



FINANCE COMMITTEE AGENDA

June 23, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

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Meeting minutes dated: June 9, 2021	
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	Dated: June 23, 2021	
10.	PREAUTHORIZED	
	Dated: June 4 through June 17, 2021	
11.	CALL TO THE PUBLIC	
12.	ADJOURNMENT	

FINANCE COMMITTEE MEETING MINUTES



June 9, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present: Kate Lawrence, Brenda Plank, Carol Sue Reader, Wes Nakagiri, Douglas Helzerman, Jay Drick, Mitchell Zajac, Carol Griffith, Jay Gross

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Lawrence at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: May 19, 2021

Moved by: J. Gross

Seconded by: C. Griffith

Motion Carried

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the agenda as presented:

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Motion Carried

6. CALL TO THE PUBLIC

None.

7. REPORTS

7.1 Revenue Forecast Committee

Nathan Burd, County Administrator began the presentation with introductory comments. Reviewed levels of the budget process; base projection; upcoming important dates; forecasting process.

Each Department or Office that collects revenue presented projections for 2022.

- | | |
|---------------------|----------------------|
| • Treasurer | • Courts |
| • Fiscal Services | • County Clerk |
| • Equalization | • Sheriff |
| • Register of Deeds | • Drain Commissioner |

8. RESOLUTIONS FOR CONSIDERATION

8.1 Fiscal Services

Resolution to Revise the Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan

Jennifer Palmbo, Director of Human Resources, presented the resolution and introduced Dori Drayton and Anthony Bergstrom, CAPTRUST Financial Advisors, present to explain the revision to the Investment Policy Statement and answer questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: M. Zajac

Motion Carried

8.2 Court Central Services

Resolution Authorizing Specialty Courts and Programs to Apply for State Court Administrative Office Grant Funding For FY 2022

Roberta Sacharski, Trial Court Administrator, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: J. Drick

Seconded by: J. Gross

Motion Carried

8.3 Treasurer

Resolution Authorizing the County Treasurer to Establish Fund 286 ARPA (American Rescue Plan Act)

Jennifer Nash, County Treasurer, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: C. Reader

Motion Carried

8.4 Sheriff

Resolution Approving a 24 Month Pilot Program at the Sheriff's Office Allowing Double Filling Certain Positions for Sixth Months

Sheriff Murphy presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: M. Zajac

Seconded by: D. Helzerman

Motion Carried

8.5 Sheriff

Resolution Authorizing the Board Chair to Sign a Letter of Understanding Regarding Detective Promotions, Increased Comp Bank, and Increased Hire Pay

Sheriff Murphy presented the resolution and answered questions from Commissioners.
Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: B. Plank

Motion Carried

8.6 Facility Services

Resolution Authorizing Asphalt Replacement at the West Complex - Facility Services

Chris Folts, Facility Services Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: M. Zajac
Seconded by: B. Plank

Motion Carried

8.7 LETS

Resolution Authorizing an Agreement with Ecolane to Upgrade to the Agency-branded App and to Purchase the Customer Service and Feedback Module – LETS

Greg Kellogg, LETS Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: J. Gross

Motion Carried

8.8 LETS

Resolution Authorizing LETS to Apply for Capital Funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program – LETS

Recommend Motion to the Board of Commissioners.

Moved by: J. Gross
Seconded by: B. Plank

Motion Carried

8.9 Equalization Department

Resolution to Levy 2021 Allocation Millage

Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: J. Gross

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

No (0): None; Absent (0): None.

Motion Carried (9-0-0)

9. CLAIMS

Dated: June 9, 2021

Moved by: C. Griffith

Seconded by: W. Nakagiri

Motion Carried

10. PREAUTHORIZED

Dated: May 14 through June 3, 2021

Moved by: C. Griffith

Seconded by: M. Zajac

Motion Carried

11. CALL TO THE PUBLIC

None.

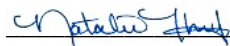
12. ADJOURNMENT

Motion to adjourn the meeting at 9:15 a.m.

Moved by: D. Helzerman

Seconded by: J. Gross

Motion Carried

_____

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Accept the 2020 Livingston County Financial Audit – Board of Commissioners

WHEREAS, in compliance with statutory requirements, the accounting firm of Plante & Moran, PLLC, has prepared and completed the audit of the financial statements of Livingston County for the year ended December 31, 2020; and

WHEREAS, said audit is being presented for approval to the Board of Commissioners on June 28, 2021.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby accepts the audit conducted by Plante Moran of the Livingston County financial statements for year ending December 31, 2020.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing The Reorganization of District Court

- WHEREAS,** the District Court has evaluated the operational needs by division and wishes to make changes to align those needs; and
- WHEREAS,** with respect to the Criminal Division, it was determined that workflow and overall operations of the division was better served by the reclassification of the Lead Deputy Criminal Clerk to a Deputy Criminal Clerk. This position will be reclassified permanently to a Union Grade 3; and
- WHEREAS,** with respect to the Civil Division, a caseload analysis revealed that the combination of two part-time Deputy Civil Clerk positions into one full-time Deputy Civil Clerk position would result in workflow efficiencies and improved case management. For the current budget year, this position will be staffed at no more than 30 hours and will remain at a Union Grade 3; and
- WHEREAS,** with respect to the Probation Division, a review of the Deputy District Court Clerk-Probation Secretary job description revealed that an update was necessary to more adequately align the essential job functions of both the position and division. Job duties relating to jury management were removed and additional post-sentence clerical support and administrative tasks were included. Human Resources was consulted and it was agreed that these changes did not significantly alter the position so as to require an independent evaluation of the position. This position will remain at a Union Grade 4 and be retitled to Probation Coordinator; and
- WHEREAS,** with respect to District Court Administration, the Personnel Committee authorized a reclassification of the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk on June 9, 2021. This position will now serve as a high level, non-supervisory administrative position functioning as a support liaison between the District Court Administrator and Division Leaders. This position was reclassified to a Union Grade 6; and
- WHEREAS,** this reorganization does not require a budget amendment for 2021 and future years will be within the appropriated budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizing the reorganization of the District Court by reclassifying the Lead Deputy Criminal Clerk to Deputy Criminal Clerk, combining two part-time Deputy Civil Clerk positions to create one full-time Deputy Civil Clerk, updating the Deputy Clerk-Probation Secretary job description and retitling to Probation Coordinator, and reclassifying the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk as illustrated in the position control chart below:

CURRENT:				PROPOSED:			
Position#	Job Description	Grade	FTE	Position#	Job Description	Grade	FTE
13600216	Lead Deputy Crim Clerk	4	1.000	13600216	Deputy Crim Clerk	3	1.000
13600225	Deputy Civil Clerk	3	0.50	13600225	Deputy Civil Clerk	3	1.000
13600228	Deputy Civil Clerk	3	0.50	Eliminate	Deputy Civil Clerk	3	0.50
13600221	Dep Clerk/Prob Secretary	4	1.000	13600221	Probation Coordinator	4	1.000
13600218	Deputy Clerk-Office Tech	4	1.000	13600218	Chief Deputy Clerk	6	1.000

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843
Phone 517.540.7637 Fax 517.548.9445
Email mlutz@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

From: Marisa Lutz, District Court Administrator

Date: June 16, 2021

RE: Resolution Authorizing the Reorganization of District Court

The District Court has evaluated the operational needs by division and determined four changes that are necessary to maximize the workflow efficiencies and effective case management of the department:

Deputy Criminal Clerk

The District Court is requesting to permanently reclassify the Union Grade 4 Lead Deputy Criminal Clerk position to a Union Grade 3 Deputy Criminal Clerk, as the Court has determined the job functions and overall operation of the Criminal Division is not impacted with the downsizing of this position.

Deputy Civil Clerk

The District Court wishes to combine two part-time Deputy Civil Clerk positions into one full-time Deputy Civil Clerk position to improve division workflow.

Probation Coordinator

District Court identified a need to update the Deputy District Court Clerk-Probation Secretary job description to accurately align the essential job functions of both the position and division.

Chief Deputy Clerk

The approved reclassification of the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk will serve as a high-level administrative role support role between the District Court Administrator and Division Leaders.

The reorganization of District Court does not require a budget amendment for 2021 and future years will be within the appropriated budget. Thank you for your consideration of this important matter.



CONTACT INFORMATION

Requester: Marisa Lutz Title of Requester: District Court Administrator
Dept. Phone Number/Extension: 7637 Date Requested: 6/17/2021

POSITION INFORMATION

Position Title: Deputy Court Clerk Supervisor: Lisa Bove

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☒ No ☐ From: 20 To: 40

If so, name of current incumbent: Cynthia Hage

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____

Justification of request / change of position (**REQUIRED**): Combining 2 PTE Deputy Civil Clerk positions to create 1 FTE Deputy Civil Clerk position for improve operational efficiencies.

eliminating 13600228

FUNDING INFORMATION

Base Annual Salary: 34,031.69 ^{yr./16.3614 hr.} This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (**Required**): Current: Org. 10113600 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____
Department Head Marisa Lutz Date 06/17/2021

HR OFFICE ONLY

Job Class: 1046 Job Title: Deputy Court Clerk - DC Grade/Step: CT3 / 1

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06/17/2021

BUDGET OFFICE ONLY

Position Control # 13600225 Org. 10113600

Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: reducing hours as needed to remain budget neutral for 2021

requires BOC approval

Budget Reviewed: tbattate Date: 6/17/21

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Submission of a Renewal and Amendment of the FY 2017 through FY 2021 Cooperative Reimbursement Contract Agreement for FY 2022 and FY 2023 with the Michigan Department of Health and Human Services – Friend of the Court

WHEREAS, the Friend of the Court is currently in the fifth year of a five year Cooperative Reimbursement Contract Agreement for FY 2017 through FY 2021 for the purposes of securing reimbursement for eligible child support enforcement costs; and

WHEREAS, this contract reimburses Livingston County for 66% of all eligible child support enforcement costs and allocates an amount for each fiscal year from which reimbursement costs may be secured; and

WHEREAS, the current contract includes a section titled “Options to Renew” which states that at the discretion of the Michigan Department of Health and Human Services (MDHHS), the agreement may be renewed in writing by an amendment not less than 30 days before its expiration (9/30/21) for up to two additional one-year periods; and

WHEREAS, MDHHS has chosen to exercise its renewal option for FY 2022 and FY 2023; and

WHEREAS, the current FY 2021 total eligible amount is \$2,446,929.35 of which MDHHS has allocated \$1,614,973.37 (66%) for said reimbursement of eligible child support enforcement costs; and

WHEREAS, MDHHS is increasing the 66% allocation of the FY 2021 amount for both FY 2022 and FY 2023; and

WHEREAS, the new allocations are:

Gross Contract Amount	State 66% Allocation	County 34% Allocation
FY 2022 \$2,520,333.89	\$1,663,420.37	\$856,913.52
FY 2023 \$2,520,333.89	\$1,663,420.37	\$856,913.52

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the submission of the Renewal and Amendment of the FY 2017 – FY 2021 Cooperative Reimbursement Contract Agreement for FY 2022 and FY 2023 with the MDHHS.

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

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Friend of the Court, Melissa A. Scharrer
Date: 6/15/2021
**Re: RESOLUTION AUTHORIZING THE SUBMISSION OF A RENEWAL
AND AMENDMENT OF THE FY 2017 THROUGH FY 2021
COOPERATIVE REIMBURSEMENT CONTRACT AGREEMENT FOR
FY 2022 AND FY 2023 WITH THE MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES**

In 1975, through Title IV-D of the Social Security Act, the U.S. Department of Health and Human Services, Office of Child Support, began the process to contract with States to provide for the establishment and collection, distribution and enforcement of child support. The Livingston County Friend of the Court (FOC) has been contracting with the Michigan Department of Health and Human Services (MDHHS) for reimbursement of eligible child support expenses through the Cooperative Reimbursement Agreement each fiscal year for the last several years. We are currently in the fifth year of a Contract Agreement with the MDHHS (10/01/2016 – 9/30/2021) which provides for 66% reimbursement of eligible child support expenses. Pursuant to the Contract Agreement, there is a provision for an Option to Renew which states:

At the discretion of MDHHS, this Agreement may be renewed in writing by an amendment not less than 30 days before its expiration. This Agreement may be renewed for up to two additional one-year periods.

The MDHHS has chosen to exercise its option to renew for two additional one-year periods being FY 2022 (10/01/21-9/30/22) and FY 2023 (10/01/22-9/30/23) and increased the allocations for FY 2022 and FY 2023. While the amount for FY 2023 is the same as for FY 2022, we are eligible to apply for a contract amendment, if needed. While the 66% reimbursement provides the largest source of revenue, additional revenue is received including Federal and State incentive monies, service fees, statutory IV-D and non-IV-D monies, and others.

Thank you for your consideration. If you have any questions, please feel free to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Authorize the Amendment to Renew the 2017-2021 Cooperative Reimbursement Contract Between the Michigan Department of Health And Human Services and the Family Support Division of the Prosecutor’s Office for 2 One-Year Extensions for FY 2022 and FY 2023

WHEREAS, the 2017- 2021 Cooperative Reimbursement Contract between the Michigan Department of Health and Human Services (MDHHS) and the Family Support Division of the Prosecutor’s Office will expire on September 30, 2021; and

WHEREAS, MDHHS is exercising its option to renew per Section 4.54 of the Agreement which states: “At the discretion of MDHHS, this Agreement may be renewed in writing by an amendment not less than 30 days before its expiration. This Agreement may be renewed for up to two additional one-year periods.”

WHEREAS, the contract renewal is desirable for the purposes of securing appropriate funding for costs incurred in operating the Family Support Division’s program; and

WHEREAS, the current FY 2021 gross contract amount is \$446,810.38 of which MDHHS has allocated \$294,894.85 (66%) for reimbursement; and

WHEREAS, MDHHS is increasing the allocations for FY 2022 and FY 2023 as set forth below;

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the submission of the amendment to renew the Cooperative Reimbursement Contract between the Michigan Department of Health and Human Services and the Family Support Division of the Prosecutor’s Office for FY 2022 and FY 2023 in the following amounts:

	GROSS CONTRACT AMOUNT	STATE 66% ALLOCATION	COUNTY 34% ALLOCATION
FY 2022:	\$460,212.21	\$303,740.06	\$156,472.15
FY 2023:	\$460,212.21	\$303,740.06	\$156,472.15
TOTAL:	\$920,424.42	\$607,480.12	\$312,944.30

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign the Amendment to the 2017-2021 Cooperative Reimbursement Contract renewing the Agreement for 2 additional one-year periods and any future amendments upon review of civil counsel and approval by the Prosecutor.

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MOVED:
SECONDED:
CARRIED:



Office of the
LIVINGSTON COUNTY PROSECUTING ATTORNEY

Family Support Division
210 S. Highlander Way • Howell, MI 48843-3974
(517) 548-1444 • Fax (517) 548-7580

Memorandum

To: Livingston County Board of Commissioners

From: David Reader, Prosecuting Attorney

Date: June 16, 2021

Re: Resolution to authorize the amendment to renew the cooperative reimbursement contract between the Michigan Department of Health and Human Services and the Family Support Division of the Prosecutor's Office for 2 one-year extensions for fiscal years 2022 and 2023

The Agreement between the Michigan Department of Health & Human Services (MDHHS) and the Livingston County Prosecuting Attorney expires on September 30, 2021. Under this Agreement, the Prosecutor's Family Support Division is required to comply with Title IV-D standards that relate to establishing paternity or obtaining child support orders. This function is a mandate of the Social Security Act as implemented by the State of Michigan through the Office of Child Support (OCS). Pursuant to the current Agreement, the State reimburses the County 66% of the costs associated with the services provided by the Family Support Division.

Section 4.54 of the Agreement sets forth *Options to Renew*:

At the discretion of MDHHS, this Agreement may be renewed in writing by an amendment not less than 30 days before its expiration. This Agreement may be renewed for up to two additional one-year periods.

The OCS has given notice of its intent to exercise the option to renew the Agreement for an additional two-year period, FY 2022 and FY 2023. The respective allocations offered for those years are as follows:

	<u>GROSS CONTRACT AMOUNT</u>	<u>STATE 66% ALLOCATION</u>	<u>COUNTY 34% ALLOCATION</u>
FY 2022:	\$460,212.21	\$303,740.06	\$156,472.15
FY 2023:	\$460,212.21	\$303,740.06	\$156,472.15
TOTAL:	\$920,424.42	\$607,480.12	\$312,944.30

The approval of this resolution will allow the County to continue to be reimbursed 66% of the costs associated with the services provided by the Prosecutor's Family Support Division for FY 2022 and FY 2023.

Thank you for your consideration. Please contact me if you have any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Dispatch Agreement with Rockford Ambulance to Provide Part-time Dispatch Services - Central Dispatch

WHEREAS, Livingston County 911 Central Dispatch has collaborated with other communities in and out of Livingston county for dispatch services; and

WHEREAS, the Livingston County 911 Central Dispatch has been requested to provide part-time dispatch services to Rockford Ambulance Service in Kent County, 7 days per week between the overnight hours of 2100-0600; and

WHEREAS, the costs for these services will be fully covered by Rockford Ambulance Service and will not affect the cost of doing business within the county and will not add additional 911 costs to the Livingston County residents; and

WHEREAS, An agreement would benefit Livingston County in that providing these services includes use of the Rockford Ambulance Service EMS CAD System, and will generate additional income for the Livingston County 911 center. This service agreement can be fulfilled without service interruption to the residents or emergency responders of Livingston County; and

WHEREAS, the dispatch agreement will be reviewed by Civil Counsel prior to signing into a contract; and

WHEREAS, it is the recommendation of the 911 Director on behalf of Livingston County 911 Central Dispatch to enter into a dispatch agreement to provide part-time dispatch services to Rockford Ambulance Service for a term of five (5) years, with an option to renew additional Two (2) years, for a starting rate of \$20,000 for the first year, and an additional 3% increase each year throughout the length of the contract.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves, pending review by Civil Counsel, Livingston County 911 Central Dispatch to enter into a dispatch agreement with the Rockford Ambulance Service to provide part-time dispatch services for a term of five (5) years, with an option to renew additional Two (2) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is hereby authorized to sign all forms, assurances, contracts/agreements, renewals 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: Chad Chewning, 911 Director

Date: June 14, 2021

Re: Rockford Ambulance Dispatch Contract

Livingston County Central Dispatch was approached by Rockford Ambulance Service in Kent County to consider providing part-time dispatch services between the hours of 2100-0600, seven days per week. Rockford Ambulance will fully cover the equipment costs necessary to make this transition a success, as well as pay for dispatch services; the first year of dispatch service fees will total \$20,000.00, with an additional 3% increase over each remaining years of the contract. Livingston County will have no monetary costs incurred with the establishment of this contract.

Rockford Ambulance is a community-based non-profit ambulance service that covers more than 55% of the suburban and rural areas of Kent County. Those services include ALS response, non-emergent transfers, wheelchair van transportation, and clinical education. During peak times from 0600-2000 there are 2 staff members on duty, and 1 staff member on duty from 2000-0600. The majority of their call volume occurs between 0700-2000, with call volume reducing to, on average, one call every 3 hours after 22:00.

In reviewing the current workload and budget for Livingston County Central Dispatch, we could implement this contract and with no negative impacts to the current 911 system or residents in Livingston County. With the uncertain outcome of State funding for dispatch centers, this is a viable avenue to create additional revenue for the 911 center in the future.

Livingston County Central Dispatch is seeking approval to move forward with a partnership to provide dispatch services to Rockford Ambulance. This will allow Livingston County 911 to participate on a trial basis to provide contracted services to a smaller agency. As 911 center consolidations continue to occur, a successfully established process can be used as a model to explore potential opportunities to provide contracted dispatch services in the future for other areas. Full due diligence has been conducted, including research and development of an implementation plan on how to connect to CAD systems, dispatch radio talkgroups, and provide training for the staff.

I have enclosed a copy of the proposed contract for review. If approved to move forward, I will consult with legal for full review of the contract prior to signing.

Ambulance Call Taking Agreement

Livingston County 911 Central Dispatch Authority ("LCCD"), an independent municipal authority having a place of business at 300 S. Highland Way, Howell, Michigan, 48843 and Rockford Ambulance, Inc. ("Rockford Ambulance") a Michigan non-profit corporation located at 8450 Shaner Avenue, NE, Rockford, Michigan, enter into this call taking agreement on this day of _____, 2021.

1. Provision of Call Taking Services:

LCCD shall provide ambulance call-taking services with the terms and conditions of this Agreement. LCCD shall recruit, hire, train, and employ the number of employees necessary to provide on a 7 day per week 12-hour (6 pm to 6 am) call-taking services for non-emergency and emergency 911 calls made to Rockford Ambulance. LCCD will assign staff to be responsible for the administration of the call-taking program, including administering the computer aided dispatch functions, Emergency Medical Dispatch (EMD) and operating a quality assurance program.

LCCD will begin these call-taking tasks no later than the effective date of the contract, which will be the start of the first service year of the agreement. Pursuant to paragraph 2 below, LCCD will provide ambulance call taking services for five (5) service years.

2. Reimbursement for Ambulance Call Taking Services:

Rockford Ambulance shall provide \$20,000.00 paid in full on or before the first day of service for that year. For the duration of the contract, each year thereafter there will be an increase of 3% from previous year to be paid in full on or before the first date of service for that year.

3. Equipment:

Rockford Ambulance will be responsible for the cost of the equipment necessary to transfer incoming calls to the LCCD.

4. Insurance and Indemnification:

- (i) Rockford Ambulance shall carry comprehensive general liability insurance and ambulance professional liability insurance on an occurrence basis which shall insure Rockford Ambulance and LCCD as insured parties, such insurance at all times be in the amount of not less than Two Million Dollars (\$2,000,000) for bodily injury per occurrence, and Two Million Dollars (\$2,000,000) for property damage per occurrence.

- (ii) Rockford Ambulance agrees to indemnify, defend, and hold harmless LCCD from any and all liability arising out of Rockford Ambulance's performance of services during the term of this Agreement, including any liability resulting from negligent, grossly negligent, intentional, or reckless acts of Rockford Ambulance or the acts of Rockford Ambulance's employees or agents.
- (iii) Rockford Ambulance shall provide to LCCD, upon written request, documentation evidencing the existence of the insurance coverage required by this section

5. Early Termination of the Agreement:

Notwithstanding any provision in this agreement to the contrary, the parties hereto agree that this agreement shall no longer be binding on them in the event of any of the following occurs:

- (i) Rockford Ambulance is unable to lawfully provide emergency medical services as defined in Section 2094 of Act 368.
- (ii) Rockford Ambulance fails to satisfactorily abide by the terms and conditions of this Agreement as solely determined by LCCD and LCCD notifies Rockford Ambulance by 60 days written notice to Rockford Ambulance of the termination of this Agreement at the end of such 60-day period; or
- (iii) Either party breaches a term or condition of this Agreement and the non-breaching party provides 60 days written notice of the termination of this Agreement at the end of such 60-day period.

6. Attempted Resolution:

In the event the LCCD communicates its intent to terminate this Agreement pursuant to Section 5 (ii) above or either party communicates its intent terminate this Agreement pursuant to 5 (iii) above, or on written request of either party, the parties agree that they shall make a good faith effort to resolve such differences or issues as exist by meeting a mutually convenient time and place within 20 days following the receipt of such written notification. The parties may be represented at such meeting by their principals, officers, attorneys, as each party, in its sole discretion, deems appropriate.

7. Notice of Provisions

All notices permitted or required hereunder shall be in writing and sent either by mail or personal delivery. If by mail, notice shall be deposited in the United States mail, postage paid, registered or certified mail, return receipt requested and addressed to the party to

whom notice is directed. Notice shall be deemed effective on a date postmarked, or if by mail, or on the date of delivery, if personally delivered. Notice shall be sent to the addressed listed above.

8. Severability

The invalidity of unenforceability of any provision of this Agreement shall not affect the enforceability or validity of remaining provisions and this Agreement shall be construed in all respects as if any invalid or n provision were omitted.

9. Waiver

No term, condition, covenant or provision contained in this Agreement may be waived except in writing signed by the waiving party. No oral statements, course of conduct or course of dealing shall be deemed a waiver. No waiver by any party hereto of any other violation or breach of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach , or as a continuing waiver of violation or breach.

10. Applicable law, Jurisdiction, and Venue

This Agreement shall be interpreted, construed, and governed according to the laws of the State of Michigan. The parties consent to the exercise general personal jurisdiction over it by the appropriate Court in the State of Michigan. Any action on a controversy that arises under or in association with this Agreement shall be brought in the Kent County Circuit Court, State of Michigan, which both parties agree is a reasonably convenient place for trial of the action.

11. Binding Effects

This Agreement shall be binding upon and insure to the benefit of the parties hereto, as well as their respective successors and assigns.

12. Merger and Modification

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and any prior discussions, negotiations and agreements between the parties are merged herein. No amendment or modification of this Agreement shall be enforceable except if in writing and signed by the party against whom enforcement is sought.

13. No Partnership.

This Agreement does not create a partnership relationship. Neither party may enter into a contract on behalf of the other party.

14. Governmental Immunity.

LCCD does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.

15. Miscellaneous.

a. Force Majeure: Either party shall be excused from performance under this Agreement for any period of time during which the party is prevented from performing its obligations hereunder as a result of any Act of God, war, civil disobedience, court order, labor dispute, or other cause beyond the party's reasonable control. Such nonperformance shall not constitute grounds for default.

b. Titles and Headings: Titles and headings to articles, sections or paragraphs in this Agreement are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Agreement.

c. Assignment and Delegation: Neither party may assign or subcontract any rights or obligations under this Agreement without both parties' prior written approval.

d. No Third-Party Benefit: The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

Parties' signatures on next page.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

LIVINGSTON COUNTY 911 CENTRAL DISPATCH

By: _____

ROCKFORD AMBULANCE, INC.

By: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Contract Extension with the Township of Putnam for Law Enforcement Services – Sheriff’s Office

- WHEREAS,** the Putnam Township contract to provide Law Enforcement services will expire on June 30, 2021; and
- WHEREAS,** the proposed contract extension of Law Enforcement services to Putnam Township sets an annual fee from July 1, 2021 through June 30, 2024; and
- WHEREAS,** Putnam Township shall make payments in equal quarterly installments to Livingston County during said period; and
- WHEREAS,** the agreement would be for 40 hours of coverage, eight (8) hours a day, five (5) days a week.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract extension as referenced above for Law Enforcement services with the Township of Putnam to be effective July 1, 2021 through June 30, 2024 with the township to pay said amounts in accordance with the following payment schedule:

• July 1, 2021 - June 30, 2022	\$109,803.20	(\$51.88 / \$53.70 per hour)
• July 1, 2022 - June 30, 2023	\$113,651.20	(\$53.70 / \$55.58 per hour)
• July 1, 2023 - June 30, 2024	\$117,624.00	(\$55.58 / \$57.52 per hour)

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY SHERIFF'S OFFICE

**150 S. Highlander Way
Howell, Michigan 48843-2323**

(517) 546-2400

MEMORANDUM

DATE: 6-15-21

TO: Board of Commissioners

FROM: Sheriff Michael Murphy

RE: Agreement for Law Enforcement Services with Putnam Township

Attached for your consideration and approval is a resolution for a contract extension for Law Enforcement Services between the Livingston County Sheriff's Office and Putnam Township. The extension of the agreement would be from July 1, 2021 through June 30, 2024.

The contract is a renewal of a current contract that expires June 30, 2021. We have been approached by Putnam Township and they are agreeable to the current terms and proposed financial increases. The only things that are changing are the term of the contract and the financial compensation. The contract calls for 40 hours of dedicated Law Enforcement Services in the Township of Putnam. The hours are determined by the Township, 5 days a week.

The financial terms are as follows:

• July 1, 2021 - June 30, 2022	\$109,803.20	(\$51.88 / \$53.70 per hour)
• July 1, 2022 - June 30, 2023	\$113,651.20	(\$53.70 / \$55.58 per hour)
• July 1, 2023 - June 30, 2024	\$117,624.00	(\$55.58 / \$57.52 per hour)

Per County policy this reflects the true costs of the contract minus the 25% contracting incentive. The contract will continue to be staffed by existing Field Services personnel that are covered by the current 2021 FY approved budget.

The contract has been prepared and approved by civil counsel. Upon approval and authorization of the Board, it will be signed by the Board and the Sheriff.

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

Sheriff Michael Murphy
Livingston County Sheriff's Office

Livingston County Michigan
Sheriff Patrol Services

Deputy Wages & Benefits Projected 2021			
	Deputy	Relief	Total Per Deputy
Annual base Salary	\$ 65,886		
# of Annual Hours	2,184	200	
Hourly Rate	\$ 31.6760	\$ 0.0916	
OT Rate	\$ 47.5140		
Wage	\$ 65,886	\$ 6,034	\$ 71,920
Overtime	\$ 3,953	\$ 362	\$ 4,315
Holiday Worked	\$ 3,706	\$ 339	\$ 4,045
Holiday Off	\$ 2,471	\$ 226	\$ 2,697
Longevity	\$ 698	\$ 64	\$ 762
Shift Differential	\$ 76	\$ 7	\$ 83
Wages	\$ 76,791	\$ 7,032	\$ 83,823
			\$ -
FICA (7.65%)	\$ 5,875	\$ 538	\$ 6,412
MERS (21.50%)	\$ 16,510	\$ 1,512	\$ 18,022
Life Insurance	\$ 194	\$ 18	\$ 212
Workers Comp (3.35%)	\$ 2,572	\$ 236	\$ 2,808
Active Health	\$ 12,977	\$ 1,188	\$ 14,165
Retiree Health Care (4.00%)	\$ 2,635.44	\$ 241	\$ 2,877
Benefits	\$ 40,763	\$ 3,733	\$ 44,496
		\$ -	\$ -
Total Wages/Benefits per Deputy	\$ 117,554	\$ 10,765	\$ 128,319
Hourly Rate Wages/Benefits			\$ 58.75
Other Costs			
Vehicle Costs	\$ 13,487	\$ 618	\$ 14,105
Professional Development/Trng	\$ 916	\$ 84	\$ 1,000
Operating Supplies & Uniforms	\$ 2,517	\$ 230	\$ 2,747
Computer Equipment & Maint Costs	\$ 4,503	\$ 412	\$ 4,915
Total Other Costs	\$ 21,423	\$ 1,344	\$ 22,767
			\$ 151,087
Total Costs	5 year deputy coverage	2021 Projected	\$ 69.18

75% of True Cost

\$ 51.88

Note:

Represents Cost per Deputy

A 24/7 Shift would require 4 Deputies to cover

Projected 2021 \$ 51.88

Projected 2022 \$ 53.70

Projected 2023 \$ 55.58

Projected 2024 \$ 57.52

Projected 2025 \$ 59.54

*increase projected at 3.5% annually

AGREEMENT TO EXTEND AND REVISE AGREEMENT FOR LAW ENFORCEMENT SERVICES

WHEREAS, the **COUNTY OF LIVINGSTON** ("County") acting on behalf of the **LIVINGSTON COUNTY SHERIFF** ("Sheriff") and the **TOWNSHIP OF PUTNAM** ("Township") entered into an Agreement for Law Enforcement Services dated July 31, 2018 (the "2018 LE Agreement") for the Sheriff to provide police protection and patrol services within the Township as specified in the 2018 LE Agreement; and

WHEREAS, the 2018 LE Agreement is set to expire June 30, 2021; and

WHEREAS, the Township and the County are agreeable to an extension of the 2018 LE Agreement as revised herein; and

NOW, THEREFORE, it is agreed between the County and the Township that the 2018 LE Agreement shall be and is hereby extended through **June 30, 2024**, unless - as provided in the 2018 LE Agreement – the extended agreement is terminated, with or without cause, by the County, Sheriff or Township upon thirty (30) days' prior written notice to the other Parties. The extension agreement is subject to the following modifications:

A. References in the SECOND paragraph of the 2018 LE Agreement shall be modified as follows:

"Insurance", insofar as vehicles are concerned, means the coverage provided to the Sheriff's Department and in force on July 1, 2021.

"Insurance", insofar as Sheriff Deputies are concerned, means the coverage provided to the Sheriff's Department and in force on July 1, 2021.

B. References in the THIRD paragraph of the 2018 LE Agreement shall be modified as follows:

The SHERIFF shall furnish police protection and patrol to the TOWNSHIP as follows:

During the term of this Agreement, on days and times mutually agreed upon by the SHERIFF and the TOWNSHIP annually, will be spent on police protection and patrol within the TOWNSHIP.... (remainder unchanged).

C. References in the SIXTH paragraph of the 2018 LE Agreement shall be modified as follows:

The sum of ONE HUNDRED NINE THOUSAND EIGHT HUNDRED THREE AND 20/100 DOLLARS (\$109,803.20) during the period of July 1, 2021 through June 30, 2022, to be paid in quarterly installments of TWENTY-SEVEN THOUSAND FOUR HUNDRED FIFTY AND 80/100 DOLLARS (\$27,450.80).

The sum of ONE HUNDRED THIRTEEN THOUSAND SIX HUNDRED FIFTY-ONE AND 20/100 DOLLARS (\$113,651.20) during the period of July 1, 2022 through June 30,

2023, to be paid in quarterly installments of TWENTY-EIGHT THOUSAND FOUR HUNDRED TWELVE AND 80/100 DOLLARS (\$28,412.80).

The sum of ONE HUNDRED SEVENTEEN THOUSAND SIX HUNDRED TWENTY-FOUR AND NO/100 DOLLARS (\$117,624.00) during the period of July 1, 2023 through June 30, 2024, to be paid in quarterly installments of TWENTY-NINE THOUSAND FOUR HUNDRED SIX AND NO/100 DOLLARS (\$29,406.00).

- D. The Appendix of the of the 2018 LE Agreement shall be stricken and replaced in entirety with Appendix A to this extension agreement.
- E. Except as amended hereby, the original terms of the 2018 LE Agreement shall remain in full force and effect.

COUNTY OF LIVINGSTON

TOWNSHIP OF PUTNAM

WESLEY J. NAKAGIRI - CHAIRMAN
COUNTY BOARD OF COMMISSIONERS

DENNIS BRENNAN
SUPERVISOR

Dated: _____, 2021

Dated: _____, 2021

MICHAEL MURPHY
SHERIFF

VALERIE NIEMIEC
CLERK

Dated: _____, 2021

Dated: _____, 2021

APPROVED AS TO FORM FOR
COUNTY OF LIVINGSTON:
COHL, STOKER & TOSKEY, P.C.
By: RICHARD D McNULTY – 5/12/2021

N:\Client\Livingston\Sheriff\Agreements\Putnam Township\Extension Agreement 7-2-21 (Approved).docx

S:\WP\Contracts\Agreements\WORD Agts\Sheriff - 21-00-000 - PUTNAM Twp - Law Enforcement Services Extension - 2018-2024 (RDT) - AGT.docx

Livingston County Michigan
Sheriff Patrol Services



Deputy Wages & Benefits Projected 2021			
	Deputy	Relief	Total Per Deputy
Annual base Salary	\$ 65,886		
# of Annual Hours	2,184	200	
Hourly Rate	\$ 31.6760	\$ 0.0916	
OT Rate	\$ 47.5140		
Wage	\$ 65,886	\$ 6,034	\$ 71,920
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			\$ -
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Benefits	\$ 40,763	\$ 3,733	\$ 44,496
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Total Wages/Benefits per Deputy	\$ 117,554	\$ 10,765	\$ 128,319
Hourly Rate Wages/Benefits			\$ 58.75
Other Costs			
Vehicle Costs	\$ 13,487	\$ 618	\$ 14,105
Professional Development/Trng	\$ 916	\$ 84	\$ 1,000
Operating Supplies & Uniforms	\$ 2,517	\$ 230	\$ 2,747
Computer Equipment & Maint Costs	\$ 4,503	\$ 412	\$ 4,915
Total Other Costs	\$ 21,423	\$ 1,344	\$ 22,767
			\$ 151,087
Total Costs	5 year deputy coverage	2021 Projected	\$ 69.18

75% of True Cost	\$ 51.88
-------------------------	-----------------

Note:

Represents Cost per Deputy

A 24/7 Shift would require 4 Deputies to cover

Projected 2021 \$ 51.88

Projected 2022 \$ 53.70

Projected 2023 \$ 55.58

Projected 2024 \$ 57.52

Projected 2025 \$ 59.54

*increase projected at 3.5% annually

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Sheriff's Office to Enter into a Contract with OD Security North America for the Purchase of a Full Body Scanner - Jail

WHEREAS, Livingston County Sheriff's Office has a need for a full body scanner; and

WHEREAS, in accordance with Livingston County Purchasing Policy, a competitive bid process was performed and five (5) proposals were reviewed from reputable vendors; and

WHEREAS, OD Security North America's Soter Full Body Scanner offers the best technical and maintenance support package, has the smallest radiation footprint, and 5k picture resolution; and

WHEREAS, the scanner can be used to quickly and effectively search inmates for contraband without actually touching an inmate via a pat down or having to conduct a strip search, greatly reducing liability and security concerns, protecting the safety and welfare of both the inmates and staff; and

WHEREAS, the cost of the scanner is \$137,500 and includes shipping, installation, calibration/testing, training, full (5) year manufacturer's warranty, annual re-calibration, bi-annual preventative maintenance inspection, 24/7 support line, same day technical support, software upgrades and (1) Soter tablet; and

WHEREAS, funding was approved as an FY 2020 Capital project in the amount of \$125,000 but the project was not started before year end; and

WHEREAS, the Sheriff's Office is requesting the project be moved to the FY 2021 budget and capital replacement funds be utilized; and

WHEREAS, the Sheriff's Office is requesting the approval of an additional amount from Capital Funds in the amount of \$12,500 to complete this purchase.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into an agreement with OD Security North America to purchase a (1) Soter Full Body Scanner in the amount of \$137,500, from the Capital Improvement Fund 403.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Treasurer to transfer up to \$137,500 from F403 Capital Fund to General Fund Jail Operations (Org 10135100) for this purchase.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment

necessary to effectuate the grant award.

#

#

#

MOVED:

SECONDED:

CARRIED:



**Bid Recap
For
Security Body Scanner**

Lead Public Agency: Livingston County,
Sheriff's Office

Solicitation: RFP-LC-21-03

RFP Proposals Due Date: 5/14/21

RFP Issued & Publicly Posted: 4/23/21

Public Posting: Livingston County Fiscal
Services Website and BidNet

Proposals Received: 5

Livingston County received five proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The following vendors provided a response within the timeframe outlined in the RFP:

- Adani Systems
- American Medical Imaging
- Imaging Systems and Service, Inc.
- OD Security North America
- TEK-84

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the vendors met the minimum mandatory requirements (Section 1.1), and confirmed their understanding of the Scope of Work (Sections 1.2 through 1.4). The vendors were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of five members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each vendor were averaged and the results were as follows:



	Vendors				
	Adani Systems	American Medical Imaging	Imaging Systems and Service	OD Security North America	TEK-84
Proposal Responses	47	42.4	40.4	48.4	46
Company Profile	23.2	20	21.6	24.4	22.6
References	22.8	19.6	22.8	24.2	22.8
Total	93	82	84.8	97	91.4

During its evaluation of the proposals, the ERC requested video demonstrations from each vendor for review. After reviewing the demonstrations, additional questions were asked of the vendors for further clarification. These questions were sent to the vendors on Wednesday, May 26, 2021 and answers to the questions were submitted by Wednesday, June 2, 2021.

Based on the entire evaluation process, OD Security North America provided a proposal that offered the greatest overall value to the county. Although OD Security North America's pricing proposal was the second highest in price, this vendor was offering a five-year warranty in comparison to the other vendors who were offering warranties of one to two years. It is recommended that a five-year contract be awarded to OD Security North America. OD Security North America will also be awarded a CoPro+ cooperative contract not to exceed five years.

Subject: RE: Jail
 Date: 9/22/2020 1:35 PM
 From: "Cindy Catanach" <CCatanach@livgov.com>
 To: "Jeff Warder" <JWarder@livgov.com>, "Tarneseia Pringle" <TPringle@livgov.com>
 Cc: "Nathan Burd" <NBurd@livgov.com>, "Kristen Landis" <KLandis@livgov.com>

Great! That is what I thought and wanted to verify. Thank you all for looking into it.

Cindy

From: Jeff Warder <JWarder@livgov.com>
Sent: Tuesday, September 22, 2020 1:13 PM
To: Cindy Catanach <CCatanach@livgov.com>; Tarneseia Pringle <TPringle@livgov.com>
Cc: Nathan Burd <NBurd@livgov.com>; Kristen Landis <KLandis@livgov.com>
Subject: RE: Jail

Hi Cindy,

The Resolution Lt. Pringle submitted is a 2020 Capital Project that was accidentally omitted. We were instructed to submit for the project as a capital request (Please see e-mail below). As far as the \$50,000 requested under 10135100-97300 for the 2021 budget year we believe this was entered in error due to the fact this funding is ear marked for the same project.

Hopefully that make sense.
 Let me know if you have any questions

Thanks,
 Jeff

Hi Kristen & Jeff -

The Sheriff's department submitted documents for the below items identified as 2020 requests. These items were determined to be operational expenses.

Tasers	\$52,000
In Car Cameras	\$65,000
Mobile In Car Radios	\$54,000

Currently, there are tasers in your budget at a reduced amount from the CIP request. The in-car radios are in your budget at \$54k.

The only item I am not able to find are the in-car cameras. I am assuming these were left out at the department's discretion. Please confirm.

The Sheriff's department submitted documents for the below items identified as 2020 requests. These items were determined to be capital expenses.

Jail - Body Scanner	\$125,000
Jail - Replace and Add Cameras	\$80,000

I spoke with Cindy and she is in agreement that these items were accidentally left out of your budget and we support the request of capital funds. Since the purchase of these items is not in the budget (and one is estimated over \$100k), the expenditure request will need to go to the Board for approval. My recommendation is to request the capital funds at that time.

The flagpole project was incorporated into the building remodel of \$1m.

I believe that covers all of the items that were in question. Please let me know if you have any questions.

Hilery DeHate
 Acting Financial Officer
 517.540.8725
hdehate@livgov.com

From: Cindy Catanach <CCatanach@livgov.com>
Sent: Tuesday, September 22, 2020 11:12 AM
To: Jeff Warder <JWarder@livgov.com>; Tarneseia Pringle <TPringle@livgov.com>
Cc: Nathan Burd <NBurd@livgov.com>
Subject: Jail

Hi Lt. Pringle – Is this \$50k in the Jail budget for next year the same as what is going to Finance tomorrow?

See budget detail and resolution snip its below? Please let me know as soon as possible.

Livingston County NEXT YEAR BUDGET DETAIL REPORT				
PROJECTION: 21100 - 2021 ANNUAL OPERATING BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2021 DEPT REQST
10135100 916000 - MISCELLANEOUS EXPENSE				1,000.00
10135100 957000 - EMPLOYEE PROFESSIONAL DEV MANDATORY TRAINING		1.00	20,000.00	20,000.00 *
10135100 959000 - TUITION REIMBURSEMENT				2,500.00
10135100 973000 - BUILDING IMPROVEMENTS CAMERA SERVERS		1.00	50,000.00	50,000.00 *
TOTAL GP JAIL			7,546,671.00	
23030100 747000 - SUPPLIES - OPERATING EQUIPMENT				5,000.00

Resolution Authorizing the Purchase and Upgrade of Camera Equipment for the Jail

WHEREAS, the Livingston County Jail uses a surveillance camera system that monitors various areas of the

...

WHEREAS, Stanley highly recommended an upgrade of the server that operates the CCTV system and equally import upgrade the software; and

WHEREAS, with a new server and new operating system would allow us to achieve our goal of more reliable performance and allow us to no longer be in an "end of life" product; and

WHEREAS, American Video has provided a proposal of \$68,724 for new equipment, software, installation, and maintenance with a one-year on-site warranty; and

WHEREAS, the Sheriff Department requests funding to complete this project and requests a transfer of funds from Capital Improvement in the amount of \$ 68,724.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the transfer of \$68,724 from Capital Improvement for the purchase of new equipment, software,

Cindy Catanach, CPFO
Deputy County Administrator/Financial Officer

Phone: 517.540.8727
Email: ccatanach@livgov.com



RFP-LC-21-03	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments
		2			5			Vendor Imaging Systems 4			OD Security 1			TEK-84	
Ranking															
Review Criteria															
Minimum Mandatory Requirements	TP	Pass		TP	Pass		TP	Pass		TP	Pass		TP	Pass	
	CA	Pass		CA	Pass		CA	Pass		CA	Pass		CA	Pass	
	VS	Pass		VS	Pass		VS	Pass		VS	Pass		VS	Pass	
	BF	Pass		BF	Pass		BF	Pass		BF	Pass		BF	Pass	
	JW	Pass		JW	Pass		JW	Pass		JW	Pass		JW	Pass	
Proposal Responses	TP	46.00		TP	40.00		TP	38.00		TP	47.00		TP	45.00	
	CA	49.00		CA	40.00		CA	39.00		CA	49.00		CA	48.00	
	VS	47.00		VS	47.00		VS	40.00		VS	48.00		VS	46.00	
	BF	45.00		BF	40.00		BF	40.00		BF	50.00		BF	43.00	
	JW	48.00		JW	45.00		JW	45.00		JW	48.00		JW	48.00	
		235.00			212.00			202.00			242.00			230.00	
Total		47.00			42.40			40.40			48.40			46.00	
Company Profile	TP	22.00		TP	20.00		TP	22.00		TP	23.00		TP	22.00	
	CA	24.00		CA	20.00		CA	24.00		CA	24.00		CA	23.00	
	VS	25.00		VS	20.00		VS	24.00		VS	25.00		VS	25.00	
	BF	22.00		BF	20.00		BF	18.00		BF	25.00		BF	20.00	
	JW	23.00	24 month warranty	JW	20.00	only a 12 month warranty	JW	20.00	only a 12 month warranty	JW	25.00	5 year warranty	JW	23.00	2 year warranty
		116.00			100.00			108.00			122.00			113.00	
Total		23.20			20.00			21.60			24.40			22.60	
References	TP	22.00		TP	20.00		TP	23.00		TP	24.00		TP	23.00	
	CA	22.00		CA	16.00		CA	24.00		CA	24.00		CA	23.00	
	VS	25.00		VS	20.00		VS	24.00		VS	25.00		VS	25.00	
	BF	22.00		BF	20.00		BF	20.00		BF	25.00		BF	20.00	
	JW	23.00		JW	22.00		JW	23.00		JW	23.00		JW	23.00	
		114.00			98.00			114.00			121.00			114.00	
Total		22.80			19.60			22.80			24.20			22.80	
Overall Total		93.00			82.00			84.80			97.00			91.40	

Description	Quantity	Adani Systems			Description	Quantity	American Medical Imaging			Description	Quantity	Imaging Systems and Service			Description	Quantity	OD Security			Description	Quantity	TEK-84		
		Unit Price	Line Total				Unit Price	Line Total				Unit Price	Line Total				Unit Price	Line Total				Unit Price	Line Total	
Full Body Scanner	1	\$135,698.12	\$135,698.12		Full Body Scanner	1		\$73,980.24		Full Body Scanner	1	\$98,500.00	\$98,500.00		Full Body Scanner	1	\$137,500.00	\$137,500.00		Full Body Scanner	1	\$139,000.00	\$139,000.00	
Shipping	Included	Included			Shipping			\$1,764.71		Shipping	Included	Included			Shipping	Included	Included			Shipping	Included	Included		
Onsite Installation	Included	Included			Onsite Installation			\$4,475.00		Onsite Installation	Included	Included			Onsite Installation	Included	Included			Onsite Installation	Included	Included		
Software and Installation	Included	Included			Software and Installation			Included		Software and Installation	Included	Included			Software and Installation	Included	Included			Software and Installation	Included	Included		
Training	Included	Included			Training			\$4,736.84		Training	Included	Included			Training	Included	Included			Training	Included	Included		
Total			\$135,698.12		Total			\$84,965.78		Total			\$98,500.00		Total			\$137,500.00		Total			\$139,000.00	

Note: Onsite inspection of installation area as a small cove is needed for 98" height requirement, we have successfully installed with a cove which exceeds the 95" height requirement shown on your specifications

Preventive Maintenance	The CLEARPASS includes a 24-month comprehensive Warranty including all Parts, Labor, Freight, and Travel expenses, software upgrades and Annual Radiation Survey. It also includes 1 x PM visit per year.	Preventive Maintenance	12 months included, all Parts, labor, travel and 2 PM's, see below for additional years	Preventive Maintenance	12 months - see attached. Extended warranties available at additional cost.	Preventive Maintenance	Pricing inclusive of 5 years full manufacturer's warranty.	Preventive Maintenance	2 years Parts & Labor included in proposal
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Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total
DruGuard - Narcotics Detections	1	Included	Included	Point of sale Full-service agreement for a total of 5 years of all parts labor and travel	4	\$8,312.50	\$33,250.00	Integrated Intercom	1	\$1,285.00	\$1,285.00	Extended Warranty (Maintenance/Service) Contract (parts and labor including time and travel), Year 6 onwards		\$9,750 annually, payable in advance		TekNet-connectivity and storage server for 13M scans	1	\$3,500.00	\$3,500.00
							\$1,724.95					Provision of additional SOTER RS Handheld Tablets (mobile device)		\$5,050 Year One \$2,100 Year Two onwards \$7,500		Patented Integrated Temperature Sensor	1	\$15,000.00	\$15,000.00
				Wireless Bar Code Scanner	1	\$1,724.95		I.D. Camera Inspection Area Camera	1 1	\$785.00	\$785.00	Upgrade to an ADA Compliant Platform Configuration (at any stage during contract)							
										\$1,700.00	\$1,700.00	Provision of Additional Training outside Scope of Project		Per Diem Cost - \$1,000					
								Operator Fingerprint Reader	1	\$640.00	\$640.00	Provision of SOTER Fully Integrated Thermal Scanner - Jogan Thermal Checkpoint (at any stage during contract)		\$22,000					
								Inspected Person Fingerprint Reader	1	\$640.00	\$640.00								

	Adani Systems, Inc.	American Medical Imaging, LLC	Imaging Systems and Service, Inc.	OD Security North America	TEK-84, Inc.
Proposal Narrative					
Section 1.2	X	X	X	X	X
Section 1.3	X	X	X	X	X
Section 1.4	X	X	X	X	X
Company Profile	X	X	X	X	X
References	X	X	X	X	X
Certificate of Compliance	X	X	X	X	X
Proposal Submission Checklist	X	X	X	X	X
Supplemental Information - Optional	X	N/A	N/A	X	N/A
Pricing Proposal - Attachment A	X	X	X	X	X
MDOT Form 3164	Missing	Missing	Missing	Missing	X
Addendum #1 - Signature Page	X	X	X	X	X



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7627 Fax 517-546-1800
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Brad Fetner
Date: 6/7/2021
Re: Proposal to Purchase New Full Body Scanner

Attached for your consideration and approval is a resolution authorizing the Sheriff's Office to purchase one (1) Soter RS full body scanner for the Jail from OD Security North America. The purchase cost for the scanner is \$137,500 which includes shipping, installation, calibration and testing, operator and administrator training and a 5-year full manufacturer's warranty (parts and labor, to include time and travel associated with servicing and maintenance). OD Security North America will provide annual re-calibration and annual State Certification, bi-annual preventative maintenance inspection, 24/7 toll free support line and help desk, same day technical/engineering support and all software upgrades through-out term of contact, an interface with our Jail Management System, and one (1) Soter tablet. Delivery and installation will be 30 days after receipt of Purchase Order.

The cost for the body scanner was originally approved in the 2020 budget, but was recently requested to be moved to 2021. In accordance with the County's Purchasing Policy, a competitive bid process was performed and five (5) proposals were reviewed from reputable vendors. We chose Soter for multiple reasons. Soter offers the best technical and maintenance support package. Soter also has the smallest radiation footprint at 1.5uSV. Soter imaging quality has a 5K picture resolution and supersedes that of other scanners, giving staff the best chance at recognizing and intercepting weapons, drugs, and other contraband from entering our facility. Soter has also received great reviews and recommendations. Our neighboring Washtenaw Co Jail has had this system for that last few years. They are extremely satisfied with the system and have not had any major maintenance issues, technical issues, or breakdowns.

The scanner can be used to quickly and effectively search inmates for contraband without actually touching an inmate via a pat down search or having to conduct a strip search. This greatly reduces liability and security concerns. This will assist in maintaining security of the jail, as well as the safety and welfare of both the inmates and our staff.

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

Respectfully submitted,

Lt. Brad Fetner