

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

AGENDA

January 22, 2019

7:30 PM

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

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: January 22, 2019

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION

6.1 Central Dispatch

Resolution Authorizing the Reinstatement of the 911 Operations Manager Position

6.2 Emergency Management

Resolution Authorizing an Object Line Transfer for Fiscal-Year 2019 Emergency Management Grant Budget

6.3 Sheriff

Resolution Authorizing a Supplemental Appropriation to Establish a FY2019 Budget for the Recently Awarded Byrne Justice Assistance Grant (JAG)

6.4 Building Department

Resolution Authorizing a Supplemental Appropriation for Completion of the East Complex Mud Room Renovation

7. CALL TO THE PUBLIC

8. ADJOURNMENT

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

MEETING MINUTES

November 26, 2018

7:30 PM

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

Members Present:

Kate Lawrence , David J. Domas, Douglas G. Helzerman, Carol S. Griffith

1. CALL MEETING TO ORDER

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

2. APPROVAL OF MINUTES

Minutes of meeting dated: October 22, 2018

Motion to approve the minutes as presented.

Moved By David J. Domas

Seconded By Carol S. Griffith

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Carol S. Griffith

Seconded By David J. Domas

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

None.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Planning Department

Resolution Authorizing an Agreement to Award Bob Myers Excavating, Inc. for Fillmore County Park Phase 1 Improvements

Recommend Motion to the Finance Committee.

Moved By David J. Domas

Seconded By Carol S. Griffith

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

6.2 Solid Waste Management

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with City of Howell and Release of Funds

Recommend Motion to the Finance Committee.

Moved By David J. Domas

Seconded By Carol S. Griffith

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

6.3 Drain Commissioner

Resolution Authorizing the Creation of a Sanitary Facilities Operator Position

Recommend Motion to the Finance Committee.

Moved By David J. Domas

Seconded By Carol S. Griffith

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

7. CALL TO THE PUBLIC

None.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:42 p.m.

Moved By Douglas G. Helzerman

Seconded By Carol S. Griffith

Yes (4): Kate Lawrence , David J. Domas, Douglas G. Helzerman, and Carol S. Griffith

Motion Carried (4 to 0)

Respectfully submitted by:

Carol Sue Jonckheere,
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reinstatement of the 911 Operations Manager Position – Central Dispatch

WHEREAS, the 911 Central Dispatch Department has a need for reinstatement of the 911 Operations Manager position as established in 2015; and

WHEREAS, for purposes of continuity, the 911 Central Dispatch Department would function more efficiently if reinstatement of the 911 Operations Manager position were granted; and

WHEREAS, the duties of the 911 Operations Manager have been shared by the Operations Supervisors and the Deputy Director over the past 20 months and have become difficult to manage, causing strain on both the administration and operations of the center; and

WHEREAS, due to the steady increase of emergency and non-emergency incidents and fluxuating staffing levels, there is a need for the Operations Supervisors to be dedicated to monitoring and assisting in 911 operations on the dispatch floor; additionally, there is an increase in the administrative workload due to NextGeneration 911, legislative challenges, and escalated public-safety technology requirements and training standards; and

WHEREAS, funding for same is available in the 911 Central Dispatch Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establishes the reinstatement of the 911 Operations Manager position in the 911 Central Dispatch Department.

Position #	Description	CY FTE	Stat
32500112	OPERATIONS MANAGER	1.000	P

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the appropriate Budget Amendment(s) to effectuate the above.

#

#

#

MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Joni Harvey, 911 Deputy Director
Date: January 8, 2019
Re: 911 Operations Manager Position

Since the 911 Operations Manager position was removed from our organizational structure in May of 2017, the workload for this position was redistributed to the Deputy Director and Operations Supervisors to share. After attempting to maintain operations and allowing time to reallocate the responsibilities to other existing positions, we have determined that fulfilling these duties has caused a significant strain on the administration of the 911 department as well as the operations of the center.

We are a 24/7 – 365 days a year operating facility. We are also the central hub and core of the public safety community within the county. Considering these special circumstances, we are required to participate in and coordinate with multiple agencies to remain in compliance with local, state, and federal standards. While the Operations Supervisors are attempting to assist with the workload, they are in fact working Supervisors that perform dispatch functions daily, and their primary focus should be monitoring the increasing amount of events that are occurring in the county, and functioning as a working dispatcher when needed.

The 911 Director and Deputy Director are requesting reinstatement of the 911 Operations Manager position as established in October of 2015 by Municipal Consulting Services as was approved by the Board. In order to perform our duties to our stakeholders and customers of Livingston County efficiently, we feel it is necessary to reinstate the 911 Operations Manager position to assist in fulfilling these responsibilities. Please contact me with any questions regarding this matter.

Administration

Director

Administrative Assistant

Deputy Director

FOIA Clerk

Operations

Training Coordinator

Quality Improvement
Specialist

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Shift Leader

Shift Leader

Shift Leader

Shift Leader

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

911 CENTRAL DISPATCH
CURRENT
ORGANIZATION CHART

Administration

Director

Administrative Assistant

Deputy Director

FOIA Clerk

Operations Manager

Operations

Training Coordinator

Quality Improvement
Specialist

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Shift Leader

Shift Leader

Shift Leader

Shift Leader

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

Dispatcher

911 CENTRAL DISPATCH
PROPOSED
ORGANIZATION CHART

Examples: County Meetings divided between Director, Deputy Director, and Operations Supervisors
(Previously assisted by the Operations Manager)

- Livingston County Director's Meetings
- Board Meetings/Subcommittee Meetings
- Administrative Oversight Board
- LPT – Subcommittee of Emergency Management
- LEPT – Subcommittee of Emergency Management
- Systems Administrator Group – Subcommittee of AOB
- Strategic Planning – Subcommittee of AOB
- School Response – Subcommittee of Emergency Management
- Traffic Routing – Subcommittee of Emergency Management
- EP Steering Committee – Subcommittee of Health Department
- Health Dept Workgroups
- Whole Community Inclusion Planning – Subcommittee of Health Department
- Livingston Shelter/Motel System – Subcommittee of Health Department
- Dispatch Steering Committee
- Dispatch Review Committee
- Fire Chiefs
- APCO – National/Michigan 911 Association
- NENA – National/Michigan 911 Association
- MCDA – Michigan Communications Director's Association
- Training Committee – Dispatch
- Admin Meetings – Dispatch
- MABAS 3101 – Livingston County Fire Departments
- MABAS Executive Board – State of Michigan MABAS (Fire Dept. Mutual Aid)

Current Deputy Director Duties; Examples of responsibilities once assigned to the Operations Manager

- Direct Supervisor for Ops Supervisors, Training Coordinator, Quality Improvement Specialist
- Training Program – Coordinates program material w TC, monitors day to day progress of program
- Quality Improvement Program – Coordinates program material w Quality Improvement Specialist, monitors day to day progress of program
- Operations – Oversees day to day operations and coordinates implementation of procedures with Ops Supervisors
- Policy Development/Updates
- Personnel Issues
- Statistical Reporting – Data compilations
- Employee Hiring – Applications/Backgrounds/Interviews
- Employee Evaluations
- Coordinate procedures with 13 police agencies, 9 fire departments, 3 EMS agencies
- Coordinate procedures with on-call services (Red Cross, Detectives, Judges, SWP, DHS/CPS, LCRC, LCHD, EM, MDOT, MHOG, Repair Services, etc.)
- Scheduling for all employees and probationary staff for training and floor coverage for 24/7 operations
- Schedule vacation picks to coordinate between union & nonunion employees
- Community education coordinator
- Master Street Address Guide (MSAG) Coordinator
- CAD Administrator – Live CAD and Training CAD (2 separate softwares)
- Administrator of various technology: recording software, NG911 programs, public notification system, Aqua, tornado sirens, etc.
- Backup FOIA processor
- LEIN Terminal Agency Coordinator/Local Agency Security Officer – (LASO)
- HIPAA Compliance Officer - 911
- Coordinates participation in emergency preparedness drills and exercises
- State MABAS representative for REDCENTER
- Assist to mentor management team for future growth

Current Operations Supervisor Duties; Examples of responsibilities once assigned to the Operations Manager

- 3rd Deep in Charge
- Training Program – Coordinates program material w Training Coordinator
- Quality Improvement Program – Coordinates program material w Quality Improvement Specialist
- Operations – Oversees day to day operations and coordinates implementation of procedures with Deputy Director
- Policy Development with Deputy Director
- Personnel Issues
- Statistical Reporting – Data compilations
- Employee Hiring – Applications/Backgrounds/Interviews
- Employee Evaluations
- Coordinate procedures with 13 police agencies, 9 fire departments, 3 EMS agencies
- Coordinate procedures with on-call services (Red Cross, Detectives, Judges, SWP, DHS/CPS, LCRC, LCHD, EM, MDOT, MHOG, Repair Services, etc.)
- Scheduling for all employees and probationary staff for training and floor coverage for 24/7 operations
- Schedule vacation picks to coordinate between union & nonunion employees
- Community education coordinator
- Master Street Address Guide (MSAG) Coordinator
- CAD Administrator – Live CAD and Training CAD (2 separate softwares)
- Administrator of various technology: recording software, NG911 programs, public notification system, Aqua, tornado sirens, etc.
- Backup FOIA processor
- Backup Quality Improvement/Quality Assurance processor
- LEIN Terminal Agency Coordinator (TAC)
- Coordinates participation in emergency preparedness drills and exercises
- Assist to mentor employees for future growth

Emergency and Non-Emergency Incident Stats

- 2017 – 172, 352 incidents generated
- 2018 – 196,663 incidents generated



CONTACT INFORMATION

Requester: Chad Chewning Title of Requester: Director
 Dept. Phone Number/Extension: 517-540-7682 Date Requested: 01/07/19

POSITION INFORMATION

Position Title: Operations Manager Supervisor: Deputy Director

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

If so, name of person last holding this position: Joni Harvey

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

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

If so, name of current incumbent:

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

If so, Current Department: Proposed Department:

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

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position (REQUIRED): Request to reinstate Operations Manager position

FUNDING INFORMATION

Base Annual Salary: 65,674 (2018 rate) (\$66,987.00) This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded:

Allocation (Required): Current: Org. 26132500 % 100 Proposed (If changing): Org. %

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

REQUIRED APPROVALS

Joni Harvey 1-7-19 Chad Chewning 1/7/19
 Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 7077 Job Title: Operations Manager-911 Grade/Step: 11 / 1
 FTE: 1.0 Employee Group: NU HR Reviewed: Stacy Bono Date: 1.7.19

BUDGET OFFICE ONLY

Position Control #: 32500112 Org. 26132500

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

Comments: requires PS + Board approval

Budget Reviewed: Date:

Resolution #: Page 12 of 26 Board Authorized on Date:

LIVINGSTON COUNTY JOB DESCRIPTION

OPERATIONS MANAGER - 911

Supervised By: Deputy Director - 911

Supervises: Subordinate departmental employees as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the Deputy Director - 911 is responsible for overseeing the day-to-day operations of the 911 central dispatch/emergency management center and assisting the Deputy Director in the various aspects of departmental administration. Performs a full range of administrative leadership tasks in support of 911 operations and upgrade and interacts with a wide spectrum of agencies, jurisdictions and service providers.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
2. Develops, implements, and administers operating policies and procedures and monitors compliance.
3. Reviews and/or develops various reports regarding department operations, monitors compliance with applicable standards, and develops and/or approves appropriate training programs.
4. Serves as the department liaison regarding the planning and installation of emergency communication systems and their maintenance and administration. Assists the Director and Deputy Director - 911 in negotiating and monitoring service and repair contracts.
5. Coordinates with the 911 Director/Deputy Director in developing, modifying, and implementing policies and procedures that govern 911 deliveries of service and operations of the dispatch center in a broad range of areas and concerns.
6. Investigates sensitive or complex internal complaints against personnel. Assists in all aspects of personnel management.

7. Assures adequate staffing for all shifts and the effectiveness of scheduling and manpower usage systems.
8. Participates in community organizations to promote the department's image and programs.
9. Responsible for organizing, scheduling, training, and supervising dispatch participation in emergency exercises and drills with various disciplines and jurisdictions.
10. Assists in the development of emergency preparedness plans and related operations.
11. Acts as the Master Street Addressing Guide (MSAG) coordinator for the 911 Public Safety Answering Point (PSAP).
12. Serves as the County's Computer Aided Dispatch (CAD) and 911 phone system administrator, the Local Agency Security Officer (LASO), and point of contact for the State of Michigan's Law Enforcement Information Network (LEIN).
13. Coordinates with the Director and Deputy Director - 911 in the development and oversight of the department budget. Plays a key role in budget development.
14. In conjunction with the Director and Deputy Director – 911, administers provisions of the labor agreement and serves as a member of the management collective bargaining team.
15. Acts on behalf of the Director and Deputy Director - 911 and is authorized in the event of absence or vacancy to ensure continued execution of the Director's responsibilities.
16. Represents 911 Central Dispatch at various meetings and committee sessions.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in public safety or related field and five years of progressively more responsible experience in dispatch operations including prior supervisory responsibility.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Professional Emergency Manager (PEM) certification and Emergency Number Professional (ENP) preferred within three years of hire.

- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of emergency dispatch and managing the daily activities of an emergency dispatch call center.
- Considerable knowledge of applicable telecommunication systems, handling complex or sensitive situations, reviewing and analyzing operational reports, developing operating policies and procedures, maintaining accurate and detailed records, and applicable local, state, and federal laws, rules and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and maintenance, GIS/mapping, and the ability to master the Master Street Addressing Guide (MSAG) and Computer Aided Dispatch (CAD) databases.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.


The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Signature of Employee

Date

Signature of 911 Director/Deputy Director

Date

			Non Union T1
Salary		\$	66,987
FICA		\$	5,125
Pension		\$	10,128
Health		\$	12,441
Workers Comp		\$	188
Longevity			
Life		\$	161
LTD		\$	185
STD		\$	515
RHC - Savings			
TOTAL COST		\$	95,730

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Object Line Transfer for Fiscal-Year 2019 Emergency Management Grant Budget

WHEREAS, the 2019 Emergency Management Department Homeland Security Grant Budget, has funding available in org code 23842600, object line 974000, in the amount of \$156,659. The 974000 object line is for equipment and machinery with a cost of \$25,000 or greater as it relates to capital equipment; and

WHEREAS, there are some individual equipment projects for \$25,000 or greater for the 2019 fiscal year that require funding from that object code; and

WHEREAS, there are projects pending to provide mobile data computers for law enforcement and fire agencies in Livingston County under \$25,000 which are classified as Operating Equipment and Supplies that will need to be paid from org code, 23842600, object line 747000; and

WHEREAS, this requires a budget transfer of \$36,659 to move from object line 974000 Capital Equipment to 747000 Operating Equipment and Supplies to properly record the projects in the correct line item.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize a net zero transfer within the 2019 Emergency Management Department Homeland Security Grant Budget in Org Code 23842600 in the amount of \$36,659 from object code 974000 to object code 747000, as illustrated below:

FUND	APPROVED 2019 BUDGET	PROPOSED AMENDMENT	2019 AMENDED BUDGET
Org 23842600 object # 974000	\$156,659	\$ -36,659	\$120,000
Org 23842600 object # 747000	\$15,640	\$ +36,659	\$ 52,299

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

#

#

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 01/11/2019
**Re: RESOLUTION TO MOVE FUNDING IN THE EMERGENCY
MANAGEMENT HOMELAND SECURITY GRANTS ACCOUNT
FROM ONE OBJECT CODE TO ANOTHER**

The 2019 Emergency Management Department Homeland Security Grant Budget, Account 23842600 has funding available in object line 974000 in the amount of \$156,659.00. The 974000 object line is for equipment and machinery as it relates to capital improvements. There are some projects for the 2019 fiscal year that require funding from that object code.

However, there are several projects pending for which that funding needs to be utilized. To do so, the funding should be moved to object line 747000 which is utilized for supplies and operating equipment. The current proposed projects to utilize this funding is to provide Mobile Data Computers for Livingston County and local law enforcement and fire departments.

It is for this reason I am requesting a net-zero transfer within the 2019 Emergency Management Department Homeland Security Grant Budget, Account 23842600 of \$36,659 from object line 974000 to object line 747000.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Supplemental Appropriation to Establish a FY2019 Budget for the Recently Awarded Byrne Justice Assistance Grant (JAG) – Sheriff

WHEREAS, this Board of Commissioners gave authorization, via Resolution #2018-09-157, for the Livingston County Sheriff's Office to apply for the federal Byrne Justice Assistance Grant; and

WHEREAS, as a result of that application, the Michigan State Police awarded to the Livingston County Sheriff's Office a grant amount of \$245,000; and

WHEREAS, the Sheriff's Office intends to utilize the grant funds for the following purchases:

- \$100,000 (approx.) – Vigilant Solutions LPR Cameras with software
- \$60,000 (approx.) – ICOR / Avatar Tac Robot
- \$55,000 (approx.) – Aeryon Skyranger60 Drone
- \$30,000 (approx.) – Leica BLK360 3D Scanner; and

WHEREAS, the Sheriff's Office is requesting a budget amendment that reflects the following:

Org 23830100 – Federal Grants

Object	Obj Description	Current Budget	Proposed Amendment	Proposed Revised Budget
501000	Federal Grants	\$0	-\$245,000	-\$245,000
747000	Supplies - Operating Equipment	\$0	\$145,000	\$145,000
943012	New IT Hardware/Software	\$0	\$100,000	\$100,000

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve a supplemental appropriation, as set forth in the table above, to the 2019 approved Sheriff's Office's Federal Grants budget.

#

#

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 540-7988 Fax 552-2542
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Kristen Landis – Financial Analyst
Date: 01/14/2019
Re: A resolution for a budget amendment that establishes a FY2019 budget for the recently awarded Byrne Justice Assistance Grant (JAG) – Sherriff/Public Safety/Finance/Board

This Board of Commissioners gave authorization, via Resolution #2018-09-157, for the Livingston County Sheriff's Office to apply for the federal Byrne Justice Assistance Grant. As a result of that application, the Sheriff's Office was awarded that grant by the Michigan State Police in the amount \$245,000.

The Sheriff's Office plans to utilize the funds from the grant award to purchase the following items:

- \$100,000 (approx.) – Vigilant Solutions LPR cameras with software
- \$ 60,000 (approx.) – ICOR / Avatar Tac Robot
- \$ 55,000 (approx.) – Aeryon Skyranger60 Drone
- \$ 30,000 (approx.) – Leica BLK360 3D Scanner

The Sheriff's Office is requesting the Livingston County Board of Commissioners to authorize a 2019 budget amendment to the 2019 approved Sheriff's Office's Federal Grant budget as shown in the table below:

OBJECT	OBJ DESCRIPTION	Current Budget	Proposed Amendment	Proposed Revised Budget
501000	FEDERAL GRANTS	\$0	-\$245,000	-\$245,000
747000	SUPPLIES - OPERATING EQUIPMENT	\$0	\$145,000	\$145,000
943012	NEW IT HARDWARE/SOFTWARE	\$0	\$100,000	\$100,000

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



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. JOSEPH M. GASPER
DIRECTOR

January 3, 2019

Sgt. Chad Sell
Livingston County Sheriff's Office
150 South Highlander Way
Howell, Michigan 48843

RE: MSP #JAG-73019-Livingston County Sheriff's Department-2019
Livingston County Sheriff JAG Tech Enhancement Project

Dear Sergeant Sell:

I am pleased to inform you that your Byrne Justice Assistance Grant (JAG) application to the Michigan State Police (MSP), Grants and Community Services Division, has been selected to receive funding. **The federal award for your fiscal year (FY) 2019 project, pending modifications to your application and receipt of a signed Chief Legal Officer (CLO) Certification, is \$245,000.**

Beginning in FY 2017, the federal government began requiring all Byrne JAG applicants certify compliance with 8 U.S.C. Section 1373 before they may draw down their awards. Therefore, local jurisdictions that are subrecipients from the state administering agency, MSP, must provide a certification form (attached) signed by the CLO to be eligible to receive federal funding from JAG # 2017-MU-BX-0191.

Section 1373 prohibits jurisdictions from adopting policies or practices that impede the sharing of information with Immigration and Customs Enforcement (ICE) about an individual's immigration status. The two new conditions require jurisdictions to provide ICE with access to prisons and jails and to offer 48-hours notice to ICE before the scheduled release of any individual of interest.

You must complete any requested modifications found in the "Comments to Applicant" section in your grant application in MAGIC+. The procedure for making necessary modifications to the application to be eligible for a contract with the MSP can be found in the email accompanying this letter. In addition, the signed CLO Certification must be scanned and saved in "Applicant Attachments" in MAGIC+. When the certification letter is uploaded, and the modifications are submitted and approved, you will receive a follow-up email from our office advising you of the procedure for accepting a contract with the MSP.

The modifications and CLO letter must be submitted and approved, and the contract must be accepted in MAGIC+ by no later than 5 p.m. EST on Monday, February 4, 2019. If your award is not accepted by that date, your grant will be denied unless you have notified us of extenuating circumstances.

It is a legal requirement of this grant that your agency and any subcontractors agree to give recognition to the MSP and the U.S. Department of Justice in any and all publications, papers, press releases, and presentations arising from the funded project. The required disclaimer is included in Section VIII of the Grant Agreement in the MAGIC+ system. This language reads:

"This project was supported by Byrne JAG # 2017-MU-BX-0191 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP or DOJ."

Sgt. Chad Sell
Page 2
January 3, 2019

If you have any questions or concerns about the new requirements, please contact your grant advisor, Ms. Leslie Wagner, at 517-284-3214 or wagnerl2@michigan.gov. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Becker Bennett". The signature is fluid and cursive, with the first name "Nancy" being the most prominent.

Nancy Becker Bennett, Division Director
Grants and Community Services Division

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

FY 2017 Edward Byrne Memorial Justice Assistance Grant Program

**Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient:
Recipient State subaward to a Local Government**

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2017 JAG Program"), I certify to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

- (1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2017 JAG Program.
- (2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2017 JAG Program—
 - (a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. § 1373, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and
 - (b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. § 1373 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.
- (4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which shall not be understood to include any "program or activity" of any planned subrecipient of a lower-tier subaward):
 - (a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. § 1373(a); or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2017 JAG Program

Recipient State *from which the prospective subrecipient seeks a subaward* under the FY 2017 JAG Program

Signature of chief legal officer of the prospective subrecipient

Printed name of chief legal officer of the prospective subrecipient

Title of chief legal officer of the prospective subrecipient

Date of certification

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Supplemental Appropriation for Completion of the East Complex Mud Room Renovation - Building Department

WHEREAS, resolution 2018-08-137 authorized the renovation of the back portion of the East Complex to provide for updated restrooms and an inspector locker room area in addition to a new exterior entrance / exit, and relocation & remodel of existing storage and shredding room areas at a cost not to exceed \$191,520; and

WHEREAS, the renovation was not completed in 2018; and

WHEREAS, a supplemental appropriation to the 2019 budget in the amount of \$58,608 is required to process payment once the project is completed. No additional funds in excess of the previously authorized \$191,520 are being requested; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a supplemental appropriation to the Fiscal Year 2019 Building Inspection Fund in the amount of \$58,608.

FUND	Approved budget	Proposed amendment	Amended budget
542 - Building Inspection	\$ 3,059,778	\$ 58,608	\$ 3,118,386

#

#

#

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

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

DATE: January 16, 2019

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: Jim Rowell, Building Official

RE: Supplemental Appropriation for completion of Mudroom project

Resolution 2018-08-137 authorized the renovation of the back portion of the East Complex to provide for updated restrooms and an inspector locker room area in addition to a new exterior entrance / exit, and relocation & remodel of existing storage and shredding room areas at a cost not to exceed \$191,520. The project was not completed at year end. There is a need to request a budget amendment to carry over the unused funds in the amount of \$58,608 from 2018 to 2019.

There are no additional funds requested in excess of the \$191,520 that was previously authorized.

Respectfully,

Jim Rowell
Building Official