



PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE AGENDA

September 20, 2021, 5:30 p.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

	Pages
1. CALL MEETING TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	2
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4. APPROVAL OF AGENDA	
5. REPORTS	
6. CALL TO THE PUBLIC	
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8. CALL TO THE PUBLIC	
9. ADJOURNMENT	

PUBLIC SAFETY & INFRASTRUCTURE & DEVELOPMENT COMMITTEE MEETING MINUTES



August 16, 2021, 5:30 p.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: Carol S. Griffith, Martin Smith, Carol Sue Reader, Jay Drick

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Drick at 5:30 p.m.

2. ROLL CALL

Quorum was Present.

3. APPROVAL OF MINUTES: Minutes of Meeting Dated: July 19, 2021

Motion to approve the minutes as presented.

Moved by: C. Reader

Seconded by: C. Griffith

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

5. REPORTS: None.

6. CALL TO THE PUBLIC: None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Prosecutor

Resolution Authorizing the Addition of an Admin Aide Grade 3 Position

Prosecutor Reader presented the Resolution.

Recommend Motion for Discussion.

Moved by: C. Reader

Seconded by: M. Smith

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

Recommend Motion to Finance Committee.

Moved by: C. Reader

Seconded by: M. Smith

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

7.2 Planning Department

Resolution Approving the Submission of a SEMCOG Planning Assistance Program Grant for Transportation Equity and Sustainable Infrastructure with a Local Match from American Rescue Plan Act (ARPA) Funds

Kathleen Kline-Hudson, Planning Director, introduced the Resolution.

Recommend Motion for Discussion.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

Recommend Motion to the Finance Committee.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

7.3 Sheriff

Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Secondary Road Patrol and Traffic Accident Prevention Program Grant

The Resolution was presented by Lt. Eric Sanborn on behalf of the Sheriff's Office.

Recommend Motion to the Finance Committee.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

7.4 Drain Commissioner

Resolution Authorizing the Reorganization of the Drain Department

Drain Commissioner Jonckheere introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.

Moved by: M. Smith

Seconded by: C. Griffith

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Motion to adjourn the meeting at 6:01 p.m.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): C. Griffith, M. Smith, C. Reader, and J. Drick

Motion Carried (4 to 0)



Carol Sue Jonckheere, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Approve Funding Update of Equipment for the Mobile Command Center for Livingston County Sheriff's Office Utilizing FY 19 Homeland Security Grant Program Funds Over \$25,000 Dollars – Emergency Management

WHEREAS, The FY 19 Homeland Security Grant Program (HSGP) contains funding for the Law Enforcement Terrorism Prevention Program (LETPP) projects that can be utilized to support Law Enforcement projects that can be used to prevent, respond to, and or recover from a terrorism related event.; and

WHEREAS, The FY 19 HSGP -LETPP grant allocations for Livingston County Projects is currently \$34,728.05; and

WHEREAS, Livingston County Sheriff's Department (LCSO) is in need updating the county Mobile Command Center (MCC) to respond to Law Enforcement lead emergency events; and

WHEREAS, The Livingston County Local Planning Team has voted to dedicate the FY 19 HSGP LETPP funding allocation to update the LCSO MCC. The Michigan State Police Emergency Management and Homeland Security Division Grants Unit has also approved the project; and

WHEREAS, the funds will not be used to fund any new or existing Livingston County staff; and

WHEREAS, the cost of this project is \$28,097 dollars and will require no General Fund match. This project is above the purchasing threshold of \$25,000 dollars and requires Livingston County Board of Commissioner's review and approval.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the use of available funds from the FY 19 Homeland Security Grant Program LETPP funding allocation, to support Livingston County Sheriff's Office in the acquisition and updating of equipment for the county Mobile Command Center; at the total cost of \$28,097 dollars. The quoted update will be completed by American Video Transfer Inc., a local sole source provider.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments necessary to effectuate the above project.

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MOVED:
SECONDED:
CARRIED:

QUOTATION



**American Video
Transfer Inc**

~ Estb. 1988 ~

American Video Transfer Inc.

9931 E Grand River

Brighton, MI 48116

810-227-5001 Cell

Attn: Matthew Eckman

Client Contact

Livingston County Sheriff

Howell, MI

Date: 07/12/2021

Expire: 90 Days

Tactical Van Video System & Display Refurbishment

Description	QTY	Notes	Warranty	Price	Price
Television Tuner	1		2 year	\$ 1,300.00	\$ 1,300.00
2U rack mount computer	1	use existing rack	2 Year	\$ 1,000.00	\$ 1,000.00
CCTV Server w/ Licenses	1		2 Year	\$ 2,800.00	\$ 2,800.00
PTZ camera	1	Includes mounts	1 Year	\$ 3,000.00	\$ 3,000.00
Hi resolution IP dome cameras	3		3 year	\$ 500.00	\$ 1,500.00
Rack mount 16:9 monitors	2		2 Year	\$ 800.00	\$ 1,600.00
Wireless mouse/keyboard	4		1 Year	\$ 37.50	\$ 150.00
Consumer grade TVs	3		1 Year	\$ 466.00	\$ 1,398.00
Outdoor weather poof TV	1		1 Year	\$ 3,500.00	\$ 3,500.00
Mount for TV	3		2 Year	\$ 50.00	\$ 150.00
HDMI Matrix Switcher	1		2 Year	\$ 2,000.00	\$ 2,000.00
HDMI over Cat 6 transceivers (or HDMI long run cable)	3		1 year	\$ 133.00	\$ 399.00
misc. hardware / patch cables, long run HDMI, wire	1		1 year	\$ 300.00	\$ 300.00
RV repair tech labor	1		1 year	\$ 2,500.00	\$ 2,500.00
Labor	1		1 Year	\$ 5,000.00	\$ 5,000.00
Contingency	1		1 Year	\$ 1,500.00	\$ 1,500.00
1 Year Onsite Support	1		1 Year	Included	Included

System Price **\$ 28,097.00**

Note: See accompanying project notes and drawing

Note: Will reuse existing TV antenna



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Therese CremonTE, Emergency Manager
Date: 08/27/2021
**Re: RESOLUTION TO APPROVE FUNDING UPDATE OF EQUIPMENT FOR THE
MOBILE COMMAND CENTER FOR LIVINGSTON COUNTY SHERIFF'S OFFICE
UTILIZING FY 19 HOMELAND SECURITY GRANT PROGRAM FUNDS OVER
\$25,000.00 DOLLARS**

The FY 2019 Homeland Security Grant Program (HSGP) allocation for Livingston County contains funding for the Law Enforcement Terrorism Prevention Program (LETPP) for law enforcement projects that can be utilized to prevent, respond to, and or recover from a terrorism related event. The remaining FY 19 HSGP grant allocation for Livingston County Law Enforcement Projects (LETPP) is currently \$34,728.05.

Livingston County Emergency Management has a pending project to update equipment and technology in the Livingston County Sheriff's Office (LCSO) Mobile Command Center (MCC) that fits the requirements of the FY 19 HSGP LETPP fund expenditure. Livingston County MCC requires updated equipment to continue to be effective and responsive to disaster or emergency events in Livingston County.

The Livingston County Local Planning Team has voted to dedicate FY 19 HSGP LETPP funding to the update of the MCC for Livingston County Law Enforcement use. The cost of updating the MCC is quoted at \$28,097.00. The cost falls within the amount available for LETPP HSGP FY 19 allocation.

The MCC update project has been reviewed and approved by the Michigan State Police Emergency Management and Homeland Security Grants Unit. This project is above the purchasing threshold of \$25,000.00 dollars. Therefore, this expenditure must be reviewed and approved by the Livingston County Board of Commissioners before the project can move forward.

Livingston County Emergency Management is seeking the approval of the Livingston County Board of Commissioners to move forward with the project to update the LCSO MCC. The update will be done by a local company, American Video Transfer Inc., a sole source provider, with the oversight of LCSO and the Livingston County IT Department.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Issuance of Purchase Order for Architectural and Design Services to Lindhout Associates – Sheriff’s Office

WHEREAS, The Sheriff’s office is starting a renovation project and has utilized the architectural design services of Lindhout Associates; and

WHEREAS, the renovation has been approved and design and bid services have been performed by Lindhout Associates; and

WHEREAS, until all bids were received and a contract issued with the construction company it was difficult to estimate the cost of design and bid services; and

WHEREAS, Livingston County’s current contract with Lindouht Associates calls for a 9% architectural fee based on \$500,000 construction cost; and

WHEREAS, the cost of construction is \$451,000; and

WHEREAS, the cost of the design and bid services is a not to exceed cost of \$38,000.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the issuance of a purchase order in the amount of \$38,000 to Lindhout Associates for the design and architectural services.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment necessary to effectuate the above.

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.

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MOVED:
SECONDED:
CARRIED:

PROBABLE COST STATEMENT

Lindhout Associates architects aia pc

10465 citation drive, brighton, mi 48116

www.lindhout.com

810-227-5668 (fax) 810-227-5855



Livingston County Sheriff's Office - Interior Renovation

COMM. NO. 21021

PRELIMINARY STATEMENT OF PROBABLE CONSTRUCTION COSTS

4/16/2021

COMPONENT DESCRIPTION	UNITS	UNIT COST	TOTAL
CONSTRUCTION COSTS			
PHASE 1: DETECTIVES OFFICE	950 sq.ft.	\$140.00	\$133,000.00
B.R. WALL PANELING	197 sq.ft.	\$90.00	\$17,730.00
B.R. TRANSACTION WINDOW	1 l.s.	\$6,000.00	\$6,000.00
			\$156,730.00
PHASE 2: ADMINISTRATIVE OFFICES	1665 sq.ft.	\$135.00	\$224,775.00
B.R. WALL PANELING	144 sq.ft.	\$90.00	\$12,960.00
B.R. TRANSACTION WINDOW	1 l.s.	\$6,000.00	\$6,000.00
			\$243,735.00
PHASE 3: TRAINING	1181 sq.ft.	\$150.00	\$177,150.00
MOTORIZED HD SCREEN	1 l.s.	\$5,500.00	\$5,500.00
			\$182,650.00
COST OF BUILDING CONSTRUCTION			\$583,115.00
FEES			
ARCHITECTURAL FEES	1 l.s./hourly	\$21,120.00	\$21,120.00
			\$21,120.00
MISCELLANEOUS			
PHASE 1 FURNITURE ALLOWANCE	1 l.s.	\$20,000.00	\$20,000.00
PHASE 2 FURNITURE ALLOWANCE	1 l.s.	\$10,000.00	\$10,000.00
PHASE 3 FURNITURE ALLOWANCE	1 l.s.	\$30,000.00	\$30,000.00
COUNTY I.T. (Allowance)	1 l.s.	\$30,000.00	\$30,000.00
			\$90,000.00
LIVINGSTON COUNTY SHERIFF TOTAL			\$694,235.00



**APPENDIX B
LIVINGSTON COUNTY FISCAL SERVICES
SOLE / SINGLE SOURCE JUSTIFICATION**

SOLE SOURCE / SINGLE SOURCE JUSTIFICATION

Select one of the following reasons and provide a detailed explanation for the choice selected:

- ☐ Only one known source can provide the commodity or service.
- ☐ Unique source (commodity/service is unique or special in nature), as determined by the County Administrator or designee.
- ☐ Compatibility (i.e., a specific piece of equipment to be compatible with an existing equipment system).
- ☐ Limited or proprietary systems (i.e., additional licenses, updates, specialized replacement parts, et. al.).
- ☒ A professional expert is requested.
- ☐ Authorized or required by Federal/State law or by Livingston County ordinance.
- ☐ Unusual and compelling urgency (serious injury, financial or other to Livingston County). There is insufficient time for competitive purchase due to an immediate, unexpected need (i.e., to prevent hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the County).

Explanation:

PIGGYBACK CONTRACT

- ☐ Purchase will be made from an existing cooperative contract.

Contract Holder:

Contract Number/ Expiration Date:

AUTHORIZED SIGNATURES

Department Director: Chris Folts via Munis	Name of Requestor (type or print): Kellie Prokuda
Date: 03.03.2021	Name of Department: Facility Services
County Administrator/Designee: Nathan Burd via e-mail	Name (type or print):



March 2, 2021

Livingston County Facility Services
420 S. Highlander Way
Howell, MI 48843

Attn: Chris Folts, Director of Facility Services

Re: Livingston County Sheriff's Office Renovation – Architectural and Engineering Proposal

Dear Chris,

Thank you for requesting this Architectural Services proposal for the Livingston County Sheriff's Office renovation project. Per our site visits, Jeff and his staff are looking to do an internal office renovation that would include a two phase approach. Phase One would be to provide a "flex space" for the Investigative Services Department near the south entry that would include reworking the existing entry lobby, providing a new reception space with bullet resistant pass-thru window, small conference area, remote work areas, dedicated phone rooms, and a revised storage/office arrangement. Phase Two would be the renovation of the existing detective's area to create an internal training room space, which will allow for public access off from the north entry. The circulation path will be reworked to accommodate access while maintaining security. The proposed scope of services will be limited to the initial schematic design phase and the eventual development of an approved floor plan. A follow-up proposal will then be prepared for the remaining scope of services to send the project out to bid through your preselected contractors.

Given your above stated objective, we are pleased to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: Basic schematic design includes our initial on-site meetings to analyze the space and discuss the scope. Schematic floor plans will be developed for the two work phases and will be presented to the group for review and changes. With an approved schematic plan in place, we will also work with you in getting the drawings out to your preselected contractors for your preliminary pricing work. Once the schematic floor plan is approved and a preliminary budget is in place, we will prepare a follow-up proposal for the remaining design development, construction document, bidding, and construction administration services.

PROPOSED FEE

Per our master services agreement, projects with total construction costs of less than \$500,000.00, we propose to provide the services described above on an hourly rate basis. We will only bill for hours spent on this project and will endeavor to limit our time whenever possible, while remaining focused on providing an exceptional service.

At this time, we expect the initial schematic design phase to take roughly **38 hours** to complete and could possibly take longer if multiple revisions are required to get through the initial Schematic Design Phase. At an average rate of \$105.00 per hour this would equate to an estimated architectural fee of **\$3,990.00**.

Our hourly rates are as follows:

Principal	\$105.00 per hour
Project Manager	\$86.00 per hour
Senior Project Architect	\$82.00 per hour
Project Architect	\$80.00 per hour

william p. lindhout frank l. pierron piet w. lindhout robert j. king michael j. kennedy david a. richardson michael j. o'leary
bradley m. alvord john w. eckstein d. jason mcintyre holly a. ostershout joshua l. henderson heather m. teeling

Intern Architect I	\$60.00 per hour
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All work will be performed on our CADD system. Our fees do not include models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.

SCHEDULE

We expect the project to proceed in the following manner:

Schematic Design	3.0 weeks
------------------	-----------

We could commence with work within one week after receiving approval. The above schedule is projected relative to our commitments made as of this date. We must reserve the right to modify the schedule if there is any delay in the acceptance of this proposal.

TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make to this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:

B. M. Ash

Bradley M. Alvord, Architect, Partner
Lindhout Associates architects aia pc

Chris Folts, Director of Facility Services
Livingston County



From: [Krista Belcher](#)
To: [Hilery DeHate](#)
Cc: [Elizabeth Young](#)
Subject: RE: [EXT] LC Sheriff's Proposal - REQ Allocation
Date: Wednesday, March 3, 2021 9:49:34 AM

This is all set – REQ 14474

From: Hilery DeHate <HDeHate@livgov.com>
Sent: Wednesday, March 3, 2021 9:03 AM
To: Krista Belcher <KBelcher@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal - REQ Allocation

Can you enter this REQ in the amount of \$3,990, please. Please pay from 10135100 973000. Once the PO is available, please forward to Chris Folts and cc me.

Thank you,
Hilery

From: Elizabeth Young <EYoung@livgov.com>
Sent: Wednesday, March 3, 2021 8:57 AM
To: Hilery DeHate <HDeHate@livgov.com>
Cc: Chris Folts <CFolts@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal - REQ Allocation

Hello Hilery,

As a follow up to our IM conversation, please find the attached.

As for next steps, you indicated you will provide the allocation and forward the attached to Krista for REQ entry.

Thank you in advance for your coordination efforts.

Please let me know how I can be of further assistance.

Thank you,
EY

Elizabeth Young
Procurement Coordinator
Livingston County Fiscal Services
304 E. Grand River Avenue, Suite 204
Howell, MI 48843
(517) 540-8740 | eyoung@livgov.com

From: Chris Folts <CFolts@livgov.com>
Sent: Wednesday, March 3, 2021 8:35 AM
To: Elizabeth Young <EYoung@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal

Hi Elizabeth

Could you issue a PO for this project? I spoke with Nathan he's on board.

Thanks Chris

From: Brad Alvord <bma@lindhout.com>
Sent: Tuesday, March 2, 2021 12:44 PM
To: Chris Folts <CFolts@livgov.com>
Subject: [EXT] LC Sheriff's Proposal

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Chris,

I went ahead and pulled together a quick proposal for the Sheriff's upfront Schematic Design work. Once we have a plan in place we can provide you with a separate quote for the remaining services. Let me know if you need anything else. We will wait to hear back before we proceed.

Thanks,

Brad

--

Brad Alvord, project architect / partner / LEED AP
Lindhout Associates architects, aia pc
10465 Citation Dr., Brighton, MI 48116
p: 810.227.5668 f: 810.227.5855
lindhout.com || [facebook.com](https://www.facebook.com/lindhout.com)

From: [Nathan Burd](#)
To: [Elizabeth Young](#)
Cc: [Cindy Catanach](#); [Mike Murphy](#); [Jeff Warder](#); [Kristen Landis](#); [Chris Folts](#)
Subject: RE: Sole Source Form Approval for Lindhout Associates Architects to Provide Schematic Design Services for LCSO/Jail Office Renovation
Date: Wednesday, March 3, 2021 10:27:41 AM

Approved, thanks!

Nathan Burd
Livingston County Administrator
(517) 540-8800
nburd@livgov.com
www.livgov.com

From: Elizabeth Young <EYoung@livgov.com>
Sent: Wednesday, March 3, 2021 10:08 AM
To: Nathan Burd <NBurd@livgov.com>
Cc: Cindy Catanach <CCatanach@livgov.com>; Mike Murphy <MMurphy@livgov.com>; Jeff Warder <JWarder@livgov.com>; Kristen Landis <KLandis@livgov.com>; Chris Folts <CFolts@livgov.com>
Subject: Sole Source Form Approval for Lindhout Associates Architects to Provide Schematic Design Services for LCSO/Jail Office Renovation

Hello Nathan,

Please find the below link for your review and if acceptable to you, approval.

For ease of reference, please find the attached.

This is a sole source PO request for Lindhout Associates, Inc. to provide Architectural/Engineering services for the LCSO Office/ Jail Renovation in the not to exceed amount of \$3,990.

Per the sole source form, this quote was provided under the terms of the County's current contract with Lindhout.

Based on the professional expertise needed to develop and provide engineering/architectural Schematic Design services, I recommend approval of this sole source PO request.

Please let me know how I can be of further assistance.

Thank you in advance.

Sincerely,
Elizabeth Young
Procurement Coordinator
Livingston County Fiscal Services
304 E. Grand River Avenue, Suite 204
Howell, MI 48843

(517) 540-8740 | eyoung@livgov.com

MUNIS Requisition: 14474

Requisition Year: 2021

<https://munisapp.livgov.com/prod/munis/gas/app/ua/r/mugwc/rqentpst?Arg=--mutoken&Arg=0zoV3HcJ0a7M1UBkK6XxsIWDOTgevbUVYKXD8OhBX%2F%2BD90PrJGMmc%2B4ObDPxrAPY>

If the above link is inactive, please copy and paste the URL into your browser's address bar.



Michael J. Murphy
Sheriff

Jeffrey A. Warder
Undersheriff

LIVINGSTON COUNTY

OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

To: Livingston County Board of Commissioners
From: Michael J. Murphy, Sheriff
Date: September 15, 2021
Re: Resolution authorizing issuance of purchase order for architectural and design services to Lindhout Associates – Sheriff's Office

The Sheriff's Office has utilized the architectural and design services of Lindhout and Associates. Lindhout and Associates conducted a feasibility study and met with Sheriff's Office administration to develop a plan for scope of service and blueprints for the project were generated. Lindhout and Associates published an RFP based on this design. The estimated cost of these services are not to exceed \$38,000.

I respectfully request the Livingston County Board of Commissioners to authorize a purchase order to Lindhout and Associates not to exceed \$38,000. If any member of the Commission has questions or requires clarification, please reach out to Chris Folts, Director of Facility Services.

Kristen Landis

From: Cindy Catanach
Sent: Tuesday, September 7, 2021 1:33 PM
To: Hilery DeHate; Kristen Landis
Cc: Jeff Warder; Chris Folts
Subject: RE: Sheriff renovation - Lindhout resolution?

Hi Chris and Jeff -

Based on this new estimate a revised probable cost statement should go back to the Board for approval. The original amount was under \$25k and could have been approved by Nathan but this brings it well above that.

The resolution to approve the project **did not** have the cost of architect in it 2021-07-116.

From: Hilery DeHate <HDeHate@livgov.com>
Sent: Friday, September 3, 2021 9:38 AM
To: Kristen Landis <KLandis@livgov.com>
Cc: Jeff Warder <JWarder@livgov.com>; Cindy Catanach <CCatanach@livgov.com>
Subject: RE: Sheriff renovation - Lindhout resolution?

I should have included the below email excerpt from Brad that includes the revised cost for Lindhout.

We are still in the process of closing out the bidding phase, and have yet to really start any time under construction less the color selections. I'm guessing that we will need at least 120-140 hours to work through the upcoming submittals, pay apps, site visits and contractor coordination. That would require an additional \$14,700 and put us at an overall fee of \$35,820 (not including the initial \$3,990 feasibility study) in lieu of the estimated \$21,120.

Hilery DeHate
Senior Financial Analyst
Livingston County
304 E. Grand River, Ste 202
Howell, MI 48843

 517-540-8725



From: Hilery DeHate
Sent: Friday, September 3, 2021 9:34 AM
To: Kristen Landis <KLandis@livgov.com>
Cc: Jeff Warder <JWarder@livgov.com>; Cindy Catanach <CCatanach@livgov.com>
Subject: Sheriff renovation - Lindhout resolution?

Hi Kristen –

I am reviewing resolution 2021-07-116 to prepare the budget amendment. I noticed that Lindhout's costs were not included. Do you have a resolution that authorizes Lindhout's architectural / project management fee for this project?

Thanks,

Hilery DeHate

Senior Financial Analyst

Livingston County
304 E. Grand River, Ste 202
Howell, MI 48843



517-540-8725

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reorganization of the Sheriff's Office to Move one FTE Deputy from the Jail Services Division to the Field Services Division - Sheriff

WHEREAS, there are currently 57 FTE Deputies assigned to the Jail Services Division and 34 FTE Deputies assigned to the Field Services Division; and

WHEREAS, the Livingston County Sheriff's Office is requesting to move one Jail Services Deputy FTE and reassign the Deputy position to the Field Services Division. This will change the total number of deputies assigned to the Field Services Division to 35 and the total number of deputies assigned to the Jail Services Division to 56. This will not change the total number of FTE Deputy positions approved by the Board of Commissioners; and

WHEREAS, the Deputy position will be assigned to our Community Outreach Unit acting as Liason to LESA. This position receives partial reimbursement from LESA in the amount of \$50,000 dollars per year; and

WHEREAS, the difference in annual wages between a FTE Deputy assigned to the Field Services Division and a FTE Deputy assigned to the Jail Services Division is \$4,616. The Livingston County Sheriff's Office will account for this difference during the normal Budget planning cycle.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization of the Livingston County Sheriff's Office to allow for a FTE Deputy from the Jail Services Division to be reassigned to the Field Services Division as shown below.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

CURRENT

Position #	Description	Group	Grade	FTE	Status
30100405	DEPUTY - FIELD SERVICES	DEPS	FS Start	1.00	I
35100447	DEPUTY - JAIL	DEPS	CO Start	1.00	A

PROPOSED

Position #	Description	Group	Grade	FTE	Status
30100405	DEPUTY - FIELD SERVICES	DEPS	FS Start	1.00	A
35100447	DEPUTY - JAIL	DEPS	CO Start	1.00	I

#

#

#

MOVED:
SECONDED:
CARRIED:



Michael J. Murphy
Sheriff

Jeffrey A. Warder
Undersheriff

LIVINGSTON COUNTY

OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

To: Livingston County Board of Commissioners
From: Michael J. Murphy, Sheriff
Date: September 15, 2021
Re: Resolution authorizing the reorganization of the Livingston County Sheriff's Office to move one FTE Deputy from the Jail Services Division to the Field Services Division – Sheriff's Office

Currently we have 57 FTE Deputies assigned to the Jail Services Division and 34 Deputies assigned to the Field Services Division. This is a transfer only request and it will not increase the total number of FTE Deputies within our organization.

In September 2019, the Livingston County Sheriff's Office entered into an agreement with Livingston Educational Service Agency (LESA) to provide support services working with parents and students struggling with truancy and school disciplinary issues. This position receives a \$50,000 annual reimbursement from LESA. The Deputy originally assigned to this position served as a Deputy in our Jail Services Division, however in March of 2021 she resigned in order to pursue other opportunities.

I have recently appointed a Deputy from the Field Services Division to fill the vacancy created by the aforementioned Deputy's departure. This reorganization request is necessary to stay consistent with the Livingston County Deputy Sheriff's Association (LCDSA) Collective Bargaining Agreement. The wage difference between a Jail Services Deputy and a Field Services Deputy is approximately \$4,616 annually. We will apply this difference during our normal budget planning cycle.

I respectfully request the Livingston County Board of Commissioners to authorize the transfer of one FTE Deputy from the Jail Services Division to the Field Services Division. If any member of the Commission has questions or requires clarification, please do not hesitate to reach out to me.



CONTACT INFORMATION

Requester: Jeff Warder Title of Requester: Undersheriff
 Dept. Phone Number/Extension: 7911 Date Requested: 8/11/2021

POSITION INFORMATION

Position Title: Deputy - Field Services Supervisor: Lt. Mike Nast

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: _____ To: _____
 If so, name of current incumbent: _____
4. Is the purpose of this request to transfer a current position? Yes ☒ No ☐
 If so, Current Department: Sheriff/Jail Svcs (351) Proposed Department: Sheriff Field Svcs (301)

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: 40

Justification of request / change of position (REQUIRED): Resolution to transfer one (1) FTE Jail Services Deputy position to one (1) FTE Field Services Deputy position to fulfill role of Liaison between LCSO and LESA.

FUNDING INFORMATION

Base Annual Salary: \$45,380 (21.8173/Hr) This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____
 Allocation (Required): Current: Org. 10135100 % 100 Proposed (If changing): Org. 10130100 % 100
 Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Michael T. Murphy Date 8-11-21

HR OFFICE ONLY

Job Class: 4000 Job Title: Deputy Grade/Step: DEPS / 0
 FTE: 1.0 Employee Group: DEPS HR Reviewed: Amy Hill Date: 08/11/2021

BUDGET OFFICE ONLY

Position Control # 30100405 Org. 10130100
 Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐
 Comments: requires BOC approval
Estimated increase of \$1,154 May require budget amendment
 Budget Reviewed: Buttate Date: _____
 Resolution #: _____ Board Authorized on Date: _____

	2021	2021	2022
	Jail Services Deputy	Field Services Deputy	Field Services Deputy
	Grade CO Start	Grade FS Start	Grade FS Start
	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>Annual Cost</u>
	Non Union T2	Non Union T2	Non Union T2
Salary	\$ 41,731	\$ 45,380	\$ 46,401
FICA	\$ 3,192	\$ 3,472	\$ 3,550
Pension (Blended Rate)	\$ 6,815	\$ 7,411	\$ 10,538
Pension DC Hybrid	\$ 835	\$ 908	\$ 1,392
Health	\$ 12,977	\$ 12,977	\$ 13,616
Workers Comp	\$ 117	\$ 127	\$ 130
Longevity			
Life	\$ 100	\$ 109	\$ 111
LTD			
STD			
RHC - Savings			
TOTAL COST	\$ 65,767	\$ 70,383	\$ 75,738
	<i>Annual Cost 2021</i>	<i>Annual Increase</i>	<i>Annual Cost 2022</i>
		<i>Partial Year 3 mos.</i>	<i>Includes 2.25% COLA</i>
		\$ 4,616	
		\$ 1,154	