

# FINANCE COMMITTEE

## REVISED AGENDA

July 25, 2018

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 3  
Meeting minutes dated: July 11, 2018
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
  - 7.1 **Department of Health & Human Services**  
Forensic Fluids
8. **RESOLUTIONS FOR CONSIDERATION**
  - 8.1 **Juvenile Court** 8  
Resolution Authorizing Submission of the 2018/2019 Child Care Fund Budget to the State of Michigan
  - 8.2 **Emergency Management** 12  
Resolution Authorizing the Acceptance and Signing of the 2019 Emergency Management Performance Grant
  - 8.3 **Human Resources** 55  
Resolution to Adopt a Board of Commissioners' Policy on Separation Agreements and Letters of Understanding

<b>*8.4</b>	<b>Administration</b>	<b>57</b>
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Resolution to Authorize the Reorganization of the County Administration Department

<b>8.5</b>	<b>Administration</b>	<b>66</b>
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Resolution to Authorize a Second Quarter Supplemental Appropriation to the Fiscal-Year 2018 Budget

**9. ANNUAL REPORTS**

<b>9.1</b>	<b>Planning Department Annual Report</b>	<b>74</b>
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<b>9.2</b>	<b>Register of Deeds Annual Report</b>	
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**10. CLAIMS**

Miscellaneous Claims Dated: July 25, 2018

**11. PREAUTHORIZED**

Computer Print-out Dated: July 12 through July 25, 2018

**12. CALL TO THE PUBLIC**

**13. ADJOURNMENT**

## FINANCE COMMITTEE

### MEETING MINUTES

July 11, 2018

7:30 a.m.

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

Members Present:

C. Griffith, D. Helzerman, K. Lawrence , W. Green , D. Domas, D. Parker, R. Bezotte, D. Dolan , G. Childs

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Carol Griffith at 7:30 a.m.

#### 2. ROLL CALL

Indicated the presence of a quorum.

#### 3. APPROVAL OF MINUTES

Meeting minutes dated: June 27, 2018

Motion to approve the minutes as presented.

**Moved by:** W. Green

**Seconded by:** D. Dolan

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

**Motion Carried (9 to 0)**

#### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

#### 5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** R. Bezotte

**Seconded by:** D. Dolan

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

**Motion Carried (9 to 0)**

**6. CALL TO THE PUBLIC**

None.

**7. REPORTS**

None.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Juvenile Court**

Resolution Authorizing Submission of the 2018/2018 Child Care Fund Budget  
Amendment to the State of Michigan – 44th Circuit-Juvenile Unit

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** G. Childs

Jennifer Tate, Director of DHHS, presented the resolution and answered questions from  
the Committee.

Commissioner Bezotte exited at 7:41 a.m. and returned at 7:41 a.m.

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

No (1): D. Domas

**Motion Carried (8 to 1)**

**8.2 Board of Commissioners**

Resolution Approving the FY 2019 Annual Implementation Plan of the Area Agency on  
Aging 1-B

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** K. Lawrence

Commissioner Helzerman requests that this Plan not be added to the consent agenda if  
it moves onto the Full Board.

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan ,  
and G. Childs

**Motion Carried (9 to 0)**

### **8.3 Information Technology**

Resolution Authorizing the Assumption of Addressing Responsibilities for Brighton Township and Amendment of the Street Naming and Addressing Policy

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

**Motion Carried (9 to 0)**

### **8.4 Equalization**

Resolution in Opposition to House Bill 6049 and Senate Bill 1025

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Domas

**Seconded by:** R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

**Motion Carried (9 to 0)**

### **8.5 Equalization**

Resolution in Opposition to Senate Bill 1031

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** W. Green

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

**Motion Carried (9 to 0)**

## **9. ANNUAL REPORTS**

### **9.1 Human Resources Annual Report**

This report was not presented and will be rescheduled.

## **9.2 L.E.T.S. & Car Pool Annual Report**

Doug Britz commented that this year is the FTA financial review. There were only a few minor deficiencies that have all been satisfied and are taken care of. The draft report was received Monday afternoon.

Doug Britz began the presentation of the Annual Report with an overview of the department and Greg Kellog completed the presentation, both answered questions from the Committee.

Commissioner Childs exited at 9:30 a.m.

## **10. CLAIMS**

Miscellaneous Claims Dated: July 11, 2018

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

## **11. PREAUTHORIZED**

Computer Print-out Dated: June 28 through July 11, 2018

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** R. Bezotte

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

## **12. CALL TO THE PUBLIC**

Cindy Catanach, Finance Officer - Provided an update on the 2019 Budget Process. Level 1 is complete, 7/16 there will be a Work Session for the 2019 Capital Improvement Plan Review.

**13. ADJOURNMENT**

Motion to adjourn the meeting at 9:43 a.m.

**Moved by:** D. Helzerman

**Seconded by:** R. Bezotte

Yes (8): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

Respectfully submitted by:

Natalie Hunt  
Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** [Click here to enter a date.](#)

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**Resolution Authorizing Submission of the 2018/2019 Child Care Fund Budget to the State of Michigan – Juvenile Court**

**WHEREAS,** the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the 2018/2019 Child Care Fund Budget to the State of Michigan; and

**WHEREAS,** the proposed budget is in the total amount of \$3,083,400.00 less anticipated revenue of \$125,000.00 for a proposed net expenditure of \$2,958,400.00 to be cost shared with the State of Michigan; and

**WHEREAS,** the State shall also provide up to \$1,000.00 for “Foster Care during Release Appeal Period” which will be the full obligation of the State of Michigan.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the 2018/2019 Child Care Fund Budget as outlined.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the 2018/2019 Child Care Fund Budget for submission to the State of Michigan for acceptance.

**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:





**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY TRIAL COURTS**

**204 S. Highlander Way Suite 3 Howell, MI 48843**

**Phone 517-540-7814 Fax 517-546-3731**

**Email: rsacharski@livgov.com**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Roberta Sacharski**

**Date: 07/19/2018**

**Re: Resolution Authorizing Submission of the 2018/2019 Child Care  
Fund Budget**

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The attached resolution authorizes submission of the 2018/2019 Child Care Fund (CCF) Budget to the State of Michigan.

The proposed CCF budget requests a combined gross expenditure of \$3,083,400.00, anticipated revenue of \$125,000.00 with a net expenditure of \$2,958,400.00. The State shall also provide up to \$1,000.00 for "Foster Care during Release Appeal Period" which will be the full obligation of the State of Michigan.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Courts.

**IN-HOME CARE SUMMARY**  
Michigan Department of Human Services  
County Livingston

I. List all service components which make up the IHC program and specify the requested information for each.

(Service Component)		(Adm. Unit)	CCF Expenditure	Other Public Funding	Gross Expenditure
A)	Family Supportive Serv	DHHS	100,000.00		100,000.00
B)	Supervised Visit Coach	DHHS	80,000.00		80,000.00
C)	Wraparound	DHHS	40,000.00		40,000.00
D)	CASA (Court Appointed Special Advocate)	Court	\$105,000.00	\$0.00	\$105,000.00
E)	Intensive Treatment Services	Court	\$917,000.00	\$0.00	\$917,000.00
F)	MST Program	Court	\$408,000.00	\$0.00	\$408,000.00
G)	Wraparound	Court	\$208,000.00	\$1,070,074.00	\$1,278,074.00
H)					
I)					
J)					
Subtotal - Court			\$1,638,000.00	\$1,070,074.00	\$2,708,074.00
Subtotal - DHS			220,000.00		\$220,000.00
TOTAL IHC			\$1,858,000.00	\$1,070,074.00	\$2,928,074.00

II. For each service component listed above, complete a **separate** IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY:	Act 87, Public Acts of 1968, as amended	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
RESPONSE:	Required.	
PENALTY:	State reimbursement will be withheld from local government.	

# COUNTY CHILD CARE BUDGET SUMMARY

Michigan Department of Human Services(DHS)

Child and Family Services

County <b>LIVINGSTON</b>	Court Contact Person <b>Roberta Sacharski</b>	Telephone Number <b>5175461500</b>	E-Mail Address <b>rsacharski@livgov.com</b>
Fiscal Year <b>2018/2019</b>	DHS Contact Person <b>Jennifer Tate</b>	Telephone Number <b>5175480204</b>	E-Mail Address <b>tatej6@mi.gov</b>

## TYPE OF CARE

### I. CHILD CARE FUND

A. Family Foster Care .....
B. Institutional Care .....
C. In Home Care .....
D. Independent Living .....
<b>E. SUBTOTALS .....</b>
F. Revenue .....
G. Net Expenditure .....

### ANTICIPATED EXPENDITURES

DHS	COURT	COMBINED
375,000.00	0.00	375,000.00
400,000.00	\$365,400.00	\$765,400.00
220,000.00	\$1,638,000.00	\$1,858,000.00
85,000.00	0.00	85,000.00
1,080,000.00	\$2,003,400.00	\$3,083,400.00
0.00	\$125,000.00	\$125,000.00
1,080,000.00	\$1,878,400.00	\$2,958,400.00

COST SHARING RATIOS	County 50%/State 50%
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### II. CHILD CARE FUND

Foster Care During Release Appeal  
Period

	1,000.00	1,000.00
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COST SHARING RATIOS	County 0%/State 100%
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### III. JUVENILE JUSTICE SERVICES FUND

Basic Grant .....

0.00	0.00	0.00
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COST SHARING RATIOS	County 0%/State 100% \$15,000.00 Maximum
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### IV. TOTAL EXPENDITURE .....

**\$2,959,400.00**

### BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year October 1, 2018 thru September 30, 2019.  
(year) (year)

Presiding Judge  <b>Miriam Cavanaugh</b>	Date
County Director of DHS Signature  <b>Jennifer Tate</b>	Date

Chairperson, Board of Commissioner's Signature  <b>Donald Parker</b>	Date
And/or County Executive Signature	Date

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: Act 87, Publication of 1978, as amended.  
COMPLETION: Required.  
PENALTY: State reimbursement will be withheld from local government.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** [Click here to enter a date.](#)

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**RESOLUTION AUTHORIZING THE ACCEPTANCE AND SIGNING OF THE 2019 EMERGENCY MANAGEMENT PERFORMANCE GRANT – Emergency Management**

**WHEREAS,** funding is available through the FY 19 Emergency Management Performance Grant for the purpose of funding the Livingston County Emergency Management Program; and

**WHEREAS,** in 2017, Livingston County was granted \$34,019.00 for said Emergency Management Program; and

**WHEREAS,** Livingston County, upon meeting the stipulations set forth in the FY 19 Emergency Management Performance Grant Work Agreement, would be eligible to receive funding of a similar amount for the period of 10/01/2018 through 09/30/2019; and

**WHEREAS,** Livingston County would need to agree to the grant agreement terms for the Emergency Management Performance Grant; meet the criteria set forth in that agreement through the efforts of the Livingston County Emergency Manager and the Emergency Management Department; agree to a minimum 50% match share of the assigned grant award to be named for FY 19; and

**WHEREAS,** the grant work agreement document, signed by the Livingston County Board Chairperson, and accompanying financial, training & exercise, and job description documentation need to be submitted to the Michigan State Police, Emergency Management and Homeland Security Division by the dates of September 30, 2018 and October 15, 2018

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the FY 19 Emergency Management Performance Grant Agreement documents allowing for the Livingston County Emergency Management Department to be eligible for supplemental funding.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, applications, assurances, grants, contracts, agreements, renewals and future amendments for monetary and contract language adjustments related to the FY 19 Emergency Management Performance Grant upon review and or preparation by Civil Counsel

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MOVED:  
SECONDED:  
CARRIED:

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	<b>COUNTY OF LIVINGSTON</b> <b>Emergency Management</b> Fiscal Year 2019 <b>Emergency Management Performance Grant (EMPG)</b> <b>Work Agreement/Quarterly Report</b>		<b>X Initial Work Agreement</b>
<input type="checkbox"/> 1 <sup>st</sup> Quarter	<input type="checkbox"/> 2 <sup>nd</sup> Quarter	<input type="checkbox"/> 3 <sup>rd</sup> Quarter	<input type="checkbox"/> 4 <sup>th</sup> Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL		SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	
DATE		DATE	
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER		SIGNATURE OF DISTRICT COORDINATOR	
DATE		DATE	

## Purpose

This survey functions as the 2019 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

## (1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 1/11/19.</li> </ul>	EMPG reports were submitted: Yes/No  Financial documents were submitted: Yes/No

2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 4/12/19.</li> </ul>	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 7/12/19.</li> </ul>	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 10/11/19.</li> <li>Submit documents for 2019 EMPG work agreement to EMHSD financial staff by 9/27/19.</li> </ul>	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No  Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

## (2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations, and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 10/1/18-12/31/18.</li> <li>Report attendance at other EM related meetings held between 10/1/18-12/31/18.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____

		ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 – Long-Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____ 
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 1/1/19-3/31/19.</li> <li>Report attendance at other EM related meetings held between 1/1/19-3/31/19.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ 

		ESF #14 – Long-Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____ 
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 4/1/19-6/30/19.</li> <li>Report attendance at other EM related meetings held between 4/1/19-6/30/19.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 – Long-Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____ 



<p>4<sup>th</sup></p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 7/1/19-9/30/19.</li> <li>▪ Report attendance at other EM related meetings held between 7/1/19-9/30/19.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 – Long-Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal # _____</p>
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### (3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdictions governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/18-12/31/18.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/18-12/31/18?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: #____            Municipal: #____            Facilities: #____            Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/19-3/31/19.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/19-3/31/19?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: #____            Municipal: #____            Facilities: #____            Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/19-6/30/19.</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: #____            Municipal: #____            Facilities: #____            Special Events: #____</p>

	<ul style="list-style-type: none"> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/19-6/30/19?</li> </ul>	I.P. Gateway tool utilized: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/18-9/30/19.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/19-9/30/19?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>

## (4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document whether your community has developed a hazard mitigation plan.</li> <li>Confirm the date of the jurisdiction's hazard mitigation plan.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/18-12/31/18.</li> <li>Report how many action items listed in the hazard mitigation plan have been completed between 10/1/18-12/31/18.</li> </ul>	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ____/____/____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Total action items: # ____ Action items completed: # ____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 1/1/19-3/31/19.</li> </ul>	<p>Total action items: # ____ Action items completed: # ____</p>

	<ul style="list-style-type: none"> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/19-3/31/19.</li> </ul>	<p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder or public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 4/1/19-6/30/19.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/19-6/30/19.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 7/1/19-9/30/19.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/19-9/30/19.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Information Was Disseminated: Yes/No Does not apply: _____</p>
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## (5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"><li>Identify prevention activities that the jurisdiction participated in between 10/1/18-9/30/19.</li></ul>	<p><i>Check all that apply</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.</li><li><input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities.</li><li><input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN).</li><li><input type="checkbox"/> Developing a Critical Infrastructure Protection Plan, and identifying roles and responsibilities.</li><li><input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.</li><li><input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.</li><li><input type="checkbox"/> Conducting information sharing procedures.</li><li><input type="checkbox"/> Other: _____</li></ul>

## (6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/18-12/31/18.</li> <li>Attend or host four LEPC meetings by 9/30/2019.</li> <li>Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/18 - 9/30/19.</li> <li>Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/18 - 12/31/18. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>Report participation in EM activities with school officials that took place between 10/1/18-12/31/18.</li> <li>Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/18-12/31/18. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC).</li> </ul>	<p>#_____ LPT meetings.</p> <p>Attend/Hosted #_____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No Expiration Date: ____/____/____</p> <p>Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____</p> <p>Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____</p>



2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/19-3/31/19.</li> <li>▪ Attend or host four LEPC meetings by 9/30/2019.</li> <li>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/19 - 3/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 1/1/19-3/31/19.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/19-3/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> </ul>	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Attend/Hosted #_____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No  Current CEO contact information was sent to DC: Yes/No  Does not apply _____</p> <p>Reviewed Annexes: Yes/No  Total Annexes: #_____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p>
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<p>3<sup>rd</sup></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/19-6/30/19.</li> <li>▪ Attend or host four LEPC meetings by 9/30/2019.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/19 - 6/30/19. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 4/1/19-6/30/19.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/19-6/30/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report the status of SARA Title III plans Report any problem areas.</li> </ul>	<p>#_____ LPT meetings.</p> <p>Attend/Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: Yes/No  Total Annexes: #_____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p> <p>Total Sites: #_____  Total Plans: #_____  Problem Areas: _____  Does not apply: _____</p>
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4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/19-9/30/19</li> <li>▪ Attend or host four LEPC meetings by 9/30/2019.</li> <li>▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/19 - 9/30/19. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/19-9/30/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report participation in EM activities with school officials that took place between 7/1/19-9/30/19 and supply any planning guidance/templates that are available.</li> <li>▪ Verify receipt by 9/15/19 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2019-2020 school year.</li> </ul>	<p>#____LPT meetings</p> <p>Attend/Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: Yes/No Total Annexes: #_____ Annexes Updated: # _____</p> <p>Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____</p> <p><i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____</p> <p>Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No</p>
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## (7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/18.</li> </ul>	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 3/31/19, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 6/30/19, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Perform an EOC call-out for a drill or an actual event between 10/1/18 and 9/30/19.</li> <li>Update EOC call list and submit a copy to the DC by 9/30/19, only if changes have been made.</li> <li>Conduct EOC orientation session between 10/1/18 and 9/30/19.</li> <li>Submit the EMD-70 NIMS Training Progress report by 9/30/19.</li> <li>Submit the EMD-71 NIMS Certification Form by 9/30/19.</li> </ul>	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No  Changes have been made: Yes/No Changes have been sent to the DC: Yes/No  EOC orientation was conducted: Yes/No  EMD-70 has been Submitted: Yes/No  EMD-71 has been submitted: Yes/No

## (8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report new, updated or current MAA/MOUs within the emergency management program.</li> <li>Report any MEMAC membership additions that occurred between 10/1/18 and 9/30/19.</li> <li>Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and submit the EMD-003 Resource Certification form by 9/30/19.</li> <li>Does your Emergency Management program maintain Logistics plans and procedures that can be activated during incident response, e.g. donations management, establishment of Points of Distribution, management of warehouses, activation of Mutual Aid Agreements, etc.?</li> </ul>	<p>New MAA/MOUs: # _____  Updated MAA/MOUs: # _____  Current MAA/MOUs: # _____</p> <p>MEMAC Member Name:</p> <p>EMD-003 has been submitted: Yes/No</p> <p>Emergency Management program maintains Logistics procedures: Yes/No</p>

## (9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Identify the primary and secondary public alerting and notification systems used in the jurisdiction function as designed.</li> <li>Verify if the jurisdiction is IPAWS compliant.</li> <li>If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.</li> <li>If jurisdiction is not working towards IPAWS compliancy; indicate reason.</li> <li>Participate in district and/or statewide radio testing between 10/1/18-12/31/18.</li> <li>Participate in district and/or statewide MI CIMS drills between 10/1/18-12/31/18.</li> <li>Document the jurisdiction's participation in any additional communication tests between 10/1/18-12/31/18.</li> </ul>	<p>Primary Notification: _____            Secondary Notification: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS on County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p> <p>Reason why jurisdiction is not working towards IPAWs compliancy:            _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>            District: # _____            State: # _____            Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>            District: # _____            State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>            Communication tests: _____, # _____</p>

2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Participate in district and/or statewide radio testing between 1/1/19-3/31/19.</li> <li>Participate in district and/or statewide MI CIMS drills between 1/1/19-3/31/19.</li> <li>Document the jurisdiction's participation in any additional communication tests between 1/1/19-3/31/19.</li> </ul>	<p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Participate in district and/or statewide radio testing between 4/1/19-6/30/19.</li> <li>Participate in district and/or statewide MI CIMS drills between 4/1/19-6/30/19.</li> <li>Document the jurisdiction's participation in any additional communication tests between 4/1/19-6/30/19.</li> </ul>	<p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Participate in district and/or statewide radio testing between 7/1/19-9/30/19.</li> <li>Participate in district and/or statewide MI CIMS drills between 7/1/19-9/30/19.</li> <li>Document the jurisdiction's participation in any additional communication tests between 7/1/19-9/30/19.</li> <li>Meet with local EAS/MAB region representatives between 10/1/18-9/30/19.</li> </ul>	<p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p> <p>Attended: # _____ Regional MAB/EAS Meeting.</p>

	<ul style="list-style-type: none"> <li>Review and compare your jurisdiction's warning capabilities with the regional MAB, EAS plan by 9/30/19.</li> </ul>	Capabilities were compared with regional MAB/EAS Plan: Yes/No
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## (10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/18.</li> <li>Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/18.</li> </ul>	<p>Procedures are up to date in plans or procedures: Yes/No</p> <p>EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration and state assistance are reviewed with the jurisdiction's public officials by 3/31/19.</li> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/19 and 3/31/19.</li> </ul>	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/19 and 6/30/19.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/19 and 9/30/19.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>



## (11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 10/1/18-12/31/18.</li></ul>	Emergency management course schedule has been promoted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 1/1/19-3/31/19.</li></ul>	Emergency management course schedule has been promoted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 4/1/19-6/30/19.</li></ul>	Emergency management course schedule has been promoted: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 7/1/19-9/30/19.</li></ul>	Emergency management course schedule has been promoted: Yes/No

## (12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 1/11/19.</li> </ul>	EMD-065 has been submitted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 4/12/19.</li> <li></li> </ul>	EMD-065 has been submitted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 7/12/19.</li> </ul>	EMD-065 has been submitted: Yes/No

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/11/19.</li> <li>▪ Develop and submit multi-year training and exercise plan for FY2019 – FY2021 by 9/30/18.</li> </ul>	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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## (13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 10/1/18-12/31/18. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 10/1/18-12/31/18.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media: _____            8 Signs of Terrorism: Yes/No, Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 1/1/19-3/31/19. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 1/1/19-3/31/19.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media: _____            8 Signs of Terrorism: Yes/No, Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>

3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 4/1/19-6/30/19. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 4/1/19-6/30/19.</li> </ul>	<p><i>Data Presented/Type of Media</i>          Awareness Weeks: _____, Media: _____          Speaking Engagement: _____, Media: _____          See Something/Say Something: Yes/No, Media: _____          8 Signs of Terrorism: Yes/No, Media: _____          Ok2Say: Yes/No, Media: _____          Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>          Training: # _____          Deployment/Activation: # _____</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 7/1/19-9/30/19. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 7/1/19-9/30/19.</li> </ul>	<p><i>Data Presented/Type of Media</i>          Awareness Weeks: _____, Media: _____          Speaking Engagement: _____, Media: _____          See Something/Say Something: Yes/No, Media: _____          8 Signs of Terrorism: Yes/No, Media: _____          Ok2Say: Yes/No, Media: _____          Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>          Training: # _____          Deployment/Activation: # _____</p>

<b>(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES</b>		
List other emergency management work items not included in the preceding 13 EM Objectives.		
	<b>Activities</b>	<b>Action Taken</b>
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		

## MSP/EMHSD CONTACT INFORMATION FOR ASSISTANCE

The following is a list of Subject Matter Experts (SME) to assist with the information required in this report.

	<b>Name of SME</b>	<b>Contact Information</b>	<b>Specialty</b>
	Lt. Richard Martin	<a href="mailto:MartinR13@michigan.gov">MartinR13@michigan.gov</a> 517-322-1918 (office), 989-245-3154 (cell)	District 1 Coordinator
	Lt. Timothy Ketvirtis	<a href="mailto:KetvirtisT@michigan.gov">KetvirtisT@michigan.gov</a> 586-726-6709 (office), 517-202-5597 (cell)	District 2N Coordinator
	Lt. Nate McQueen	<a href="mailto:McQueenN@michigan.gov">McQueenN@michigan.gov</a> 734-287-5044 (office), 248-210-0672 (cell)	District 2S Coordinator
	Lt. Billie Jo Roach	<a href="mailto:RoachB@michigan.gov">RoachB@michigan.gov</a> 989-777-0650 (office), 517-819-0841 (cell)	District 3 Coordinator
	Lt. Kenneth High	<a href="mailto:HighK@michigan.gov">HighK@michigan.gov</a> 269-657-6081 (office), 269-332-3475 (cell)	District 5 Coordinator
	Lt. Orville Theaker	<a href="mailto:Theakero@michigan.gov">Theakero@michigan.gov</a> 616-866-6666 (office), 269-953-6099 (cell)	District 6 Coordinator
	Lt. Michael de Castro	<a href="mailto:DecastroM@michigan.gov">DecastroM@michigan.gov</a> 231-946-3005 (office), 231-499-8266 (cell)	District 7 Coordinator
	Lt. Steven Derusha	<a href="mailto:DerushaS1@michigan.gov">DerushaS1@michigan.gov</a> 906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)	District 8 Coordinator
	F/Lt. Gabe Covey	<a href="mailto:CoveyG@michigan.gov">CoveyG@michigan.gov</a> 517-284-3989 (office), 517-927-5362 (cell)	State and Local Support Section Manager
	Penny Burger	<a href="mailto:BurgerP@michigan.gov">BurgerP@michigan.gov</a> 517-284-3991 (office)	Grants and Financial Management Section Manager
	Kim Richmond	<a href="mailto:RichmondK@michigan.gov">RichmondK@michigan.gov</a> 517-284-3952 (office)	Grants Unit Manager
	Amanda VanKoevinger	<a href="mailto:VanKoevingerA@michigan.gov">VanKoevingerA@michigan.gov</a> 517-284-3978 (office)	Financial Administration/EMPG
	Matt Schnepf	<a href="mailto:SchnepfM1@michigan.gov">SchnepfM1@michigan.gov</a> 517-284-3950 (office)	Hazard Mitigation Project Grants Manager
	Eric Pratt	<a href="mailto:PrattE2@michigan.gov">PrattE2@michigan.gov</a> 517-284-3987 (office)	Hazard Mitigation Project Grants
	Tom Weber	<a href="mailto:WeberT1@michigan.gov">WeberT1@michigan.gov</a> 517-284-3941 (office)	State and Local Planning Manager
	Mike Sobocinski	<a href="mailto:SobocinskiM@michigan.gov">SobocinskiM@michigan.gov</a> 517-284-3947 (office)	Hazard Mitigation Planning

	MacKenzie Angus	<a href="mailto:AngusM@michigan.gov">AngusM@michigan.gov</a> 517-284-3696 (office)	State Planning
	Henrik Hollaender	<a href="mailto:HollaenderH@michigan.gov">HollaenderH@michigan.gov</a> 517-284-3970 (office), 517-898-4225 (cell)	Local Planning/NIMS
	Brenna Hartner	<a href="mailto:HartnerB@michigan.gov">HartnerB@michigan.gov</a> 517-284-3727 (office)	HMEP/LEPC/ SARA Title III
	Michelle Kuzera	<a href="mailto:KuzeraM@michigan.gov">KuzeraM@michigan.gov</a> 517-284-3965 (office)	Operations Management Section Manager
	Brianna Briggs	<a href="mailto:BriggsB3@michigan.gov">BriggsB3@michigan.gov</a> 517-284-3992 (office)	Emergency Operations Unit Manager
	Jaclyn Barcroft	<a href="mailto:BarcroftJ@michigan.gov">BarcroftJ@michigan.gov</a> 517-284-3996 (office)	MI CIMS Coordinator
	Don Bouffard	<a href="mailto:BouffardD@michigan.gov">BouffardD@michigan.gov</a> 517-284-3995 (office)	Communication Specialist
	Jackie Hampton	<a href="mailto:HamptonJ@michigan.gov">HamptonJ@michigan.gov</a> 517-284-3973 (office)	Training and Exercise Section Manager
	Lt. Michele Sosinski	<a href="mailto:SosinskiM1@michigan.gov">SosinskiM1@michigan.gov</a> 517-284-3819 (office)	Training Unit Manager
	Carly Georgopoulos	<a href="mailto:GeorgopoulosC@michigan.gov">GeorgopoulosC@michigan.gov</a> 517-284-3993 (office)	State Exercise Officer/HSEEP
	Stephenie Perkins	<a href="mailto:PerkinsS3@michigan.gov">PerkinsS3@michigan.gov</a> 517-284-3982 (office)	Exercise Officer
	Alex Abdun-Nabi	<a href="mailto:Abdun-NabiA@michigan.gov">Abdun-NabiA@michigan.gov</a> 517-284-3957 (office)	State Training Officer
	Sherrie Loader	<a href="mailto:LoaderS@michigan.gov">LoaderS@michigan.gov</a> 517-284-3656 (office)	Audit
	Dale George	<a href="mailto:GeorgeD5@michigan.gov">GeorgeD5@michigan.gov</a> 517-284-3962 (office)	State Public Information Officer
	Insp. Chris Bush	<a href="mailto:BushC3@michigan.gov">BushC3@michigan.gov</a> 517-284-3967 (office)	MSP/EMHSD Assistant Commander
	Capt. Emmitt McGowan	<a href="mailto:McGowanE1@michigan.gov">McGowanE1@michigan.gov</a> 517-284-3699 (office)	MSP/EMHSD Commander

Michigan State Police  
Emergency Management and Homeland Security Division  
FY 2019 Emergency Management Report Schedule

**Initial Work Agreement DUE: October 15, 2018**

- **Annual Training and Exercise Plan Worksheet for 2018-2020:** Submit an electronic copy to Carly Georgopoulos at [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov) by September 30, 2018.
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must have original signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must have signatures. Electronic copy is acceptable.
- **Current Job Description:** for federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.

**First Quarter Report DUE: January 11, 2019**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD 007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Second Quarter Report DUE: April 12, 2019**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD 007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Third Quarter Report DUE: July 12, 2019**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD 007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Fourth Quarter Report DUE: October 11, 2019**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD 007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.
- **Annual Training and Exercise Plan Worksheet for 2019-2021:** Submit an electronic copy to Carly Georgopoulos at [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov) by September 30, 2018.



## 2019 Work Agreement Supplemental Document

This document was created by the Michigan State Police/Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2019 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report (EMHSD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMHSD-31. Each quarter the EMHSD-31 must be completed electronically and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the EMHSD-31, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2019 EMHSD-31 items which are based on the standards identified in the EMHSD Publication 206: Local Emergency Management Standards. Pub 206 standards follow the Emergency Management Accreditation Program (EMAP).

The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

### **Work Agreement Objective 1: Administration and Finance**

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

#### Metrics:

- Indicate whether EMPG reports and financial documentation were submitted
  - Select Yes or No.

#### Notes:

- 1<sup>st</sup> Quarter Documents: 2019 EMD-007, EMHSD-31
- 2<sup>nd</sup> Quarter Documents: 2019 EMD-007, EMHSD-31
- 3<sup>rd</sup> Quarter Documents: 2018 EMD-007, EMHSD-31
- 4<sup>th</sup> Quarter Documents: 2018 EMD-007, EMHSD-31, Current Position Description for EMPG funded personnel, EMD-17, EMHSD-31
- There is no form for position descriptions, information can be sent in any format.
- The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those that hold multiple positions. It is not a problem to submit the same position description with no changes each year.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and Emergency Management Program Manager are due by the deadline determined by MSP/EMHSD which is October 15, 2018.
- The EMHSD-31 will be submitted electronically, electronic signatures are acceptable.
- The financial forms will not be submitted electronically.

### Contacts:

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Amanda VanKoevering: 517-284-3959, [VanKoeveringA@michigan.gov](mailto:VanKoeveringA@michigan.gov), Financial

### **Work Agreement Objective 2: Laws and authorities**

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

### Metrics:

- Indicate whether the quarterly district meeting was attended
  - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
  - E.g. ESF #1 Transportation, # of Meetings 2
  - ESF #7 Logistics, # of Meetings 1

### Notes:

- The federal ESFs were chosen for the work agreement as a way to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., Ebola concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication are needed, e.g. programs affected by flooding or disaster incidents should be participating in long term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g. a local program may not be aware of meetings held by the Michigan Department of Health and Human Services (MDHHS) and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
  - Regional – Planning, UASI, Board meetings
  - District – District meetings and any additional meetings conducted by the DC
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g. an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once. A 1 can be counted in Transportation, Communications, and Firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

Resources:

15 National Response Framework ESF: <http://www.fema.gov/national-preparedness-resource-library>

Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)

**Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis**

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. #4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of assessments completed in the I.P. Gateway tool.
  - This is the new system that has replaced ACAMS. It has been rolled out to all regional programs.
- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
  - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
  - This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)

Pub 103 - Michigan Hazard Analysis

Pub 106 - Michigan Hazard Mitigation Plan

Pub 207 - Local Hazard Mitigation Planning Workbook

FEMA 386-2: Understanding Your Risks <https://www.fema.gov/media-library/assets/documents/31598>

<http://www.fema.gov/determine-your-risk>

<http://www.fema.gov/hazard-mitigation-planning-risk-assessment>

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Peter Hoffman: 517-712-1556, [HoffmanP4@michigan.gov](mailto:HoffmanP4@michigan.gov) Critical Infrastructure Protection

## Work Agreement Objective 4: Hazard Mitigation

Goal: Document the status of their hazard mitigation plan, appropriate steps taken to create a new or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

### Metrics:

- Document whether your community has developed a hazard mitigation plan. (This question is conditional in the survey)
  - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has a emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
  - Plan is expired: Select Yes or No
  - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan
  - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed
  - List the total number of action items.
  - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
  - Select Yes, No, or Does Not Apply - for municipal programs

### Notes:

- Document any issues with hazard mitigation grants, e.g. difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

### Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)

Pub 103 - Michigan Hazard Analysis

Pub 106 - Michigan Hazard Mitigation Plan

Pub 207 - Local Hazard Mitigation Planning Workbook

FEMA: <http://www.fema.gov/hazard-mitigation-assistance>

Local Mitigation Plan Review Guide: <https://www.fema.gov/media-library/assets/documents/23194>

Local Mitigation Planning Handbook: <https://www.fema.gov/media-library/assets/documents/31598>

Contacts:

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Matt Schnepf: 517-284-3950, [SchnepfM1@michigan.gov](mailto:SchnepfM1@michigan.gov), Hazard Mitigation Grants Manager  
Eric Pratt: 517-284-3987, [PrattE2@michigan.gov](mailto:PrattE2@michigan.gov), Hazard Mitigation Grants

**Work Agreement Objective 5: Prevention**

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

Metrics:

- Identify prevention activities that the jurisdiction has participated in.
  - Select checkbox next to all prevention activities.

Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

Contacts:

Peter Hoffman: 517-712-1556, [HoffmanP4@michigan.gov](mailto:HoffmanP4@michigan.gov) Critical Infrastructure Protection  
MIOC: 877-616-4677, [MIOC@michigan.gov](mailto:MIOC@michigan.gov)

Resources:

<http://michigan.gov/mioc>

## Work Objective 6: Operational Planning

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, support EOPs, and SARA Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

### Metrics:

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.
  - EOP/EAG is current: Select Yes or No
  - Expiration date: Enter in the expiration date of the EOP/EAG- MM/DD/YYYY.
    - Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes that were reviewed and/or updated.
  - List the number of total annexes
  - List the number of annexes updated
  - Reviewed annexes
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach and special events:
  - Planning: Assist/review a school plan; provide planning documents to schools, etc.
  - Seminars: School seminar regarding emergency management/school violence, etc.
  - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
  - Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
  - EOP/EAG CEO signature is current: Select Yes or No
  - Current CEO contact information was sent to DC: Select Yes or No
  - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more
  - List the number of total support plans
  - List the number of current emergency support plans.
    - Support plans expire after update of the County EOP or change of the municipal CEO.
  - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
  - Report the number of total SARA Title III sites, provided by MSP/EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
  - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
  - Drill distribution was received: Select Yes or No
  - Drill distribution was distributed: Select Yes or No

#### Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)  
Pub 201 Local Emergency Planning Workbook  
Emergency Operations and Emergency Action Guidelines Templates  
Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines  
Pub 204 Local Support Plan Guide  
LEPC Organizing for Success  
Guidance for Community Hazmat Response Plans  
FEMA Plan: <http://www.fema.gov/plan>

#### Contacts:

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Raquel Hardy: 517-284-3940, [HardyR@michigan.gov](mailto:HardyR@michigan.gov), Local Planning  
Wendy Galbreath: 517-284-3980, [GalbreathW@michigan.gov](mailto:GalbreathW@michigan.gov), School Planning

### **Work Agreement Objective 7: Incident Management**

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

#### Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
  - EOC call list is updated: Select Yes or No
  - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
  - Changes have been made: Select Yes or No
  - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify accuracy of the EOC call list.
  - EOC call out drill has been performed: Select Yes or No
  - EOC call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
  - Select Yes or No
- Indicate whether the EMD-70 NIMS Training Progress Report and EMD-71 NIMS Certification forms and were submitted.
  - EMD-70 has been submitted: Select Yes or No
  - EMD-71 has been submitted: Select Yes or No

Notes:

- The EOC call list should be updated and submitted to the DC each year this is listed in the 1<sup>st</sup> quarter. After the 1<sup>st</sup> quarter the metric only asked for changes to be reported and sent.
- EOC orientations can be integrated with EOC planning meetings or EOC call out drills.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- EOC call out drill can count towards exercise credit if an After Action Report (AAR) is completed.
- The EMD 70 and 71 will be submitted electronically.

Resources:

<http://www.fema.gov/national-incident-management-system>

EOC Management and Operations: <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)

Henrik Hollaender: 517-284-3970, [HollaenderH@michigan.gov](mailto:HollaenderH@michigan.gov), NIMS



## **Work Agreement Objective 8: Resource Management and Logistics and Mutual Aid**

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

Pub 206 Standard: Sections 4.8 & 4.9

### Metrics:

- List number of new, updated, and current MAAs/MOUs.
  - List number of new MAA/MOUs
  - List number of updated MAA/MOUs
  - List number of current MAA/MOUs
- Document the name of new MEMAC members.
- Indicate whether the EMD-003 Resource Inventory Certification Form was submitted.
  - Select Yes or No

### Notes:

- The EMD-003 will be submitted electronically.

### Resources:

NIMS RLTL Tool: <https://rtlt.ptaccenter.org/Public>

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-703.a>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

MSP/EMHSD MEMAC: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69727\\_69730\\_69743-9460--00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69727_69730_69743-9460--00.html)

### Contacts:

Henrik Hollaender: 517-284-3970, [HollaenderH@michigan.gov](mailto:HollaenderH@michigan.gov), NIMS

## **Work Agreement Objective 9: Communications and Warning**

Goal: Verify that the jurisdiction maintains a primary and secondary warning system, participate in radio tests and MI CIMS drills, and are actively involved in exercising additional communication methods. Verify attendance at regional Michigan Association of Broadcasters (MAB)/Emergency Alert System (EAS) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

### Metrics:

- Document the name of the primary and secondary notification systems.
- Verify if jurisdiction is IPAWS compliant. (this question is conditional in the survey)
  - Select Yes, No, or N/A. N/A for non-county 390 programs. IPAWS is on county level.
- If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.
  - Select Yes, No, or N/A
- If jurisdiction is not working towards IPAWS compliancy; indicate reason.
  - Open text box to document reasons
- List the number of radio tests that the jurisdiction participated in.
  - List the number of district radio tests
  - List the number of state radio tests
  - List the number of other radio tests
- List the number of MI CIMS drills that the jurisdiction participated in.
  - List the number of district MI CIMS drills
  - List the number of state MI CIMS drills
- Document additional communication tests that the jurisdiction has participated in.
  - Document name of communication tests
  - List the number of communication tests
- List the number of meetings with local EAS/MAB region representatives.
- Indicate whether the jurisdiction's warning capabilities were compared to the regional MAB plan.
  - Select Yes or No

### Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alert with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Radio Amateur Civil Emergency Service (RACES)/AUXCOM, Ham Radio, Emergency Alert System (EAS), Integrated Public Alert & Warning System (IPAWS), etc.
- State MI CIMS drills include any drill conducted by the state MI CIMS administrators e.g., Statewide load tests, etc.
- State and local EAS plans require a password.
- All regional plans were approved and submitted to Federal Communications Commission by MAB.

- All emergency managers are on their respective EAS region Local Emergency Communications Committee. Membership includes the local broadcast stations, the DC, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.
- The MAB has a program to assist emergency managers with any and all issues with public alerting.
- Emergency Management coordinators should be meeting with their EAS regions which may be different than the MSP/EMHSD districts. Any meeting with representatives in these regions can be documented here.

Resources:

IPAWS: [http://www.michigan.gov/documents/msp/IPAWS\\_Informational\\_Letter\\_2-4-13\\_410325\\_7.pdf](http://www.michigan.gov/documents/msp/IPAWS_Informational_Letter_2-4-13_410325_7.pdf)  
 EMNet Training: <http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/EMnetTraining>  
 EAS Required Monthly Test Schedules  
<http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/AreaEASTestSchedules>  
 Password required EAS Forum  
<http://www.michmab.com/Login?returnurl=%2fEASFCC%2fEmergencyAlertSystemEAS%2fMichiganEASForum>

Contacts:

Don Bouffard: 517-284-3995, [BouffardD@michigan.gov](mailto:BouffardD@michigan.gov), Communications  
 Alisha Clack: 517-484-7114, [clack@michmab.com](mailto:clack@michmab.com) MAB - Michigan EAS Forum/State and Local EAS Plans/Emergency Communications Committee/Public alerting

## **Work Agreement Objective 10: Operations and Procedures and Facilities**

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration and state assistance are up-to-date in the jurisdiction's plans and have been reviewed with public officials.
  - Procedures are up to date in plans or procedures: Select Yes or No
  - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
  - Report updates to EOC activation, operation, and deactivation procedures: Select Yes or No
  - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
  - Major updates have been made: Select Yes or No
  - Major updates have been sent to the DC: Select Yes or No

Notes:

- Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)

Pub 901 Michigan Damage Assessment Handbook

Attachment C, page 23: Formatting for Declaring a local "State of Emergency"

Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance.

EOC Management and Operations: <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775>

<http://www.fema.gov/mitigation-best-practices-portfolio/emergency-operations-center-assessment-checklist>

Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)

Tom Weber: 517-284-3941, [WeberT1@michigan.gov](mailto:WeberT1@michigan.gov), State Planning Manager

## **Work Agreement Objective 11: Training**

Goal: Verify that jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13

Metrics:

- Indicate if the emergency management course schedule has been promoted.
  - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Report. The EMD-65 now includes the previous Quarterly Training Report and Quarterly Exercise Report. They have been combined and will be submitted electronically.
- The EMD-065 is NOT a unique link per jurisdiction like the EMD-31 is. The link can be accessed at: <https://survey.vovici.com/se/6CAB81314F4B83A0>. This link is located on the website [https://www.michigan.gov/msp/0,4643,7-123-72297\\_60152\\_69852---,00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_60152_69852---,00.html), will be sent by the electronic system each quarter, and is also included in the email containing the EMD-31.
- State Training provides the Emergency Management Course Catalog for each year
- Emergency Management Institute (EMI) provides the list of Federal Training courses for each year, including EOC specific training.

Resources:

MSP EMHSD Training & Exercise Guidebook: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69852---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html)

MI-Train: <https://mi.train.org/DesktopShell.aspx>

EMI - <http://training.fema.gov/>

Contacts:

Carly Georgopoulos: 517-284-3993, [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov), State Exercise Officer  
Alex Abdun-Nabi: 517-284-3957, [Abdun-NabiA@michigan.gov](mailto:Abdun-NabiA@michigan.gov), State Training Officer

**Work Agreement Objective 12: Exercises, Evaluations and Corrective Actions**

Goal: Verify that the jurisdiction has submitted the EMD-065 and the multi-year training and exercise plan and adhered to required exercise participation as listed in the EMPG work agreement.

Pub 206 Standard: Sections 4.14

Metrics:

- Indicate whether the EMD-065 has been submitted.
  - Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
  - Select Yes or No

Resources:

MSP EMHSD Training and Exercise Guidebook: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69852---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html)  
[http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13\\_.pdf](http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)  
[hseep.dhs.gov/hseep\\_em](http://hseep.dhs.gov/hseep_em)

Contacts:

Carly Georgopoulos: 517-284-3993, [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov), State Exercise Officer

**Work Agreement Objective 13: Crisis Communications, Public Education and Information**

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities
  - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
  - Media: document name of media e.g., social, print, TV, radio, etc.
  - See Something/Say Something: Select Yes or No
  - Eight Signs of Terrorism: Select Yes or No
  - OK2Say: Select Yes or No
- List the number of trainings performed by the jurisdiction's Citizen Corps teams.

- List the number of times Citizen Corps teams were deployed or activated.

Resources:

MSP/EMHSD Preparedness: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_68558---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_68558---,00.html)

MSP/EMHSD 7 Signs of Terrorism: <http://www.michigan.gov/msp/0,4643,7-123-1564-171767--,00.html>

<http://www.ready.gov/citizen-corps>

<http://www.fema.gov/national-preparedness>

<http://www.dhs.gov/see-something-say-something>

Contacts:

Dale George: 517-284-3962, [GeorgeD5@michigan.gov](mailto:GeorgeD5@michigan.gov), Public Information Officer

Wendy Galbreath: 517-284-3980, [GalbreathW@michigan.gov](mailto:GalbreathW@michigan.gov), Preparedness Activities

MIOC: 877-616-4677, [MIOC@michigan.gov](mailto:MIOC@michigan.gov), Eight signs of Terrorism, "If You See Something, Say Something" Campaign

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**RESOLUTION TO ADOPT A BOARD OF COMMISSIONERS' POLICY ON SEPARATION AGREEMENTS AND LETTERS OF UNDERSTANDING**

**WHEREAS** the Livingston County Board of Commissioners may delegate its authority to enter into separation agreements and Letters of Understanding; and

**WHEREAS** the Livingston County Board of Commissioners seeks to delegate certain authority to the County Administrator; and

**WHEREAS** the proposed Policy on Separation Agreements and Letters of Understanding requires the formal approval of the Livingston County Board of Commissioners; and

**WHEREAS** the County Administrator, Human Resources/Labor Relations Director, Finance Officer and legal counsel for the County recommend entry into the proposed Policy on Separation Agreements and Letters of Understanding.

**THEREFORE BE IT RESOLVED** that the Policy on Separation Agreements and Letters of Understanding attached hereto and incorporated herein is adopted effective immediately.

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**MOVED:**

**SECONDED:**

**CARRIED:**

## **BOARD OF COMMISSIONERS' POLICY ON SETTLEMENT OF SEPARATION AGREEMENTS AND LETTERS OF UNDERSTANDING**

The Board of Commissioners (BOC) adopts the following Policy on the settlement of separation agreements and Letters of Understanding establishing the respective authority of the full Board, the Personnel Committee and the County Administrator along with the requirements for approval and reporting of separation agreements and Letters of Understanding.

1. Settlement Authority of the County Administrator and Personnel Committee.
  - A. The County Administrator shall have authority to enter into separation agreements and Letters of Understanding when the consideration paid by the County has a value of \$10,000.00 or less;
  - B. Entering into separation agreements and Letters of Understanding when the consideration paid by the County exceeds \$10,000.00 shall require the approval by a majority of the Commissioners elected and serving on the County Board of Commissioners;
  - C. The terms and conditions of all separation agreements and Letters of Understanding, regardless of the amount of consideration, shall be in a form approved by legal counsel for the County;
  - D. The County Administrator shall provide each member of the Board of Commissioners a written quarterly report of all separation agreements and Letters of Understanding (e.g. department/type/amount) authorized under this Policy during the fiscal year.
2. Separation agreement and Letter of Understanding proposals which require approval by the full Board shall require the recommendation of at least one of the following: the County Administrator, the applicable Department Director, the applicable Elected Official or legal counsel for the County.
3. As used in this Policy, "consideration" shall refer to a monetary commitment on the part of the County, whether in the form of a lump sum cash payment, or compensation for services for a specified term, or individually-negotiated payments for benefits (e.g., COBRA); it excludes payments for salary and benefits previously earned and accrued by the employee (e.g., earned leave) or continued employment on the same terms as existed prior to the agreement.



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution to Authorize the Reorganization of the County Administration Department**

**WHEREAS,** the announcement of the pending retirement of the County Purchasing Agent provided an opportunity for the County Administrator and Deputy County Administrator/Financial Officer to evaluate the organizational structure of County Administration and the Purchasing Department and based on that evaluation are recommending changes to the current structure; and

**WHEREAS,** a Fiscal Services Department will be created and will provide fiscal services including accounts payable, budget and grant oversight, and purchasing assistance to all County Departments; and

**WHEREAS,** the Purchasing Agent, which had both procurement and financial responsibilities will not be filled and the financial duties will be transferred to the Financial Analyst; and

**WHEREAS,** the position of Purchasing Assistant, through Resolution 2018-07-092PC was reclassified to a Purchasing Coordinator and will have the responsibility for purchasing and procurement without the current clerical responsibilities; and

**WHEREAS,** a new Administrative Aide position is being requested which will be responsible for providing administrative support to the Fiscal Services Department, as directed; and

**WHEREAS,** to provide support to the Purchasing Coordinator and County Departments regarding the purchase/procurement of goods and services and to look for areas that have the potential to provide significant savings to the County it is recommended that the County enter into a Memorandum of Understanding (MOU) with MAC Services Corporation, referred to as CoPro + (Plus) at a flat rate of \$3,000 a month; and

**WHEREAS,** CoPro+ is comprised of a team of professionals experienced in public procurement with experts in numerous areas who will provide support in process flow mapping, review and recommendations of policy changes and procurement support to help drive operational efficiencies and yield better contract prices that will result in government savings; and

**WHEREAS,** the recommended position changes included in the reorganization and MOU for services from CoPro+ is expected to result in an overall savings of approximately \$13,400 to the County.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reorganization of County Administration which includes the creation of the Fiscal Services Department designated to provide fiscal services to County Departments, the addition of an Administrative Aide (Grade 3), and the elimination of the Purchasing Agent (Grade 10), as described in the chart below:

<b>Current:</b>				<b>Proposed:</b>			
<b>County Administration</b>				<b>County Administration</b>			
<i>Position #</i>	<i>Description</i>	<i>Stat</i>	<i>FTE</i>	<i>Description</i>	<i>Stat</i>	<i>FTE</i>	
17200101	COUNTY ADMINISTRATOR	A	1.000	COUNTY ADMINISTRATOR	A	1.000	
17200104	EXECUTIVE ASSIST/CONTRACTS	A	1.000	EXECUTIVE ASSIST/CONTRACTS	A	1.000	
17200102	DCA/FINANCIAL OFFICER	A	1.000			2.000	
17200105	ACCOUNTING ASSISTANT	A	1.000	<b>Fiscal Services</b>			
17200103	FINANCIAL ANALYST	A	1.000	<i>Description</i>	<i>Stat</i>	<i>FTE</i>	
			5.000	DCA/FINANCIAL OFFICER	A	1.000	
<b>Purchasing</b>				FINANCIAL ANALYST	A	1.000	Grants & Budget
<i>Position #</i>	<i>Description</i>	<i>Stat</i>	<i>FTE</i>	PURCHASING COORDINATOR	A	1.000	Purchasing
23300101	PURCHASING AGENT	A	1.000	ACCOUNTING ASSISTANT	A	1.000	Accounts Payable
23300102	PURCHASING ASSISTANT	A	1.000	ADMIN AIDE	P	1.000	Administrative Support
			2.000			5.000	
	<b>Total FTE</b>		<b>7.000</b>	<b>Total FTE</b>		<b>7.000</b>	
				Eliminate:			
				PURCHASING AGENT	I	1.000	

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into a Memorandum of Understanding (MOU) with MAC Services Corporation, referred to as CoPro+ to provide purchasing/procurement support to County Departments and assist in negotiating better contract prices that yield savings for a period of one year with the option to renew for four (4) additional one-year periods at an annual cost of \$36,000.

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

**BE IT FURTHER RESOLVED** that the Livingston County Board Chair is authorized to sign the above reference MOU upon review and approval of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**LIVINGSTON COUNTY**  
**AND**  
**M.A.C. SERVICE CORPORATION (CoPro+)**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is hereby made and entered into by and between **LIVINGSTON COUNTY**, hereinafter referred to as “Sponsor Organization”, and **MAC SERVICE CORPORATION**, hereinafter referred to as “CoPro+”.

**PURPOSE:** To provide support to Sponsor Organization regarding the purchase/procurement of goods and services. This support will include, but is not limited to, providing the following: processing of flow mapping, review and recommendations of procurement policy changes, execution of end-to-end procurement support (see below), and helping to drive operational efficiencies and yield better contract prices that yield government savings.

**TERM:** The term of the MOU will commence on August 1, 2018 and will expire July 31, 2019. Sponsor Organization will have the option to extend this MOU on an annual basis with written notice to CoPro+ submitted no later than 30 days prior to the expiration of the MOU.

Option year 1 will begin August 1, 2019 to July 31, 2020.

Option year 2 will begin August 1, 2020 and end on July 31, 2021

Option year 3 will begin August 1, 2021 to July 31, 2022

Option year 4 will begin August 1, 2022 to July 31, 2023

If either party desires to terminate, for cause, the M.O.U., then a 90-day written notice will be provided for an exit strategy to be developed and coordinated by both parties.

**PAYMENT TERMS & CONDITIONS:** The fee for the services outlined below and provided will be \$3,000.00 per month. CoPro+ shall invoice Sponsor Organization on the 1<sup>st</sup> of each month and said invoices shall be paid by Sponsor Organization within 14 days from the date of their receipt for the month being invoiced.

**RESPONSIBILITIES OUTLINED BY PROCUREMENT PHASE:**

**1. NEED IDENTIFICATION AND SOLICITATION PREPARATION**

**CoPro+** - Responsible for ***reviewing & facilitating*** the following:

A. Identification of categories of supplies and services to bid;

- B. Preliminary Procurement Planning;
- C. Requirements for supplies;
- D. Development of Statement of Work for service;
- E. Recommendation of the appropriate procurement instrument;
- F. Development of the procurement strategy;
- G. Development of Terms and Conditions of the Contract;
- H. Recommendation for evaluation criteria;
- I. Development of the solicitation document; and
- J. Support to the Sponsor Organization with posting the solicitation for bid.

**Sponsor Organization** - Responsible for the following:

- A. Provide input and advice on categories of supplies and services to bid;
- B. Identify point of contact from Sponsor Organization to interface with CoPro+ personnel;
- C. Review and approve solicitation within 5 business days;
- D. Responsible for posting solicitation to public bid website, Sponsoring Organization's website and/or Michigan Intergovernmental Trade Network ("MITN"), or comparable public website; and
- E. Facilitating conversations and ensuring support between Department Heads and other Countywide Elected Officials regarding purchasing/procurement opportunities.

**2. CONTRACTING PHASE (PREAWARD & AWARD PHASE)**

**CoPro+** - Responsible for *reviewing, facilitating, and/or executing* the following:

- A. Responses to inquiries from potential bidders (Q&A);
- B. Adherence to the Sponsor Organization's purchasing policies and regulations and in the absence of clear policy then adhering to the ABA Model Procurement Code for State and Local Governments;
- C. Evaluation of proposals;
- D. Determination of responsive and responsible bidders;
- E. Constructive dialogue during the evaluation phase;
- F. Negotiations upon written approval from respective Sponsor Organization's Department;
- G. Written award recommendations;
- H. Debrief meetings with requesting unsuccessful bidders;
- I. Prepare letters for signature to successful and unsuccessful bidders;
- J. Facilitate Bidders Conference when necessary;
- K. Prepare recommendations when procurement decisions are challenged; and

- L. Integrate successful proposal into a contract and draft award document for signature by Sponsor Organization and vendor(s).

**Sponsor Organization** - Responsible for the following:

- A. Review, approve and sign letters to successful and unsuccessful bidders;
- B. Review and approval at key stages during Contracting Phase;
- C. Final decision-making authority on challenged procurements; and
- D. Review, approve and sign contract for award to recommended vendor(s).

### **3. CONTRACT MANAGEMENT (POST CONTRACT AWARD)**

**CoPro+** - Responsible for the following:

- A. Facilitating “Kick Off” meetings with successful awardees;
- B. Resolve disputes that arise between ordering activity and vendor;
- C. Draft for signature any amendments or modifications to the contract;
- D. Conduct quarterly review of contract performance based on contract established prices and services levels; and
- E. Provide contract administration training to Departments.

**Sponsor Organization** - Responsible for the following:

- A. Review, approve and sign any amendments or modifications to the contract.

### **4. POST CONTRACT PHASE (CLOSE-OUT, AUDIT AND RATE VENDOR PERFORMANCE)**

**CoPro+** - Responsible for the following:

- A. Draft final amendment which serves as the closeout of the contract;
- B. Initiate audit to determine if terms and conditions of contract were met;
- C. Conduct ordering activities satisfaction with vendor(s) performance;
- D. Establish rating level of vendor performance that will be utilized when vendor competes for future business; and
- E. Work with Sponsor Organization to properly stage contract closeout.

**Sponsor Organization** - Responsible for the following:

- A. Review, approve and sign contract closeout documentation.

### **5. MISCELLANEOUS**

- A. **Insurance** - CoPro shall maintain appropriate general liability insurance, workers’ compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the Sponsor Organization.

B. *Nondiscrimination* - CoPro shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. CoPro shall adhere to all applicable Federal, State and local laws, ordinances, rules, regulations, and policies prohibiting discrimination, including, but not limited to, the following:

- (1) The Elliot-Larson Civil Rights Act, 1976 PA 453, as amended.
- (2) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- (3) Section 504 of the Federal Rehabilitation Act of 1973, P. L. 93-112, 87 Stat 335, and regulations promulgated thereunder.
- (4) The Americans with Disabilities Act of 1990, P. L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this provision shall be regarded as a material breach of this MOU. In the event CoPro is found not to be in compliance with this provision, Sponsor Organization may terminate this MOU effective as of the date of delivery of written notification to CoPro.

C. *Independent Contractor* - It is expressly understood and agreed that CoPro is an independent contractor. The employees, servants and agents of the CoPro shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of the Sponsor Organization. CoPro's employees, servants and agents shall not be entitled to any fringe benefits of the Sponsor Organization such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. CoPro shall be responsible for paying any salaries, wages or other compensation due its employees for services performed pursuant to this MOU and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments.

D. *Applicable Law and Venue* - This MOU shall be construed under and in accordance with the laws of the State of Michigan. In the event any disputes arise under this MOU, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

E. *Invalid/Unenforceable Provisions* - If any provision in this MOU is rendered

invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction that provision will be null and void, and any such invalidity or unenforceability shall not affect the validity of enforceability of the remainder of this MOU. Where the deletion of the invalid or unenforceable provision would result in the illegality and or unenforceability of this MOU, this MOU shall be considered to have been terminated as of the date in which the provision was rendered invalid or unenforceable.

- F. Assignments or Subcontracting - This MOU shall be binding upon and inure to the benefit of Sponsor Organization and CoPro hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted in writing by Sponsor Organization.
- G. Amendments and Modifications to Provisions of the MOU - No amendment, modification, assignment, or alteration of the terms of this MOU shall be binding unless the same is in writing, dated subsequent to the date hereof, and duly executed by Sponsor Organization and CoPro hereto.
- H. Waiver of Provisions of the MOU - No waiver by any party hereto of any default or breach of any term, condition, or covenant of this MOU shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.
- I. Liability -
- (1) All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by CoPro+ in the performance of this MOU shall be the responsibility of CoPro+, and not the responsibility of the Sponsor Organization, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of CoPro+, any subcontractor, anyone directly or indirectly employed by CoPro+, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to CoPro+ or its employees by statutes or court decisions.
  - (2) All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by Sponsor Organization in the performance of this MOU shall be the responsibility of the Sponsor Organization and not the responsibility of CoPro+, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Sponsor Organization employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Sponsor Organization or its



employees as provided by statute or court decisions.

- (3) In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Sponsor Organization and CoPro+ in fulfillment of their responsibilities under this MOU, such liability, loss, or damage shall be borne by the Sponsor Organization and CoPro+ in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the Sponsor Organization, CoPro+ or their employees, respectively, as provided by statute or court decisions.

J. Integration Clause - This MOU and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by Sponsor Organization and CoPro hereto, and no other agreements, oral or otherwise, regarding the subject matter of this MOU or any part thereof shall have any validity or bind Sponsor Organization or CoPro hereto.

K. Disregarding Titles - The titles of the provisions set forth in this MOU are inserted for the convenience of reference only and will be disregarded when construing or interpreting any of the provisions of this MOU.

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

**RESPONSIBILITIES OF PARTIES.** The CoPro+ and Sponsor Organization and their respective agencies and office will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

**AUTHORIZED REPRESENTATIVES.** By signature below, Sponsor Organization and CoPro+ certifies that the individuals listed in this document as representatives of the Parties are authorized to act in their respective areas for matters related to this agreement.

**PRINCIPAL CONTACTS.** The principal contacts for this instrument are:

***CoPro+ Project Contact***

\_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

***Livingston County Project Contact***

**Cindy Catanach** - Financial Officer

Phone: (517) 540-8727  
FAX: (517) 546-7266  
E-Mail: [ccatanach@livgov.com](mailto:ccatanach@livgov.com)





***CoPro+ Administrative Contact***

\_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

***Livingston County Administrative Contact***

**Ken Hinton** - County Administrator

Phone: (517) 546-3669  
FAX: (517) 546-7266  
E-Mail: [khinton@livgov.com](mailto:khinton@livgov.com)

THE PARTIES HERETO have executed this instrument.

**MAC SERVICE CORPORATION / CoPro+**

**By:** \_\_\_\_\_  
(Signature)  
**Name:** \_\_\_\_\_  
(Print or Type)  
**Title:** \_\_\_\_\_  
(Print or Type)  
**Dated:** \_\_\_\_\_

**COUNTY OF LIVINGSTON**

**By:** \_\_\_\_\_  
**DONALD S. PARKER - CHAIRMAN**  
**COUNTY BOARD OF COMMISSIONERS**  
**Dated:** \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY OF LIVINGSTON:  
COHL, STOKER & TOSKEY, P.C.  
By: MATTIS D. NORDEJORD - 7/18/2018

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**RESOLUTION TO AUTHORIZE A SECOND QUARTER SUPPLEMENTAL APPROPRIATION TO THE FISCAL-YEAR 2018 BUDGET – ADMINISTRATION / FINANCE / BOARD**

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the second quarter of 2018 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - First and second quarter unemployment charges
  - Increase in Sheriff for pipeline security overtime expenses offset by revenue collected
  - Increase in Drain for engineering service expenses offset by revenue collected
  - Increase in DPW for e-Waste collection expenses offset by revenue collected
  - Increase in Jail for inmate medical costs
  - A net zero transfer for Animal Control outfitting costs for a new hire
- Increased expenditures for EMS for Medicaid Quality Assurance Assessment Program
- Decreased expenditures for Health for laptops, GPS units for tablets & pre-hire testing
- Increased expenditures for Building Inspection for additional costs for the Carport, professional development and in-car tablet mounting
- Increased expenditures for Facility Services for maintenance services completed by outside contractors and an increased cost for an employee opting out of medical insurance
- Increased expenditures for Car Pool for Building Inspection's in-car tablet mounting project
- Increase in DPW State Grants for the scrap tire collection event

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2018 Budget as illustrated below:

FUND	Approved 2018 budget	Proposed amendment	Amended 2018 budget
101 - General Fund	\$ 49,735,012	\$ 263,314	\$ 49,998,326
EMS	\$ 11,431,894	\$ 30,000	\$ 11,461,894
Health	\$ 3,938,244	\$ 26,131	\$ 3,964,375
DPW State Grants	\$ 2,791	\$ 6,000	\$ 8,791
Court Federal Grants	\$ 504,821	\$ 2,197	\$ 507,018
Court State Grants	\$ 559,352	\$ (2,197)	\$ 557,155
Building Inspection	\$ 3,217,872	\$ 88,500	\$ 3,306,372
Facility Services	\$ 3,944,547	\$ 31,800	\$ 3,976,347
Car Pool	\$ 1,778,059	\$ 20,000	\$ 1,798,059

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**BE IT FURTHER RESOLVED** that the worksheet showing details of the above is available for review in the  
County Administration Finance office.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

EXPENDITURES				
	2018 Amended			Proposed Amended
10100001 GF TAXES		\$ -	\$ -	\$ -
10110100 GF BOARD OF COMMISSIO	\$ 560,202	\$ -	\$ 560,202	\$ 560,202
10113100 GF CIRCUIT COURT	\$ 1,831,098	\$ -	\$ 1,831,098	\$ 1,831,098
10113600 GF DISTRICT COURT	\$ 2,728,731	\$ -	\$ 2,728,731	\$ 2,728,731
10114800 GF PROBATE COURT	\$ 731,529	\$ -	\$ 731,529	\$ 731,529
10114900 GF JUVENILE COURT	\$ 792,024	\$ -	\$ 792,024	\$ 792,024
10115000 GF GUARDIANSHIP	\$ 13,200	\$ -	\$ 13,200	\$ 13,200
10115100 GF PROBATION	\$ 87,238	\$ -	\$ 87,238	\$ 87,238
10116700 GF APPELLATE COURT	\$ 68,700	\$ -	\$ 68,700	\$ 68,700
10116800 GF CENTRAL SERVICE JUDICIAL	\$ 2,593,400	\$ -	\$ 2,593,400	\$ 2,593,400
10117200 GF COUNTY ADMINISTRAT	\$ 638,645	\$ -	\$ 638,645	\$ 638,645
10119200 GF ERP PROJECT	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
10121500 GF COUNTY CLERK	\$ 527,446	\$ -	\$ 527,446	\$ 527,446
10121599 GF COUNTY CLERK CIRCU	\$ 879,819	\$ -	\$ 879,819	\$ 879,819
10122300 GF INTERNAL / EXTERNA	\$ 110,715	\$ -	\$ 110,715	\$ 110,715
10123300 GF PURCHASING	\$ 175,501	\$ -	\$ 175,501	\$ 175,501
10124800 GF TAX ALLOCATION BOA	\$ 1,355	\$ -	\$ 1,355	\$ 1,355
10124900 GF PLAT BOARD	\$ 300	\$ -	\$ 300	\$ 300
10125300 GF COUNTY TREASURER	\$ 1,015,567	\$ -	\$ 1,015,567	\$ 1,015,567
10125700 GF EQUALIZATION	\$ 572,320	\$ -	\$ 572,320	\$ 572,320
10126100 GF COOPERATIVE EXTENS	\$ 235,411	\$ -	\$ 235,411	\$ 235,411
10126200 GF ELECTIONS	\$ 260,379	\$ -	\$ 260,379	\$ 260,379
10126500 GF FACILITIES SERVICE	\$ 72,337	\$ -	\$ 72,337	\$ 72,337
10126700 GF PROSECUTING ATTORN	\$ 2,209,890	\$ -	\$ 2,209,890	\$ 2,209,890
10126717 GF PROS. ATTY FAMILY	\$ 102,389	\$ -	\$ 102,389	\$ 102,389
10126800 GF REGISTER OF DEEDS	\$ 677,521	\$ -	\$ 677,521	\$ 677,521
10126900 GF CIVIL COUNSEL	\$ 152,740	\$ -	\$ 152,740	\$ 152,740
10127000 GF HUMAN RESOURCES	\$ 683,621	\$ -	\$ 683,621	\$ 683,621
10127500 GF DRAIN COMMISSIONER	\$ 2,243,790	\$ 15,000	\$ 2,258,790	\$ 2,258,790
10130100 GF SHERIFF	\$ 7,709,382	\$ 44,352	\$ 7,753,734	\$ 7,753,734
10130106 GF SHERIFF - TRAFFIC	\$ 176,345	\$ -	\$ 176,345	\$ 176,345
10130143 GF SHERIFF - ANIMAL CNTRL	\$ 141,063	\$ -	\$ 141,063	\$ 141,063
10130500 GF COURT SECURITY	\$ 271,615	\$ -	\$ 271,615	\$ 271,615
10135100 GF JAIL	\$ 10,371,570	\$ 91,376	\$ 10,462,946	\$ 10,462,946
10142600 GF EMERGENCY MNGMT	\$ 248,617	\$ -	\$ 248,617	\$ 248,617
10143000 GF ANIMAL SERVICES	\$ 677,578	\$ 48	\$ 677,626	\$ 677,626
10144100 GF DEPT OF PUBL WORKS	\$ 193,327	\$ 1,583	\$ 194,910	\$ 194,910
10144500 GF - DRAINS PUBLIC BE	\$ 220,000	\$ -	\$ 220,000	\$ 220,000
10160100 GF HEALTH DEPT	\$ -	\$ -	\$ -	\$ -
10160500 GF CONTAGIOUS DISEASE	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
10164800 GF MEDICAL EXAMINER	\$ 424,623	\$ -	\$ 424,623	\$ 424,623
10164900 GF MENTAL HEALTH	\$ 600,470	\$ -	\$ 600,470	\$ 600,470
10167200 GF AGENCY ON AGING	\$ 155,326	\$ -	\$ 155,326	\$ 155,326
10172100 GF PLANNING	\$ 392,998	\$ -	\$ 392,998	\$ 392,998
10172800 GF ECONOMIC DEVELOPME	\$ 175,000	\$ -	\$ 175,000	\$ 175,000
10174700 GF COMMUNITY ACTION P	\$ 577,117	\$ -	\$ 577,117	\$ 577,117
10185100 GF INSURANCE POLICIES	\$ 1,125,000	\$ -	\$ 1,125,000	\$ 1,125,000
10186100 GF RETIREMENT	\$ 2,050,000	\$ -	\$ 2,050,000	\$ 2,050,000
10187000 GF UNEMPLOYMENT INSUR	\$ 25,000	\$ (2,456)	\$ 22,544	\$ 22,544
10189900 GF CHARGEBACKS	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
10196600 GF APPROPRIATIONS	\$ 718,500	\$ -	\$ 718,500	\$ 718,500
10196610 GF APPROPRIATIONS - Court	\$ 2,565,458	\$ -	\$ 2,565,458	\$ 2,565,458
10196641 GF APPROPRIATIONS - Fed Grant	\$ 13,939	\$ -	\$ 13,939	\$ 13,939
10196650 GF APPROPRIATIONS - Health	\$ 688,292	\$ -	\$ 688,292	\$ 688,292
10196800 GF CONTINGENCIES	\$ 230,924	\$ 113,411	\$ 344,335	\$ 344,335
General Fund Total	\$ 49,735,012	\$ 263,314	\$ 49,998,326	\$ 49,998,326

REVENUES				
	2018 Amended			Proposed Amended
\$ (34,946,351)	\$ (600,000)	\$ (35,546,351)	\$ (35,546,351)	\$ (35,546,351)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (173,348)	\$ -	\$ (173,348)	\$ (173,348)	\$ (173,348)
\$ (3,256,372)	\$ -	\$ (3,256,372)	\$ (3,256,372)	\$ (3,256,372)
\$ (220,409)	\$ -	\$ (220,409)	\$ (220,409)	\$ (220,409)
\$ (270,634)	\$ -	\$ (270,634)	\$ (270,634)	\$ (270,634)
\$ (13,200)	\$ -	\$ (13,200)	\$ (13,200)	\$ (13,200)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (732,980)	\$ -	\$ (732,980)	\$ (732,980)	\$ (732,980)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (164,625)	\$ -	\$ (164,625)	\$ (164,625)	\$ (164,625)
\$ (438,100)	\$ -	\$ (438,100)	\$ (438,100)	\$ (438,100)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (6,000)	\$ -	\$ (6,000)	\$ (6,000)	\$ (6,000)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (97,498)	\$ -	\$ (97,498)	\$ (97,498)	\$ (97,498)
\$ (25,000)	\$ -	\$ (25,000)	\$ (25,000)	\$ (25,000)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (99,300)	\$ -	\$ (99,300)	\$ (99,300)	\$ (99,300)
\$ (66,400)	\$ -	\$ (66,400)	\$ (66,400)	\$ (66,400)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (2,260,000)	\$ -	\$ (2,260,000)	\$ (2,260,000)	\$ (2,260,000)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (1,154,080)	\$ (15,000)	\$ (1,169,080)	\$ (1,169,080)	\$ (1,169,080)
\$ (406,330)	\$ (43,320)	\$ (449,650)	\$ (449,650)	\$ (449,650)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (2,195,608)	\$ (90,000)	\$ (2,285,608)	\$ (2,285,608)	\$ (2,285,608)
\$ (34,019)	\$ -	\$ (34,019)	\$ (34,019)	\$ (34,019)
\$ (179,800)	\$ -	\$ (179,800)	\$ (179,800)	\$ (179,800)
\$ (26,746)	\$ (1,583)	\$ (28,329)	\$ (28,329)	\$ (28,329)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (424,623)	\$ -	\$ (424,623)	\$ (424,623)	\$ (424,623)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (7,000)	\$ -	\$ (7,000)	\$ (7,000)	\$ (7,000)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (2,050,000)	\$ -	\$ (2,050,000)	\$ (2,050,000)	\$ (2,050,000)
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ (49,248,423)	\$ (749,903)	\$ (49,998,326)	\$ (49,998,326)	\$ (49,998,326)

EXPENDITURES					
2018 Amended					Proposed Amended
Special Revenue Funds					
21065100	EMS	\$	11,431,894	\$ 30,000	\$ 11,461,894
21414100	FOC Family Counseling	\$	14,000	\$ -	\$ 14,000
21514100	FOC	\$	2,556,548	\$ -	\$ 2,556,548
22160100	Health	\$	3,938,244	\$ 26,131	\$ 3,964,375
23816800	Courts FED Grants	\$	504,821	\$ 2,197	\$ 507,018
23826717	Family Support	\$	301,143	\$ -	\$ 301,143
23830100	Sheriff - Federal Grants	\$	14,208	\$ -	\$ 14,208
23833100	Sheriff Marine Safety	\$	7,600	\$ -	\$ 7,600
23842600	FED Emergency Mngmnt	\$	307,970	\$ -	\$ 307,970
23872100	Planning Federal Grants	\$	238,000	\$ -	\$ 238,000
23916800	Courts STATE Grants	\$	559,352	\$ (2,197)	\$ 557,155
23926718	Crime Victims Rights	\$	143,003	\$ -	\$ 143,003
23930100	Sheriff State Grants	\$	59,229	\$ -	\$ 59,229
23930106	Sheriff Traffic Secondary Road	\$	262,001	\$ -	\$ 262,001
23943000	Animal Shelter State Grants	\$	-	\$ -	\$ -
23944100	DPW State Grants	\$	2,791	\$ 6,000	\$ 8,791
24527800	ROD Survey & Remon	\$	164,088	\$ -	\$ 164,088
25522300	Princ Res Exemption	\$	7,324	\$ -	\$ 7,324
25626801	ROD Automation	\$	296,819	\$ -	\$ 296,819
26132500	911 Central Dispatch	\$	4,042,113	\$ -	\$ 4,042,113
26132525	911 Enhanced	\$	372,249	\$ -	\$ 372,249
26132526	911 Training	\$	34,000	\$ -	\$ 34,000
26335100	Sheriff CO Training	\$	21,236	\$ -	\$ 21,236
26530100	Drug Law Enforcement	\$	4,500	\$ -	\$ 4,500
26630100	DEA Equitable Sharing	\$	35,081	\$ -	\$ 35,081
26821500	Concealed Pistol Licensing	\$	133,835	\$ -	\$ 133,835
26914500	Law Library	\$	6,600	\$ -	\$ 6,600
27830100	Sheriff Victim Svcs Unit	\$	1,400	\$ -	\$ 1,400
29067000	Social Welfare	\$	7,100	\$ -	\$ 7,100
29266200	Child Care Juvenile	\$	2,479,281	\$ -	\$ 2,479,281
29266300	Child Care Social Services	\$	1,110,000	\$ -	\$ 1,110,000
29368900	Veterans Relief	\$	68,392	\$ -	\$ 68,392
29568900	Veteran Services	\$	918,680	\$ -	\$ 918,680
29630100	Criminal Forfeiture	\$	13,000	\$ -	\$ 13,000
Enterprise Funds				\$ -	
54237100	Building & Safety	\$	3,217,872	\$ 88,500	\$ 3,306,372
5780275	Septic Receiving	\$	1,198,050	\$ -	\$ 1,198,050
58105400	Airport	\$	1,260,857	\$ -	\$ 1,260,857
58853800	LETS	\$	4,469,082	\$ -	\$ 4,469,082
59535100	Jail Commissary	\$	166,256	\$ -	\$ 166,256
Internal Service Funds				\$ -	
63126500	Facility Services	\$	3,944,547	\$ 31,800	\$ 3,976,347
63622800	Information Technology	\$	4,290,617	\$ -	\$ 4,290,617
66126300	Car Pool	\$	1,778,059	\$ 20,000	\$ 1,798,059
67785200	Benefit Fund	\$	9,742,700	\$ -	\$ 9,742,700

REVENUES				
	2018 Amended		Proposed Amended	
\$ (10,890,837)	\$ -	\$ (10,890,837)		
\$ (14,000)	\$ -	\$ (14,000)		
\$ (2,483,393)	\$ -	\$ (2,483,393)		
\$ (3,714,928)	\$ (4,850)	\$ (3,719,778)		
\$ (467,764)	\$ -	\$ (467,764)		
\$ (301,143)	\$ -	\$ (301,143)		
\$ (14,208)	\$ -	\$ (14,208)		
\$ (7,600)	\$ -	\$ (7,600)		
\$ (307,970)	\$ -	\$ (307,970)		
\$ (101,339)	\$ -	\$ (101,339)		
\$ (547,000)	\$ -	\$ (547,000)		
\$ (143,003)	\$ -	\$ (143,003)		
\$ (59,229)	\$ -	\$ (59,229)		
\$ (262,001)	\$ -	\$ (262,001)		
\$ (2,791)	\$ -	\$ (2,791)		
\$ -	\$ (6,000)	\$ (6,000)		
\$ (87,425)	\$ -	\$ (87,425)		
\$ (3,800)	\$ -	\$ (3,800)		
\$ (208,000)	\$ -	\$ (208,000)		
\$ (4,224,000)	\$ -	\$ (4,224,000)		
\$ (372,250)	\$ -	\$ (372,250)		
\$ (34,000)	\$ -	\$ (34,000)		
\$ (25,000)	\$ -	\$ (25,000)		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ (86,200)	\$ -	\$ (86,200)		
\$ (6,600)	\$ -	\$ (6,600)		
\$ (1,500)	\$ -	\$ (1,500)		
\$ (4,500)	\$ -	\$ (4,500)		
\$ (2,479,281)	\$ -	\$ (2,479,281)		
\$ (1,110,000)	\$ -	\$ (1,110,000)		
\$ -	\$ -	\$ -		
\$ (1,009,500)	\$ -	\$ (1,009,500)		
\$ -	\$ -	\$ -		
\$ (2,282,468)	\$ -	\$ (2,282,468)		
\$ (1,819,918)	\$ -	\$ (1,819,918)		
\$ (1,276,156)	\$ -	\$ (1,276,156)		
\$ (3,623,961)	\$ -	\$ (3,623,961)		
\$ (131,850)	\$ -	\$ (131,850)		
\$ (3,664,787)	\$ -	\$ (3,664,787)		
\$ (3,699,266)	\$ -	\$ (3,699,266)		
\$ (1,526,831)	\$ (20,000)	\$ (1,546,831)		
\$ (9,727,359)	\$ -	\$ (9,727,359)		



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Cindy Catanach, Deputy County Administrator/Financial Officer**  
**Date: July 19, 2018**  
**Re: Fiscal-Year 2018 Q2 Budget**

Attached for your review and consideration is a resolution to approve the 2018 revised budget based on anticipated activity for second quarter of Fiscal-Year 2018. The attached first quarter supplemental appropriation is comprised of the following:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - First and second quarter unemployment charges
  - Increase in Sheriff for pipeline security overtime expenses offset by revenue collected
  - Increase in Drain for engineering service expenses offset by revenue collected
  - Increase in DPW for e-Waste collection expenses offset by revenue collected
  - Increase in Jail for inmate medical costs
  - A net zero transfer for Animal Control outfitting costs for a new hire
- Increased expenditures for EMS for Medicaid Quality Assurance Assessment Program
- Decreased expenditures for Health for laptops, GPS units for tablets & pre-hire testing
- Increased expenditures for Building Inspection for additional costs for the Carport, professional development and in-car tablet mounting
- Increased expenditures for Facility Services for maintenance services completed by outside contractors and an increased cost for an employee opting out of medical insurance
- Increased expenditures for Car Pool for Building Inspection's in-car tablet mounting project
- Increase in DPW State Grants for the scrap tire collection event

The organization code detail is available in my office. Please feel free to contact me if you have any questions regarding the proposed budget amendment.

EXPENDITURES										Proposed Amended
2018 Amended	Various	Sheriff	Animal Control	Jail	Drain	DPW				
	1st & 2nd quarter unemployment	Pipeline security overtime	Net zero transfer for outfitting a new hire	Inmate Medical	Engineering Services for 2 developments	ChemTrend's e-Waste collection event				
10100001 GF TAXES								\$	-	\$ -
10110100 GF BOARD OF COMMISSIO	\$ 560,202							\$	-	\$ 560,202
10113100 GF CIRCUIT COURT	\$ 1,831,098							\$	-	\$ 1,831,098
10113600 GF DISTRICT COURT	\$ 2,728,731							\$	-	\$ 2,728,731
10114800 GF PROBATE COURT	\$ 731,529							\$	-	\$ 731,529
10114900 GF JUVENILE COURT	\$ 792,024							\$	-	\$ 792,024
10115000 GF GUARDIANSHIP	\$ 13,200							\$	-	\$ 13,200
10115100 GF PROBATION	\$ 87,238							\$	-	\$ 87,238
10116700 GF APPELLATE COURT	\$ 68,700							\$	-	\$ 68,700
10116800 GF CENTRAL SERVICE JUDICIAL	\$ 2,593,400							\$	-	\$ 2,593,400
10117200 GF COUNTY ADMINISTRAT	\$ 638,645							\$	-	\$ 638,645
10119200 GF ERP PROJECT	\$ 10,000							\$	-	\$ 10,000
10121500 GF COUNTY CLERK	\$ 527,446							\$	-	\$ 527,446
10121599 GF COUNTY CLERK CIRCU	\$ 879,819							\$	-	\$ 879,819
10122300 GF INTERNAL / EXTERNA	\$ 110,715							\$	-	\$ 110,715
10123300 GF PURCHASING	\$ 175,501							\$	-	\$ 175,501
10124800 GF TAX ALLOCATION BOA	\$ 1,355							\$	-	\$ 1,355
10124900 GF PLAT BOARD	\$ 300							\$	-	\$ 300
10125300 GF COUNTY TREASURER	\$ 1,015,567							\$	-	\$ 1,015,567
10125700 GF EQUALIZATION	\$ 572,320							\$	-	\$ 572,320
10126100 GF COOPERATIVE EXTENS	\$ 235,411							\$	-	\$ 235,411
10126200 GF ELECTIONS	\$ 260,379							\$	-	\$ 260,379
10126500 GF FACILITIES SERVICE	\$ 72,337							\$	-	\$ 72,337
10126700 GF PROSECUTING ATTORN	\$ 2,209,890							\$	-	\$ 2,209,890
10126717 GF PROS. ATTY FAMILY	\$ 102,389							\$	-	\$ 102,389
10126800 GF REGISTER OF DEEDS	\$ 677,521							\$	-	\$ 677,521
10126900 GF CIVIL COUNSEL	\$ 152,740							\$	-	\$ 152,740
10127000 GF HUMAN RESOURCES	\$ 683,621							\$	-	\$ 683,621
10127500 GF DRAIN COMMISSIONER	\$ 2,243,790				\$ 15,000			\$ 15,000		\$ 2,258,790
10130100 GF SHERIFF	\$ 7,709,382	\$ 1,032	\$ 43,320					\$ 44,352		\$ 7,753,734
10130106 GF SHERIFF - TRAFFIC	\$ 176,345							\$	-	\$ 176,345
10130143 GF SHERIFF - ANIMAL CNTRL	\$ 141,063		\$ -					\$	-	\$ 141,063
10130500 GF COURT SECURITY	\$ 271,615							\$	-	\$ 271,615
10135100 GF JAIL	\$ 10,371,570	\$ 1,376		\$ 90,000				\$ 91,376		\$ 10,462,946
10142600 GF EMERGENCY MNGMT	\$ 248,617							\$	-	\$ 248,617
10143000 GF ANIMAL SERVICES	\$ 677,578	\$ 48						\$ 48		\$ 677,626
10144100 GF DEPT OF PUBL WORKS	\$ 193,327					\$ 1,583		\$ 1,583		\$ 194,910
10144500 GF - DRAINS PUBLIC BE	\$ 220,000							\$	-	\$ 220,000
10160100 GF HEALTH DEPT	\$ -							\$	-	\$ -
10160500 GF CONTAGIOUS DISEASE	\$ 4,000							\$	-	\$ 4,000
10164800 GF MEDICAL EXAMINER	\$ 424,623							\$	-	\$ 424,623
10164900 GF MENTAL HEALTH	\$ 600,470							\$	-	\$ 600,470
10167200 GF AGENCY ON AGING	\$ 155,326							\$	-	\$ 155,326
10172100 GF PLANNING	\$ 392,998							\$	-	\$ 392,998
10172800 GF ECONOMIC DEVELOPME	\$ 175,000							\$	-	\$ 175,000
10174700 GF COMMUNITY ACTION P	\$ 577,117							\$	-	\$ 577,117
10185100 GF INSURANCE POLICIES	\$ 1,125,000							\$	-	\$ 1,125,000
10186100 GF RETIREMENT	\$ 2,050,000							\$	-	\$ 2,050,000
10187000 GF UNEMPLOYMENT INSUR	\$ 25,000	\$ (2,456)						\$ (2,456)		\$ 22,544
10189900 GF CHARGEBACKS	\$ 3,000							\$	-	\$ 3,000
10196600 GF APPROPRIATIONS	\$ 718,500							\$	-	\$ 718,500
10196610 GF APPROPRIATIONS - Court	\$ 2,565,458							\$	-	\$ 2,565,458
10196641 GF APPROPRIATIONS - Fed Grant	\$ 13,939							\$	-	\$ 13,939
10196650 GF APPROPRIATIONS - Health	\$ 688,292							\$	-	\$ 688,292
10196800 GF CONTINGENCIES	\$ 230,924						\$ 113,411	\$ 113,411		\$ 344,335
General Fund Total	\$ 49,735,012	\$ -	\$ 43,320	\$ -	\$ 90,000	\$ 15,000	\$ 1,583	\$ 113,411	\$ 263,314	\$ 49,998,326

REVENUES										Proposed Amended
2018 Amended	GF Revenue	Sheriff	Drain	DPW	Jail					
	Increased taxable value & investment interest rates	Pipeline security overtime	Engineering Fees for 2 developments	ChemTrend's Waste collection event	e-US Marshal Contract					
\$ (34,946,351)	\$ (600,000)						\$ (600,000)	\$ (35,546,351)		
\$ -							\$ -	\$ -		
\$ (173,348)							\$ -	\$ (173,348)		
\$ (3,256,372)							\$ -	\$ (3,256,372)		
\$ (220,409)							\$ -	\$ (220,409)		
\$ (270,634)							\$ -	\$ (270,634)		
\$ (13,200)							\$ -	\$ (13,200)		
\$ -							\$ -	\$ -		
\$ -							\$ -	\$ -		
\$ (732,980)							\$ -	\$ (732,980)		
\$ -							\$ -	\$ -		
\$ -							\$ -	\$ -		
\$ (164,625)							\$ -	\$ (164,625)		
\$ (438,100)							\$ -	\$ (438,100)		
\$ -							\$ -	\$ -		
\$ (6,000)							\$ -	\$ (6,000)		
\$ -							\$ -	\$ -		
\$ -							\$ -	\$ -		
\$ (97,498)							\$ -	\$ (97,498)		
\$ (25,000)							\$ -	\$ (25,000)		
\$ -							\$ -	\$ -		
\$ (99,300)							\$ -	\$ (99,300)		
\$ (66,400)							\$ -	\$ (66,400)		
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\$ (2,260,000)							\$ -	\$ (2,260,000)		
\$ -							\$ -	\$ -		
\$ -							\$ -	\$ -		
\$ (1,154,080)			\$ (15,000)				\$ (15,000)	\$ (1,169,080)		
\$ (406,330)		\$ (43,320)					\$ (43,320)	\$ (449,650)		
\$ -							\$ -	\$ -		
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\$ -							\$ -	\$ -		
\$ (2,195,608)					\$ (90,000)		\$ (90,000)	\$ (2,285,608)		
\$ (34,019)							\$ -	\$ (34,019)		
\$ (179,800)							\$ -	\$ (179,800)		
\$ (26,746)				\$ (1,583)			\$ (1,583)	\$ (28,329)		
\$ -							\$ -	\$ -		
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\$ (424,623)							\$ -	\$ (424,623)		
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\$ (7,000)							\$ -	\$ (7,000)		
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\$ (2,050,000)							\$ -	\$ (2,050,000)		
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		EXPENDITURES													
		DPW	EMS	Health	Courts	Building Insp	Facility Svcs	Car Pool							
2018 Amended		State grant for scrap tire collection	Medical Q&A	Laptops, GPS units for tablets, pre hire testing	Transfer between Federal & State grants for healthcare	Carport, hydrant, professional development & in-car tablet mounting	additional declined medical & outside service providers	In-car tablet mounting for Building Insp				Proposed Amended			
<b>Special Revenue Funds</b>															
2106100	EMS	\$	11,431,894	\$	30,000			\$	30,000	\$	11,461,894	\$	-		
21414100	FOC Family Counseling	\$	14,000					\$	-	\$	14,000	\$	-		
21514100	FOC	\$	2,556,548					\$	-	\$	2,556,548	\$	-		
22160100	Health	\$	3,938,244	\$	26,131			\$	26,131	\$	3,964,375	\$	-		
23818800	Courts FED Grants		504,821			\$	2,197	\$	2,197	\$	507,018	\$	-		
23829717	Family Support		301,143					\$	-	\$	301,143	\$	-		
23830100	Sheriff - Federal Grants		14,208					\$	-	\$	14,208	\$	-		
23831100	Sheriff Marine Safety		7,600					\$	-	\$	7,600	\$	-		
23842600	FID Emergency Mgmt		307,970					\$	-	\$	307,970	\$	-		
23872100	Planning Federal Grants		238,000					\$	-	\$	238,000	\$	-		
23918800	Courts STATE Grants		559,352			\$	(2,197)	\$	(2,197)	\$	557,155	\$	-		
23929718	Crime Victims Rights		143,003					\$	-	\$	143,003	\$	-		
23930100	Sheriff State Grants		59,229					\$	-	\$	59,229	\$	-		
23930106	Sheriff Traffic Section		262,001					\$	-	\$	262,001	\$	-		
23943000	Animal Shelter State Gr		-					\$	-	\$	-	\$	-		
23944100	DPW State Grants		2,791	\$	6,000			\$	6,000	\$	8,791	\$	-		
24527800	RDD Survey & Remon		164,088					\$	-	\$	164,088	\$	-		
25522300	Princ Res Exemption		7,324					\$	-	\$	7,324	\$	-		
25626801	RDD Automation		296,819					\$	-	\$	296,819	\$	-		
26132500	911 Central Dispatch		4,042,113					\$	-	\$	4,042,113	\$	-		
26132525	911 Enhanced		372,249					\$	-	\$	372,249	\$	-		
26132526	911 Training		34,000					\$	-	\$	34,000	\$	-		
26335100	Sheriff CD Training		21,236					\$	-	\$	21,236	\$	-		
26530100	Drug Law Enforcement		4,500					\$	-	\$	4,500	\$	-		
26630100	DEA Equitable Sharing		35,081					\$	-	\$	35,081	\$	-		
26821500	Concealed Pistol License		133,835					\$	-	\$	133,835	\$	-		
26914500	Law Library		6,600					\$	-	\$	6,600	\$	-		
27830100	Sheriff Victim Svcs Unit		1,400					\$	-	\$	1,400	\$	-		
29627000	Social Welfare		7,100					\$	-	\$	7,100	\$	-		
29266200	Child Care Juvenile		2,479,281					\$	-	\$	2,479,281	\$	-		
29266300	Child Care Social Service		1,110,000					\$	-	\$	1,110,000	\$	-		
29368900	Veterans Relief		68,392					\$	-	\$	68,392	\$	-		
29568900	Veteran Services		918,680					\$	-	\$	918,680	\$	-		
29630100	Criminal Forfeiture		13,000					\$	-	\$	13,000	\$	-		
<b>Enterprise Funds</b>															
54217100	Building & Safety	\$	3,217,872			\$	88,500		\$	88,500	\$	3,306,372	\$	-	
5780275	Septic Receiving		1,198,050						\$	-	\$	1,198,050	\$	-	
58105400	Airport		1,260,857						\$	-	\$	1,260,857	\$	-	
58853800	LETS		4,469,082						\$	-	\$	4,469,082	\$	-	
59535100	Jail Commissary		166,256						\$	-	\$	166,256	\$	-	
<b>Internal Service Funds</b>															
63126500	Facility Services	\$	3,844,547					\$	31,800	\$	31,800	\$	3,976,347	\$	-
63622800	Information Technology		4,290,617								\$	4,290,617	\$	-	
66126300	Car Pool		1,778,059					\$	20,000	\$	20,000	\$	1,798,059	\$	-
67785200	Benefit Fund		9,742,700								\$	9,742,700	\$	-	

REVENUES						
	DPW	Health	Car Pool			
2018 Amended	State grant for scrap tire collection	Increase in Emergency Preparedness grant & donations	In-car tablet mounting for Building Insp			Proposed Amended
\$ (10,890,837)			\$	-	\$ (10,890,837)	
\$ (14,000)			\$	-	\$ (14,000)	
\$ (2,483,393)			\$	-	\$ (2,483,393)	
\$ (3,714,928)		\$ (4,850)	\$	(4,850)	\$ (3,715,778)	
\$ 467,764			\$	-	\$ 467,764	
\$ (301,143)			\$	-	\$ (301,143)	
\$ (14,208)			\$	-	\$ (14,208)	
\$ (7,600)			\$	-	\$ (7,600)	
\$ (307,970)			\$	-	\$ (307,970)	
\$ (101,339)			\$	-	\$ (101,339)	
\$ (547,000)			\$	-	\$ (547,000)	
\$ (143,003)			\$	-	\$ (143,003)	
\$ (59,229)			\$	-	\$ (59,229)	
\$ (262,001)			\$	-	\$ (262,001)	
\$ (2,791)			\$	-	\$ (2,791)	
\$ (6,000)			\$	-	\$ (6,000)	
\$ (87,425)			\$	-	\$ (87,425)	
\$ (3,800)			\$	-	\$ (3,800)	
\$ (208,000)			\$	-	\$ (208,000)	
\$ (4,224,000)			\$	-	\$ (4,224,000)	
\$ (372,250)			\$	-	\$ (372,250)	
\$ (34,000)			\$	-	\$ (34,000)	
\$ (25,000)			\$	-	\$ (25,000)	
\$ -			\$	-	\$ -	
\$ -			\$	-	\$ -	
\$ (86,200)			\$	-	\$ (86,200)	
\$ (6,600)			\$	-	\$ (6,600)	
\$ (1,500)			\$	-	\$ (1,500)	
\$ (4,500)			\$	-	\$ (4,500)	
\$ (2,479,281)			\$	-	\$ (2,479,281)	
\$ (1,110,000)			\$	-	\$ (1,110,000)	
\$ -			\$	-	\$ -	
\$ (1,009,500)			\$	-	\$ (1,009,500)	
\$ -			\$	-	\$ -	
\$ (2,282,468)			\$	-	\$ (2,282,468)	
\$ (1,819,918)			\$	-	\$ (1,819,918)	
\$ (1,276,156)			\$	-	\$ (1,276,156)	
\$ (3,623,961)			\$	-	\$ (3,623,961)	
\$ (131,850)			\$	-	\$ (131,850)	
\$ (3,664,787)			\$	-	\$ (3,664,787)	
\$ (3,699,266)			\$	-	\$ (3,699,266)	
\$ (1,546,933)			\$ (20,000)	(20,000)	\$ (1,566,933)	
\$ (9,727,359)			\$	-	\$ (9,727,359)	



FUND	Approved 2018 budget	Proposed amendment	Amended 2018 budget
101 - General Fund	\$ 49,735,012	\$ 263,314	\$ 49,998,326
EMS	\$ 11,431,894	\$ 30,000	\$ 11,461,894
Health	\$ 3,938,244	\$ 26,131	\$ 3,964,375
DPW State Grants	\$ 2,791	\$ 6,000	\$ 8,791
Court Federal Grants	\$ 504,821	\$ 2,197	\$ 507,018
Court State Grants	\$ 559,352	\$ (2,197)	\$ 557,155
Building Inspection	\$ 3,217,872	\$ 88,500	\$ 3,306,372
Facility Services	\$ 3,944,547	\$ 31,800	\$ 3,976,347
Car Pool	\$ 1,778,059	\$ 20,000	\$ 1,798,059



# Livingston County Planning Department

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2017 – 2018 Annual Report

# Mission Statement

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To guide growth and development in Livingston County through sound land use planning and zoning practices





## Personnel



### 3 Full Time Employees

- Master Degrees in Planning
- American Institute of Certified Planning (AICP)
- Professional Emergency Managers (PEM)

### Livingston County Planning Commission

- 7 Members
- 3 New members since March 2017
- Representation of planning sectors and geographic areas of the County

# Major Accomplishments in 2017

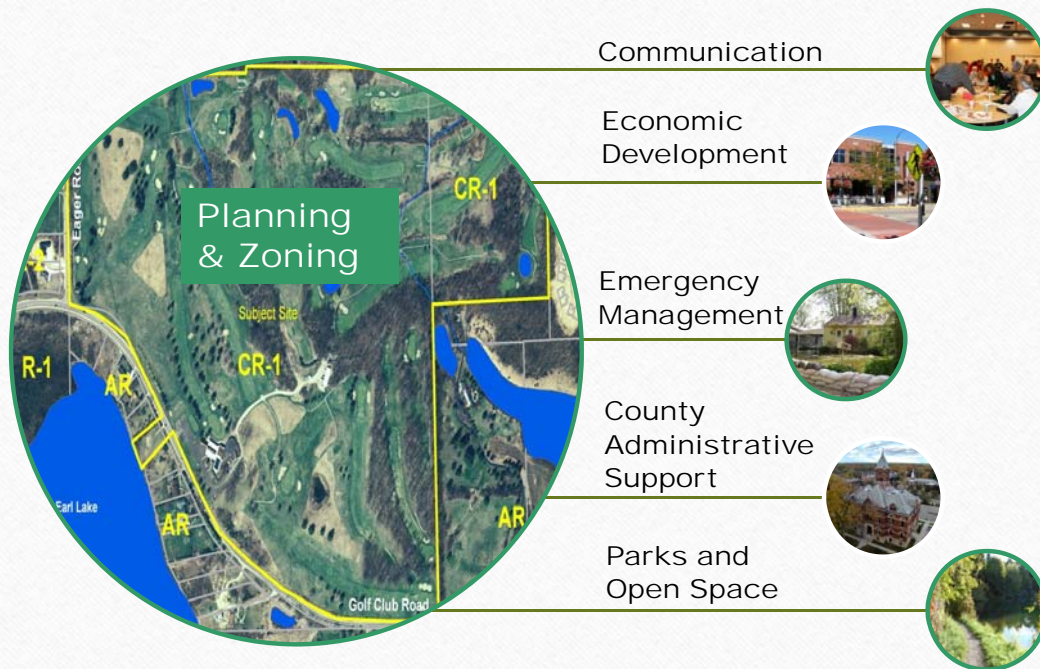


- 9 Chapter Promotional Video
- Master Plan Mapping, Research & Preparation

- Parks
  - Administration of Land & Water Conservation Grant
  - Site design of Fillmore County Park
- Capital Improvement Plan 2018-2023
- MSU Citizen Planner Classroom Series (September - December 2017)



# Annual Work Plan Elements



# What We Do That Is Determined By Planning and Zoning Enabling Acts

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## Planning - PA 33

- Facilitation of Livingston County Planning Commission
- Preparation of Master Plan - new or updated every 5 years
- Master Plan Text Amendments - for 16 Townships
- County Capital Improvement Plan

## Zoning - PA 110

- Rezoning Amendments
- Zoning Ordinance Text Amendments



# 2018 Planning & Zoning Activities

## 50%

- 2018 Master Plan –
  - Released for public review and comment on July 3
  - 63 day period of review and comment will end on September 6
  - Publication can be viewed on County Planning website and at front counter of department
  - Public Hearing on plan will likely be held at the regular meeting of the LCPC on September 19, at which time the plan could be adopted



## LIVINGSTON COUNTY PLANNING DEPARTMENT LIVINGSTON COUNTY, MICHIGAN

301 E. Grand River Avenue - Suite 206 - Howell MI 48843

### FOR IMMEDIATE RELEASE



Distribution of DRAFT 2018  
Livingston County Master Plan  
for public review and comment

On June 20, 2018, the Livingston County Planning Commission recommended to the Livingston County Board of Commissioners to approve the release of the Draft 2018 Livingston County Master Plan to all the neighboring communities and interested parties for a 63-day review period as required by the Michigan Planning Enabling Act (PA 33 of 2008 as amended). On July 2, 2018, the Livingston County Board of Commissioners approved the distribution of the Draft 2018 Livingston County Master Plan for public review and comment.

During the 63-day review period, public comments will be collected by County Planning Department staff. After the review period (which ends on September 6, 2018), a public hearing will be scheduled by the Livingston County Planning Commission (date to be determined) to hear verbal comments, and to review the comments collected by staff. Adoption of the plan will not take place until after the review period and public hearing.

Please see the Livingston County Planning Department website at: [https://www.livgov.com/plan/Pages/2015-16\\_County\\_Master\\_Plan.aspx](https://www.livgov.com/plan/Pages/2015-16_County_Master_Plan.aspx) for a link to the complete draft of the plan. The Draft 2018 Livingston County Master Plan is a web-based plan that contains many web links to trends and best practices. To be fully effective, this plan must be viewed and utilized digitally, although the plan can be downloaded and printed by the user. A copy of the draft plan is also available at the front counter of the Livingston County Planning Department.

Comments on the draft plan may be e-mailed to the Livingston County Planning Department at [planning@livgov.com](mailto:planning@livgov.com), or by letter, fax, or telephone contact as indicated on this letterhead.

Thank you for your consideration of this matter. If you have any questions regarding this correspondence, please contact Livingston County Planning Department. We look forward to your comments regarding this draft document.



# 2018 Planning & Zoning Activities

## 50%

- **2018 Master Plan –**
  - Comments are being recorded in a table
  - Example: Marion Township ZA comment
- **Facilitation of Livingston County Planning Commission –**
  - Revisions to Bylaws (2017)
  - Revisions to Ordinance (2018)



- **City of Brighton Planning Services**
  - Approximately 3 years of providing professional planning (since Sept. 2015)
- **Master Plan Implementation –**
  - Fall 2018

# Parks & Open Space Activities

## 15%

- **Fillmore County Park Development -**

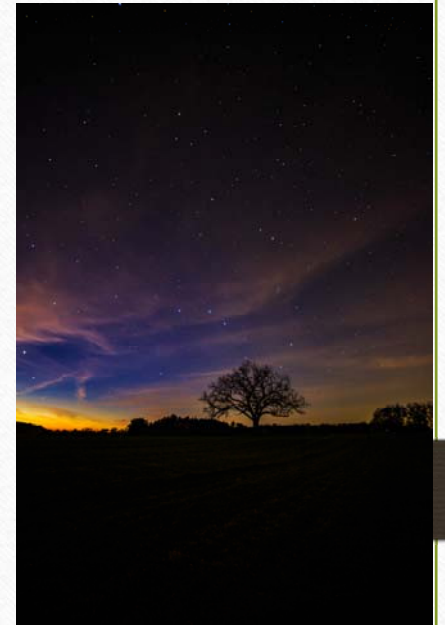
- Construction late July through October 31, 2018
- November 2018 Grand Opening and Ribbon Cutting?

- **5 Yr. County Parks & Open Space Plan -**

- A 2018 - 2022 revised plan that makes Livingston County eligible for additional MDNR grants

- **Park Events -**

- Lutz County Park as Dark Sky Park?





## County Administrative Support Activities

15%

- Facilitation of Parks & Open Space Advisory Committee
- Grant Writing and Grant Administration
  - Current administration of \$172,000 Land and Water Conservation Fund grant for Fillmore County Park

## Economic Development Activities

6%

- Livingston County Fair Housing
- Economic Development Profiles
- Redevelopment Ready Communities (RRC)
  - Quarterly meetings between Brighton SPARK staff and County Planning Staff to collaborate on projects such as RRC

# Communication Activities

## 10%

- Departmental Liaison Program
- County Planning Connection newsletter
- Livingston County Brown Bag Lunch Series
  - 4 held per year

- Master Plan Community Visits
  - In 2018 we will repeat the visits we made in 2017 to each of the 20 local planning commission meetings
- Educational Series with a Partner Organization
  - One of our master plan surveys revealed that our local units of government think of County Planning as “facilitator”, so we would like to facilitate another program in 2018.
- Planning Website Improvement & Maintenance



# Planning Department Website Improvement and Maintenance

## EXAMPLE:

- Revised Livingston County Master Plan Page

The screenshot displays the Livingston County Master Plan website. At the top, there is a navigation bar with links for Residents, Businesses, Government, Courts, Directory, Local Gov't, I Want To..., and Employees. Below this is a breadcrumb trail: You are here: Livingston County, Michigan > Planning > Livingston County Master Plan.

The main content area is titled "Livingston County Master Plan" and "Review and Comment Period". It contains the following text:

On June 20, 2018, the Livingston County Planning Commission recommended to the Livingston County Board of Commissioners to approve the release of the Draft 2018 Livingston County Master Plan to all the neighboring communities and interested parties for a 63-day review period as required by the Michigan Planning Enabling Act (PA 33 of 2008 as amended). On July 2, 2018, the Livingston County Board of Commissioners approved the distribution of the Draft 2018 Livingston County Master Plan for public review and comment.

During the 63-day review period, public comments will be collected by County Planning Department staff. After the review period (which ends on September 6, 2018), a public hearing will be scheduled by the Livingston County Planning Commission (date to be determined) to hear verbal comments, and to review the comments collected by staff. Adoption of the plan will not take place until after the review period and public hearing.

All comments should be emailed to: [planning@livgov.com](mailto:planning@livgov.com)

A copy of the draft plan is also available at the front counter of the Livingston County Planning Department, 304 E. Grand River, Suite #206, Howell, Michigan.

The draft Livingston County Master Plan is a web-based plan that contains many web-based links to trends and best practices. To be fully effective, this plan must be viewed and utilized digitally, although the plan can be downloaded and printed by the user.

Thank you for your consideration of this matter. If you have any questions regarding this correspondence, please contact Livingston County Planning Department. We look forward to your comments regarding this draft document.

CLICK ON THE LINKS BELOW TO REVIEW THE DRAFT LIVINGSTON COUNTY MASTER PLAN

Below the text, there are three columns with links to download the plan documents:

- PREFACE**: [MASTER PLAN PREFACE.pdf](#)
- BODY OF PLAN**: [BODY OF MASTER PLAN.pdf](#)
- APPENDIX**: [MASTER PLAN APPENDIX.pdf](#)

At the bottom left, there is a "Planning Department" contact box with the following information:

**Planning Department**  
304 E Grand River Ave  
Suite 206  
Howell, MI 48843  
Map to our location  
Monday - Friday  
8:30am - 5:00pm  
Closed County Holidays  
Phone: 517.546.7555  
Email: [planning@livgov.com](mailto:planning@livgov.com)

# Emergency Management Activities

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- Hazard Mitigation Plan Implementation

- The Implementation Chapter of the Livingston County Hazard Mitigation Plan contains initiatives for County Planning Staff to implement

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- Emergency Management Staff Training

- Annual educational credits are needed to maintain PEM designation. Livingston County Emergency Management provides many training opportunities for our staff.



# New Initiatives in 2018



- **LivON – Livingston County Outdoor Network**
  - A new collaboration of park providers started by County Planning, HCMA and MDNR
- **New form of digital newsletter**
  - Multi page newsletter will be replaced with a one page newsletter blast
- **Launch of New County-wide Zoning Map and Specific Zoning Maps**
  - This zoning map tool was created in partnership with Livingston County GIS – an agreement for maintenance must be established with local units of government
- **Dedication/Ribbon Cutting at Fillmore County Park**
  - Expectation of the Land and Water Conservation Fund grant relationship with MDNR



# Thank You