

Highlights from W. Barnett Jones, Chief Security & Integrity Officer

The Security and Integrity Area presently is leading GLWA in several strategic initiatives.

❖ **Water Act 2018 Threat and Vulnerability Assessments**

Re-assess all GLWA facilities for threats and vulnerabilities to meet the five-year requirements of the Water Act of 2018

❖ **Report Management System**

Transition to a modernized records and reporting system

❖ **Online Training Program**

Expand annual training and re-training of certification courses for the Security and Integrity Area team members

❖ **Plan, design & implement a joint “Disaster Response Unit”**

The Security and Integrity Group will be working on a concept to Plan, Design, and Implement a Disaster Response Unit. This concept consists of several distinct phases:

- **Phase One** – Identify scope of response and type of equipment necessary to support and sustain responders to include vehicles. This phase was started in FY 2020 with the initial purchase of a truck and a trailer and will be completed in FY 2021.
- **Phase Two** - Coordinate with State of Michigan and Federal Emergency Management Agency (FEMA) to research requirements and certify GLWA as a Disaster Response team. This phase will start in FY 2021 with the research of requirements and be completed in FY 2022
- **Phase Three** – Identify training requirements and train members to standards. This phase will be completed in FY 2022.
- **Phase Four** – Identify team makeup to include total numbers on team and minimum number to be deployed. This phase will be completed in FY 2022.
- **Phase Five** - Identify policy's and standard operating guidelines. This phase will be completed in FY 2023 and will require a review with General Counsel.
- **Phase Six** - Recurring training to ensure competencies and maintain disciplines. This phase will be completed in FY 2024.

Organization

The Security and Integrity Area consists of two teams.

❖ **Security and Integrity** Provide high quality, professional security operations and technical intelligence for the organization and its valued customers throughout Michigan.

❖ **HazMat** An in-house delivery service within the Security & Integrity Group who perform immediate response to all Level (1) Hazmat calls on the property of Water Resource Recovery Facility (WRRF). This team provides three main services: immediate response to all HazMat

discharges at the WRRF, professional security operations for the Detroit Marine Terminal, and confined space rescue standby for GLWA employees at WRRF.

Biennial Budget Request

- ❖ The biennial budget reflects an overall \$28,491 increase or 0.5% in FY 2022.
- ❖ The \$50,471 increase in supplies & other is for the purchase of turnout gear for the HazMat Team. The turnout gear is estimated at \$79,800; (\$4,200 each for nineteen employees). The cost is being offset by \$30,000 due to the Continuity of Operations Plan (COOP) implementation being delayed until FY 2023.
- ❖ The contractual services account is increasing \$35,330 to implement a report management system.

Biennial Budget Request by Expense Category

Expense Categories	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ 6,028,200	\$ 5,492,500	\$ 1,502,956	\$ 5,441,790	\$ (50,710)	-0.9%	\$ 5,469,908
4.2 Supplies & Other	226,800	453,100	37,755	503,571	50,471	11.1%	494,483
4.3 Contractual Services	118,900	345,300	5,864	380,630	35,330	10.2%	388,242
5.2 Shared Services	(364,000)	(331,500)	(82,868)	(338,100)	(6,600)	2.0%	(344,800)
Grand Total	\$ 6,009,900	\$ 5,959,400	\$ 1,463,708	\$ 5,987,891	\$ 28,491	0.5%	\$ 6,007,833

Biennial Budget Request by Team

Team	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
HazMat	1,577,300	1,594,200	\$ 357,262	1,666,540	72,340	4.5%	1,627,447
Security and Integrity	4,432,600	4,365,200	\$ 1,106,446	4,321,351	(43,849)	-1.0%	4,380,386
Grand Total	\$ 6,009,900	\$ 5,959,400	\$ 1,463,708	\$ 5,987,891	\$ 28,491	0.5%	\$ 6,007,833

Personnel Budget

The Security and Integrity Area consists of 79 positions in FY 2022, which is staying consistent with FY 2021 staffing level. The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
Security and Integrity Area	79.00	79.00	79.00	79.00	83.00	83.00	83.00
Security and Integrity	60.00	60.00	60.00	60.00	62.00	62.00	62.00
HazMat	19.00	19.00	19.00	19.00	21.00	21.00	21.00

Full-time Equivalents - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in each year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

Full-time Equivalents

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
Security and Integrity Area	79.00	79.00	79.00	79.00	83.00	83.00	83.00
Security and Integrity	60.00	60.00	60.00	60.00	62.00	62.00	62.00
HazMat	19.00	19.00	19.00	19.00	21.00	21.00	21.00

Personnel Budget - The table below presents the Security & Integrity personnel budget which consists of the following expense categories: Salaries & Wages, Overtime and Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Security and Integrity Area	\$ 5,492,500	\$ 5,441,790	\$ 5,469,908	\$ 5,755,723	\$ 5,785,196	\$ 5,814,669
Security and Integrity	4,002,900	3,966,898	3,987,806	4,116,563	4,138,089	4,159,614
HazMat	1,489,600	1,474,892	1,482,102	1,639,161	1,647,108	1,655,055

Five-Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
2.0 Personnel	\$ 5,492,500	\$ 1,502,956	\$ 5,441,790	\$ (50,710)	-0.9%	\$ 5,469,908	\$ 5,755,723	\$ 5,785,196	\$ 5,814,669
4.2 Supplies & Other	453,100	37,755	503,571	50,471	11.1%	494,483	509,373	514,460	491,576
4.3 Contractual Services	345,300	5,864	380,630	35,330	10.2%	388,242	396,007	403,927	412,006
5.2 Shared Services	(331,500)	(82,868)	(338,100)	(6,600)	2.0%	(344,800)	(351,800)	(358,900)	(366,000)
Grand Total	\$ 5,959,400	\$ 1,463,708	\$ 5,987,891	\$ 28,491	0.5%	\$ 6,007,833	\$ 6,309,303	\$ 6,344,683	\$ 6,352,251

Five-Year Financial Plan by Team

Team	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
HazMat	\$ 1,594,200	\$ 357,262	\$ 1,666,540	\$ 72,340	4.5%	\$ 1,627,447	\$ 1,792,412	\$ 1,798,324	\$ 1,776,123
Security and Integrity	4,365,200	1,106,446	4,321,351	(43,849)	-1.0%	4,380,386	4,516,891	4,546,359	4,576,129
Grand Total	\$ 5,959,400	\$ 1,463,708	\$ 5,987,891	28,491	0.5%	\$ 6,007,833	\$ 6,309,303	\$ 6,344,683	\$ 6,352,251

Capital Outlay

The Security and Integrity Area capital outlay is funded by the Improvement & Extension (I&E) budget.

Five-Year Capital Outlay by Asset Category

Asset Category	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ -	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
Access Control, Surveillance	-	80,000	81,600	83,232	84,897	86,595
Grand Total	\$ -	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595

Five-Year Capital Outlay by Funding Source

Funding Source	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ -	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
Grand Total	\$ -	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595

Five-Year Capital Outlay by Team

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Security and Integrity		\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
Grand Total	\$ -	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595

Line-Item Budget and Financial Plan

The five-year plan with a line-item expense budget begins below. Because many of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations.

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
881201 - Security and Integrity	\$ 4,432,600	\$ 4,365,200	\$ 1,106,446	\$ 4,321,351	\$ 4,380,386	\$ 4,516,891	\$ 4,546,359	\$ 4,576,129
2.1 Salaries & Wages	2,809,200	2,772,400	700,001	2,753,026	2,753,026	2,822,997	2,822,997	2,822,997
2.3 Overtime	248,500	168,500	76,154	168,510	168,510	174,222	174,222	174,222
Overtime	239,800	168,500	76,154	168,510	168,510	174,222	174,222	174,222
Personnel – Overtime Covid-19	8,700	-	-	-	-	-	-	-
2.4 Employee Benefits	1,437,500	1,062,000	372,020	1,045,362	1,066,270	1,119,343	1,140,869	1,162,395
4.2 Supplies & Other	182,500	348,500	35,273	311,923	349,138	356,121	363,244	370,509
Memberships, Licenses & Subscriptions	24,000	24,000	4,725	32,000	32,640	33,293	33,959	34,638
Mileage and Parking	-	200	-	214	218	223	227	232
Office Supplies	16,900	20,500	2,105	15,000	15,300	15,606	15,918	16,236
Supplies & Other - Covid19	3,000	-	87	-	-	-	-	-
Operating Supplies	26,200	134,800	18,278	114,064	116,345	118,672	121,046	123,467
Training and Internal Meetings	37,300	100,700	-	70,977	103,374	105,441	107,550	109,701
Travel	19,800	15,800	-	16,077	16,399	16,727	17,061	17,402
Tuition Refund	6,400	-	2,455	10,000	10,200	10,404	10,612	10,824
Employee Uniform Expense	48,900	52,500	7,623	53,591	54,663	55,756	56,871	58,009
4.3 Contractual Services	118,900	345,300	5,864	380,630	388,242	396,007	403,927	412,006
Contractual Operating Services	118,900	334,900	5,864	370,030	377,430	384,979	392,678	400,532
Contractual Security Services	-	10,400	-	10,600	10,812	11,028	11,249	11,474
5.2 Shared Services	(364,000)	(331,500)	(82,868)	(338,100)	(344,800)	(351,800)	(358,900)	(366,000)
Shared Services : Salaries & Wages	-	-	-	-	-	-	-	-
Reimbursement	(220,100)	(200,400)	(50,100)	(204,400)	(208,500)	(212,700)	(217,000)	(221,300)
Shared Services Reimbursement	(56,000)	(51,000)	(12,746)	(52,000)	(53,000)	(54,100)	(55,200)	(56,300)
Shared Services: Employee Benefit	-	-	-	-	-	-	-	-
Reimbursement	(87,900)	(80,100)	(20,021)	(81,700)	(83,300)	(85,000)	(86,700)	(88,400)
881202 - HazMat	1,577,300	1,594,200	357,262	1,666,540	1,627,447	1,792,412	1,798,324	1,776,123
2.1 Salaries & Wages	1,027,800	1,020,600	212,010	1,016,704	1,016,704	1,117,376	1,117,376	1,117,376
2.3 Overtime	62,300	97,700	32,001	97,682	97,682	108,536	108,536	108,536
2.4 Employee Benefits	442,900	371,300	110,770	360,506	367,716	413,249	421,196	429,143
4.2 Supplies & Other	44,300	104,600	2,481	191,648	145,345	153,252	151,216	121,068
Memberships, Licenses & Subscriptions	900	1,200	-	1,575	1,607	1,639	1,671	1,705
Office Supplies	200	7,000	117	18,523	18,893	19,271	19,657	20,050
Supplies & Other - Covid19	1,700	-	-	-	-	-	-	-
Operating Supplies	15,000	25,000	266	35,000	35,700	36,414	37,142	37,885
Repairs & Maintenance-Equipment	1,800	15,900	655	15,500	15,810	16,126	16,449	16,778
Training and Internal Meetings	12,000	17,500	-	20,500	20,910	21,328	21,755	22,190
Travel	2,600	4,000	-	4,050	4,131	4,214	4,298	4,384
Tuition Refund	1,300	-	-	-	-	-	-	-
Capital Outlay less than \$5,000	-	26,000	-	79,800	31,260	36,885	32,522	-
Uniforms, Laundry, Cleaning	-	6,000	-	7,200	7,344	7,491	7,641	7,794
Employee Uniform Expense	8,800	2,000	1,443	9,500	9,690	9,884	10,081	10,283
Grand Total	\$ 6,009,900	\$ 5,959,400	\$ 1,463,708	\$ 5,987,891	\$ 6,007,833	\$ 6,309,303	\$ 6,344,683	\$ 6,352,251