health Director
Date: 9/23/2015
Re: RESOLUTION AUTHORIZING THE REMODEL AND
FURNITURE REPLACEMENT OF THE DRAIN
COMMISSIONER'S OFFICE AND ENVIRONMENTAL HEALTH
DIVISION OF THE HEALTH DEPARTMENT

Honorable Commissioners,

The attached resolution addresses the remodeling needs of the Drain Commissioner's office, the Department of Public Works, and the Environmental Health Division of the Health Department.

The administrative functions of the Drain Commissioner and Environmental Health Division have expanded substantially since the relocation of the office from the former west complex in 1997. Our expanded needs include meeting room space, more efficient storage, a layout that is more conducive for facilitating customer service at the front counter, improving inter-office communication, and providing adequate space for plan review. Of particular note is the issue of staff effectiveness, especially in light of the new business model which has encouraged cross-training. In the past, staff were more specialized in their role. That now has expanded to the point where employees often perform functions in numerous roles, which changes their use of the office infrastructure.

Through these changes both offices have continued to operate out of the same general layout of work space since our arrival at the east complex. In addition to the basic need to replace worn out and obsolete office components, we believe the proposed office remodel will improve our efficiency in both tangible and intangible ways which will enable us to better serve the public.

We are respectfully requesting approval to replace the old furniture in our office and make improvements to our workspace. The proposed remodel will be paid for out of increased soil erosion permitting revenues and accrued interest in the Trust and Agency Account.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A REDUCTION IN THE BUILDING DEPARTMENT MULTIPLIER USED FOR BUILDING PERMIT FEE CALCULATIONS – BUILDING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, Public Act 230, *aka the Construction Code Act*, requires that permit fees “bear a reasonable relation to the cost” of services; and

WHEREAS, the Building Department currently operates with approximately half the staffing level of the previous high growth years of 2005 and 2006 and 2015 department activities are at an unprecedented level in the history of the department; and

WHEREAS, due to this increased activity, the department fund balance is approaching an amount which justifies lowering the building permit fees by modifying the multiplier. This multiplier, which is used in fee calculations, represents the department’s overhead; and

WHEREAS, higher efficiency combined with increased activity has resulted in the need for a lower multiplier which is recommended by staff at 25%.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the recommendation of the Building Official to lower the multiplier used in the calculations for the new construction building permit fees by 25%.

BE IT FURTHER RESOLVED that this reduction will take effect on October 6, 2015.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION

2300 E. Grand River, Suite 104

Phone: 517.546-3240 Fax: 517.546.7461

Web Site: livgov.com/building

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: Jim Rowell, Building Official

DATE: August 18th, 2015

RE: LOWER PERMIT FEE ADJUSTMENT

Background:

Building Departments operate under an enterprise fund system. The basis of an enterprise system is to ensure that revenue received from building permits are used to fund building department operations and do not fund other activities not related to the building department. Public Act 230, MCL 125.1522, AKA the Construction Code Act, states in part:

“125.1522 Fees; state construction code fund; fund for purchase and sale of codes and standards.

Sec. 22.

(1) The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision of the acts and services, including, without limitation, those services and acts as, in case of an enforcing agency, issuance of building permits, examination of plans and specifications, inspection of construction undertaken pursuant to a building permit, and the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act. The enforcing agency shall collect the fees established under this subsection. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose.”

As noted above, Public Act 230 also requires that fees “bear a reasonable relation to the cost” of services. As discussed previously with the Board, the building department currently operates with approximately half of the staffing level of the previous high growth years of 2005 and 2006. Until recently, this is when activities were at their highest. Currently, our 2015 activity is at an unprecedented level in the history of the County Building Department, even higher than the high growth years of 2005 and 2006. Due to this increased activity, the department fund balance is approaching a level where we believe it justifies lowering our fees by modifying the multiplier used in our calculations by 25%. This multiplier, which is used in our fee calculations represent

our department's overhead. Higher efficiency, combined with increased activity has resulted in the need for a lower multiplier. This change in the multiplier will lower the fees for all new buildings, residential and commercial, and building construction projects which result in an increase in size or footprint such as an addition. This will include but is not limited to:

- New residential structures
- Residential additions
- New commercial buildings
- Commercial Additions
- New garages and garage additions
- Pole Barns

To illustrate the impact of the lower fees on our customers, permits for 3 typical projects commonly reviewed and permitted by the building department have been calculated below. Two are single family residential homes with garages and 1 is a new commercial retail / mercantile building.

Project #1

2000 square foot single family home
2000 square foot unfinished basement
600 square foot garage
Permit fee with current multiplier \$1632
Permit fee with new multiplier \$1224
Difference = \$408

Project #2

3500 square foot single family home
3500 square foot finished basement
800 square foot garage
Permit fee with current multiplier \$3329
Permit fee with new multiplier \$2497
Difference = \$832

Project #3

12,000 square foot, commercial retail store
Permit fee with current multiplier \$8099
Permit fee with new multiplier \$6074
Difference = \$2025

Other projects with flat fees will remain unchanged. Examples of flat fee projects include, but are not limited to:

- Window replacements
- Roof covering replacements (shingles)
- Pools
- Decks
- Signs

Summary:

We are respectfully requesting approval to lower our multiplier as described above. We have determined that the projects calculated by our multiplier would be the most appropriate way to reduce fees in a way that best represents the department's efforts. The permit fees for the flat

fee projects are at a minimum and do not exceed our efforts and often do not accurately cover our efforts. We may review these fees and request adjustments in the future.

If you have any questions or comments, I would be happy to discuss them. I can be reached at 517-552-6724

Jim Rowell
Livingston County Building Official

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR CONTRACT INSPECTIONS – Building Inspection Infrastructure & Development / Finance/ Board

WHEREAS, the Livingston County Building Department utilizes contract inspectors for electrical, mechanical and plumbing inspections; and

WHEREAS, these contractors are used when inspection volumes are high or when inspectors are off due to illness or vacations and provide their own vehicle, gasoline, all insurances and state certification / registration; and

WHEREAS, the cost to utilize these inspectors is on a per inspection basis of \$40; and

WHEREAS, in compliance with the purchasing policy, we are asking that purchase orders be issued to Greg Calme Electric LLC, and Robert Luttmann for an amount not to exceed \$32,000 each; and

WHEREAS, these services have been budgeted and approved in the 2015 Building Department budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of Purchase Orders to Greg Calme Electric LLC., and Robert Luttmann for as needed inspection services at the rate of \$40 per inspection and for an amount not to exceed \$32,000 per vendor.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION

2300 E. Grand River, Suite 104
Phone: 517.546-3240 Fax: 517.546.7461
Web Site: livgov.com/building

TO: Livingston County Board of Commissioners

FROM: Jim Rowell, Building Official

DATE: September 17, 2015

RE: Resolution Authorizing the issuance of Purchase Orders for Contract Inspections

The Livingston County Building Department utilizes contract inspectors for electrical, mechanical and plumbing inspections. These contractors are used when inspection volumes are high or when inspectors are off due to illness or vacations. They provide their own vehicle, gasoline, all insurances and state certification / registration. The cost to utilize these inspectors is on a per inspection basis of \$40.

Due to the rise in the number of inspections this year; there are two (2) contractors that have the potential to go over \$25,000 this year. To be in compliance with the purchasing policy, we are asking that the attached resolution be approved that authorizes purchase orders to be issued to Greg Calme Electric LLC and Robert Luttmann for an amount not to exceed \$32,000 each. These services have been budgeted and approved in the 2015 Building Department Budget.

If you have any questions or concerns, please feel free to contact me at 517 552-6724.