

GENERAL GOVERNMENT COMMITTEE

3/10/2008

304 E. Grand River Avenue, Howell, MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Minutes of meeting dated February 11, 2008
3. **APPROVAL OF AGENDA**
4. **CALL TO THE PUBLIC**
5. **REGISTER OF DEEDS**
 - A. RESOLUTION AMENDING RES.#2008-02-020 AUTHORIZING CONTRACTS FOR 2008 FOR THE MONUMENTATION OR REMONUMENTATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY - Register of Deeds / General Government Committee
(SEE RES#05A)
6. **EQUALIZATION**
 - A. RESOLUTION EXTENDING CONTRACT FOR COMMERCIAL APPRAISALS – Equalization / General Government Committee
(SEE RES#06A)
7. **INFORMATION TECHNOLOGY / GIS**
 - A. RESOLUTION TO ENTER INTO AN AGREEMENT FOR GIS APPLICATION DEVELOPMENT SERVICES WITH INFOGEOGRAPHICS, INC FOR ADDRESS DATABASE & WEBSITE - Information Technology / GIS / General Government Committee
(SEE RES#07A)
 - B. RESOLUTION TO PURCHASE A NEW iSERIES (AS/400) COMPUTER FOR THE CIRCUIT, DISTRICT, JUVENILE AND PROBATE COURTS AND SHERIFF'S DEPARTMENT - Information Technology / General Government Committee
(SEE RES#07B)
8. **L.E.T.S. / MOTOR POOL**
 - A. RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR LETS OPERATIONS MANAGER AND TRAINER TO ATTEND THE F.T.A. DRUG & ALCOHOL CERTIFICATION CLASS & CONFERENCE IN ORLANDO, FLORIDA - L.E.T.S. / General Government Committee
(SEE RES#08A)
 - B. RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR VEHICLES FOR SHERIFF DEPARTMENT - Motor Pool / General Government Committee
(SEE RES#08B)
9. **ADMINISTRATION**

A. RESOLUTION TO ADOPT THE LIVINGSTON COUNTY POLICY FOR FREEDOM OF INFORMATION ACT REQUESTS - Administration / General Government Committee
(SEE RES#09A)

10. AIRPORT

A. Discussion on Environmental Insurance

11. 2008 DEPARTMENT PRIORITIES

A. Equalization

B. Register of Deeds

C. L.E.T.S. / MOTOR POOL

(No Attachments)

12. CLOSED SESSION

Property Acquisition

(No attachments)

05A RESOLUTION AMENDING RES.#2008-02-020 AUTHORIZING CONTRACTS FOR 2008 FOR THE MONUMENTATION OR REMONUMENTATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY - Register of Deeds / General Government Committee

06A RESOLUTION EXTENDING CONTRACT FOR COMMERCIAL APPRAISALS – Equalization / General Government Committee

07A RESOLUTION TO ENTER INTO AN AGREEMENT FOR GIS APPLICATION DEVELOPMENT SERVICES WITH INFOGEOGRAPHICS, INC FOR ADDRESS DATABASE & WEBSITE - Information Technology / GIS / General Government Committee

07B RESOLUTION TO PURCHASE A NEW iSERIES (AS/400) COMPUTER FOR THE CIRCUIT, DISTRICT, JUVENILE AND PROBATE COURTS AND SHERIFF'S DEPARTMENT - Information Technology / General Government Committee

08A RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR LETS OPERATIONS MANAGER AND TRAINER TO ATTEND THE F.T.A. DRUG & ALCOHOL CERTIFICATION CLASS & CONFERENCE IN ORLANDO, FLORIDA - L.E.T.S. / General Government Committee

08B RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR VEHICLES FOR SHERIFF DEPARTMENT - Motor Pool / General Government Committee

09A RESOLUTION TO ADOPT THE LIVINGSTON COUNTY POLICY FOR FREEDOM OF INFORMATION ACT REQUESTS - Administration / General Government Committee

13. ADJOURNMENT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AMENDING RESOLUTION #2008-02-020 AUTHORIZING
CONTRACTS FOR 2008 FOR THE MONUMENTATION OR REMONUMENTATION
OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY-
Register of Deeds / General Government Committee**

WHEREAS, the Livingston County Survey Plan has determined a need for the Monumentation or Remonumentation of all the public land survey corners in Livingston County to be accomplished over of 20-year period, in accordance with P.A. 345, 1990; and

WHEREAS, partial funding for the monumentation or Remonumentation of all the public land survey corners in Livingston County has been provided by P.A. 346, 1990.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Grant Administrator to contract for Remonumentation of 30 corners as proposed in the 2008 Grant Agreement for a total amount not to exceed \$110,000.00.

BE IT FURTHER RESOLVED that up to \$65,000.00 shall be taken from the Livingston County Survey Remonumentation Fund 245-245 as the County's contribution to the Grant Agreement and the Grant from the State of Michigan for its share totals \$108,253.00 for a total program not to exceed \$173,253.00.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners and the Grant Administrator are hereby authorized to sign said State Grant and consultant surveyor contracts upon review of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION EXTENDING CONTRACT FOR COMMERCIAL APPRAISALS –
Equalization / General Government Committee**

WHEREAS, the Livingston County Board of Commissioners have entered into one year contracts with Landmark Appraisal Company, G-3247 Beecher Rd., Suite 800, Flint, MI 48532 since 1996 for commercial appraisals; and

WHEREAS, the work performed by Landmark Appraisal Company is satisfactory to The Equalization Department; and

WHEREAS, Landmark Appraisal Company has built a data base of Livingston County Commercial activity including sales of improved parcels, vacant land sales, income information, and appraisals; and

WHEREAS, there is sufficient funding in the 2008 budget line item 819.000 Other Contracts.

THEREFORE BE IT RESOLVED THAT THE Livingston County Board of Commissioners hereby approves the contract for the 2008 commercial appraisals with Landmark Appraisal Company for 160 appraisals not to exceed \$37,280.00 for the total contract commencing on April 1, 2008 and completed by November 1, 2008.

BE IT FURTHER RESOLVED that Civil Counsel be requested to prepare said contract.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon preparation by Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ENTER INTO AN AGREEMENT FOR GIS APPLICATION DEVELOPMENT SERVICES WITH INFOGEOGRAPHICS, INC. FOR ADDRESSING WEBSITE AND BUDGET AMENDMENT - Information Technology / GIS / General Government Committee

WHEREAS, the GIS Division issues addresses for 14 local communities and coordinates the standardization of address issuance in the remaining 6 communities; and

WHEREAS, the GIS Application Developer position is vacant; and

WHEREAS, InfoGeographics, Inc of Traverse City, Michigan has been selected to perform all work based on qualifications, experience and work history and has agreed to adhere to the terms in their Contract dated December 6, 2007; and

WHEREAS, the cost of developing the custom addressing tools and websites, which will improve address issuance efficiencies, shall not exceed \$52,725; and

WHEREAS, funding was included in the 2007 GIS budget, however the project will not begin until Fiscal-Year 2008, and therefore needs to be included in the 2008 GIS budget; and

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

WHEREAS, this Resolution has been recommended for approval by the Technology Committee at their February 13, 2008 meeting.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves a contract for services with InfoGeographics, Inc. of Traverse City, Michigan to create a GIS-based address database and an interactive mapping website at a cost not to exceed \$52,725.

BE IT FURTHER RESOLVED that development services begin in April 2008 and continue for approximately 168 days with anticipated delivery of all project products by October 31, 2008.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the proposed 2008 amended budget as follows:

<u>Fund</u>	<u>Proposed 2008 Amended Budget</u>
IT	\$3,445,000

The budgetary Status Reports showing the line-item changes for this budget amendment will be attached as part of the resolution.

BE IT FURTHER RESOLVED that the Board Chairman is authorized to sign said contract upon review of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION NO:

PAGE: 2

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO PURCHASE A NEW iSERIES (AS/400) COMPUTER FOR THE CIRCUIT, DISTRICT, JUVENILE AND PROBATE COURTS AND SHERIFF'S DEPARTMENT AND BUDGET AMENDMENT - Information Technology / General Government Committee

WHEREAS, the Information Technology Department is hereby requesting authorization to purchase an iSeries (AS/400) computer for Circuit Court, District Court, Juvenile and Probate Courts and the Sheriff Department; and

WHEREAS, the new computer will replace the current AS/400, purchased in April of 1999 and due to increased usage is very slow; and

WHEREAS, the equipment will be purchased by agreement through Application Specialists of Lansing, MI per their quote dated March 4, 2008, in an amount not to exceed \$30,092., which covers the cost of the computer, 2 years hardware maintenance, 2 years software maintenance and migration services; and

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

WHEREAS, funding for 50% of the new purchase is budgeted within the IT department's 2008 software budget, however the remaining 50% of the purchase requires a proposed budget amendment including any necessary line-item adjustments and to authorize a request by the IT Department to access retained earnings to be repaid by future cost of service charges.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of an iSeries Power 5+ from Application Specialists of Lansing, MI at a total cost not to exceed \$30,092.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the IT Department to use 50% of the purchase that is included in the IT Department FY 2008 software budget and to include a budget amendment including any necessary line-item adjustments for the remaining 50% of the purchase price that IT be authorized to utilize retained earnings and recoup this cost in future cost of service charges.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the proposed 2008 amended budget as follows:

<u>Fund</u>	<u>Proposed Budget Amendment</u>
IT	\$3,460,046

The budgetary Status Reports showing the line-item changes for this budget amendment will be attached as part of the resolution.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign said above referenced agreement.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS
MANAGER AND TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL
CERTIFICATION CLASS AND CONFERENCE IN ORLANDO, FLORIDA -
L.E.T.S. / General Government Committee**

WHEREAS, it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and

WHEREAS, the Federal Transit Administration has encouraged L.E.T.S. to send their Drug and Alcohol Program Administrator and Deputy Administrator to the 3rd Annual FTA Drug and Alcohol Program Conference being held in Orlando, Florida this coming April; and

WHEREAS, this is the only such program being offered by the Federal Transit Administration (FTA) in CY 2008; and

WHEREAS, Federal and State grant funds are available and are approved for this use, along with firebox revenues, to pay 100% of the costs of attending this training program with the total cost not to exceed \$1,700.00 for airfare, food, and accommodations.

THEREFORE BE IT RESOLVED THAT the Livingston County Board of Commissioners approves out of state travel for L.E.T.S. Operations Manager and Driver Trainer to attend the Federal Transit Administration's Drug and Alcohol Training and Certification Conference in Orlando, Florida from April 28 through May 2nd, 2008, with no funding being paid from the Livingston County General Fund or other County funds.

BE IT FURTHER RESOLVED THAT the cost of attending this training program is budgeted and is not to exceed \$1,700.00 for airfare, food, and accommodations.

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SECONDED:

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RESOLUTION

NO:

LIVINGSTON COUNTY

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RESOLUTION AUTHORIZING CAPITAL EXPENDITURE -Vehicles – Motor Pool / Sheriff Department / General Government

WHEREAS, The Sheriff Department has requested that the Livingston County Motor Pool Department purchase replacement vehicles for their Road Patrol and Jail Transport unit; and

WHEREAS, The Sheriff is recommending replacement vehicles for the Road Patrol of seven (7) MY (model year) 2008 Ford Crown Victoria Police Package Interceptors to be purchased from Signature Ford, located in Owosso, Michigan, utilizing the Macomb County competitive bid and two (2) 2008 Dodge Charger Police Package to be purchased from Golling Chrysler, utilizing the Oakland County competitive bid as the most cost effective. All patrol vehicles are replacements as the old vehicles have exceeded their mileage standard for pursuit purposes; and

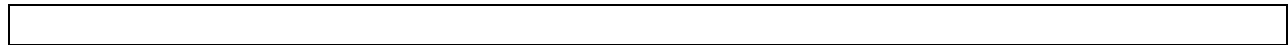
WHEREAS, The Jail Transport Division is requesting replacement of their old transport units which have exceeded their mileage ceilings with the purchase of two (2) Dodge Caravans to be purchased from Slingerland Dodge of Owosso, MI through the Macomb County bid; and

WHEREAS, monies have been budgeted in both the Sheriff Department and the Motor Pool FY 2008 Budgets;

WHEREAS, the monies to cover the cost of these vehicles are available from the Motor Pool lease replacement program for the purchase of the following vehicles:

(7) Ford Crown Vic/Road Patrol Division	@\$20,971.00	\$146,797.00
(2) Dodge Charger/Road Patrol Division	@\$21,418.32	\$ 42,836.64
(2) Dodge Caravan /Jail Transport	@\$18,409.65	<u>\$ 36,819.30</u>
GRAND TOTAL		\$226,452.94

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Motor Pool Director to purchase the above vehicles as follows: Seven (7) Crown Victoria models from Signature Ford of Owosso, Mi through the Macomb County Bid for vehicles in the amount of One Hundred Forty-Six Thousand Seven Hundred Ninety-Seven (\$146,797.00); Two (2) Dodge Charger Police from Golling Chrysler from the Oakland County Bid process for Forty-Two Thousand Eight Hundred Thirty-Six and 64/100 (\$42, 836.64); and Two (2) Dodge Caravans from Slingerland Dodge of Owosso, MI from the Macomb County Bid for Thirty-Six Thousand Eight Hundred Nineteen Dollars and 30/100 (\$36,819.30) for a total of Two Hundred Twenty-Six Thousand Four Hundred Fifty-Two Dollars and 94/100 (\$226,452.94)



BE IT FURTHER RESOLVED that the Motor Pool Director is hereby authorized to dispose of or reassign an aggregate of eleven (11) vehicles being turned in by the Sheriff's Department per the County Purchasing/Disposal Policy

BE IT FURTHER RESOLVED that the above referenced purchase is made from the extension of the Macomb County Purchasing Program and the Oakland County Purchasing program

BE IT FURTHER RESOLVED that the purchase of these vehicles have been budgeted in both the Sheriff's Department and the Motor Pool budgets for FY 2008 and the monies to cover the cost of these vehicles is available from the Motor Pool Lease replacement program

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NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT THE LIVINGSTON COUNTY POLICY FOR FREEDOM OF INFORMATION ACT REQUESTS - COUNTY ADMINISTRATION

WHEREAS, it has been determined that the implementation of a County Policy for Freedom of Information Act (“FOIA”) requests will enhance consistency and accuracy to the information requests process by establishing guidelines and specific procedures for said requests for information made by the public; and

WHEREAS, this Policy has been prepared by County Administration in cooperation with the County Clerk and various other departments throughout the County; and

WHEREAS, this Resolution has been recommended for adoption by the General Government Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Policy for Freedom of Information Act (“FOIA”) Requests.

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MOVED:

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CARRIED: