

# FINANCE COMMITTEE

9/23/2009

304 E. Grand River Ave., Howell, MI

7:30 AM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - A. Minutes of meeting dated September 9, 2009
4. **TABLED ITEMS FROM PREVIOUS MEETINGS - None**
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **L.E.T.S.**
  - A. RESOLUTION APPROVING THE CREATION OF TWO(2) PART TIME (29 HOURS PER WEEK)DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT - L.E.T.S. / General Government Committee / Finance Committee
  - B. RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee / Finance Committee
9. **CIRCUIT COURT**
  - A. RESOLUTION TO AUTHORIZE THE APPLICATION FOR FY 2010 MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) BYRNE GRANT FUND FOR THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM - Circuit Court / Public Safety Committee / Finance Committee
  - B. RESOLUTION APPROVING THE FILLING OF A VACANT JUVENILE ATTORNEY/REFEREE POSITION IN THE 44th CIRCUIT COURT - Circuit Court / Public Safety Committee / Finance Committee
10. **911 CENTRAL DISPATCH**
  - A. RESOLUTION AUTHORIZING A MAINTENANCE SERVICE AGREEMENT FOR POWER E9-1-1 CUSTOMER PREMISE EQUIPMENT (CPE) SYSTEM WITH AT&T - 911 Central Dispatch / Public Safety Committee / Finance Committee
11. **INFORMATION TECHNOLOGY**
  - A. RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - Information Technology / General Government Committee / Finance Committee

B. RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - Information Technology / General Government Committee / Finance Committee

C. RESOLUTION TO APPROVE THE HIRING OF TWO(2) PART-TIME HARDWARE TECHNICIANS IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J - Information Technology / General Government Committee / Finance Committee

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**08A** RESOLUTION APPROVING THE CREATION OF TWO(2) PART TIME (29 HOURS PER WEEK)DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT - L.E.T.S. / General Government Committee / Finance Committee

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**08B** RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee / Finance Committee

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**09A** RESOLUTION TO AUTHORIZE THE APPLICATION FOR FY 2010 MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) BYRNE GRANT FUND FOR THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM - Circuit Court / Public Safety Committee / Finance Committee

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**09B** RESOLUTION APPROVING THE FILLING OF A VACANT JUVENILE ATTORNEY/REFEREE POSITION IN THE 44th CIRCUIT COURT - Circuit Court / Public Safety Committee / Finance Committee

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**10A** RESOLUTION AUTHORIZING A MAINTENANCE SERVICE AGREEMENT FOR POWER E9-1-1 CUSTOMER PREMISE EQUIPMENT (CPE) SYSTEM WITH AT&T - 911 Central Dispatch / Public Safety Committee / Finance Committee

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**11A** RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - Information Technology / General Government Committee / Finance Committee

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**11B** RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - Information Technology / General Government Committee / Finance Committee

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**11C** RESOLUTION TO APPROVE THE HIRING OF TWO (2) PART-TIME HARDWARE TECHNICIANS IN THE LIVINGSTON COUNTY

INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE  
RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J -  
Information Technology / General Government Committee / Finance Committee

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- 12. MISCELLANEOUS CLAIMS**
- 13. COMPUTER PRINTOUT - (attached)**
- 14. CLOSED SESSION - Labor Relations Update**
- 15. ADJOURNMENT**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE CREATION OF TWO (2) PART TIME (29 HOURS PER WEEK) DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT AND FY 2009 BUDGET AMENDMENT – L.E.T.S. / General Government / Finance Committee**

**WHEREAS,** L.E.T.S. has applied and has been awarded a Federal and State Job Access and Reverse Commute (JARC) grant; and

**WHEREAS,** funding for the requested two (2) part time (29 hours per week) driver positions along with all related operating costs will come from a JARC grant that is 100% funded between the Federal and State in the amount of \$100,000 operating and one time capital of \$75,000 for one (1) small transit bus; and

**WHEREAS,** the operating portion of the grant will begin October 1, 2009 and is at this time estimated to continue for many years at the rate of \$100,000 operating funds annually; and

**WHEREAS,** if the JARC grant is eliminated then also these positions will be eliminated; and

**WHEREAS,** the cost of the JARC grant was not included in the 2009 L.E.T.S. budget, therefore a budget amendment is necessary; and

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

**WHEREAS,** the proposed FY 2009 budget amendment reflects the addition of 25% or 3 months of both Federal and State annual operating of \$100,000 of grant revenue and related expenses.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby  
authorizes and approves the creation of two (2) Part Time (29 hours per week) driver  
positions for the purpose of implementing the Federal and State Job Access and Reverse  
Commute (JARC) grant.

**BE IT FURTHER RESOLVED** that the pay grade level for this position is placed at Grade F.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners approves and authorizes the addition of two (2) Part Time driver (29 hours per week) positions.

<b>CURRENT POSITIONS</b>	
Director, Grade N	[1]
Operations Manager, Grade K	[1]
Fleet Manager, Grade I	[1]
Maintenance/Trainer, Grade G	[1]
Administrative Aide, Grade F	[1]
Dispatch/Driver, Grade F	[3]
Utility/Driver, Grade F	[1]
Driver – Full Time, Grade F	[9]
Driver – P/T (29 Hrs), Grade F	[10]
Driver – P/T (19 Hrs), Grade F	[6]
Total Positions:	[34]

<b>PROPOSED POSITIONS</b>	
Director, Grade N	[1]
Operations Manager, Grade K	[1]
Fleet Manager, Grade I	[1]
Maintenance/Trainer, Grade G	[1]
Administrative Aide, Grade F	[1]
Dispatch/Driver, Grade F	[3]
Utility/Driver, Grade F	[1]
Driver – Full Time, Grade F	[9]
Driver – P/T (29 Hrs), Grade F	[12]
Driver – P/T (19 Hrs), Grade F	[6]
Total Positions:	[36]

**BE IT FURTHER RESOLVED** that in the event that the JARC grant funding is eliminated, the two (2) Part Time (29 hours per week) driver positions will also be eliminated.

**BE IT FINALLY RESOLVED** that the Livingston County Board of Commissioners hereby adopts the FY 2009 proposed amended L.E.T.S. budget as follows:

<u>Fund</u>	<u>2009 Amended Budget</u>	<u>Proposed Amendment</u>	<u>2009 Proposed Amended Budget</u>
588 L.E.T.S.	\$2,507,213	\$25,000	\$2,532,213

The budgetary status reports showing the line-item changes for this budget amendment will be attached as part of this resolution

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee / Finance Committee**

**WHEREAS,** the Michigan Department of Transportation has issued a project authorization (# 2007-0245/Z6) to access Federal Transit Administration (FTA) grant # MI-37-X037 and MDOT funds for the purpose of an awarded FY 2010 Section 5316 Job Access and Reverse Commute (JARC) grant; and

**WHEREAS,** the grant will provide \$75,000 in capital for one (1) new small bus (80% - 20% split between Federal and State funds respectively) and \$100,000 in service operation funds paid 50% - 50% between Federal and State funds with no local or fare box match; and

**WHEREAS,** the grant is for FY 2010 and will run from October 1, 2009 through September 30, 2010 and if successful LETS can apply every year until the grant is no longer available at which time all expenses including any personnel hired specifically for the JARC grant will be terminated.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby hereby approves the contract with MDOT, project authorization #2007-0245/Z6 in an amount not to exceed \$100,000 in service operations and \$75,000 in capital for the purchase of one (1) small transit bus for the Job Access and Reverse Commute (JARC) grant

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the Board Chair to sign said project authorization once recommended as to form by James Dunn, Legal Counsel for L.E.T.S.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE THE APPLICATION FOR FY 2010 MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) BYRNE GRANT FUNDS FOR THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM - Circuit Court / Public Safety Committee / Finance Committee**

**WHEREAS**, Byrne Grant Funds are anticipated to be available through the Michigan Department of Community Health's Office of Drug Control Policy and/or the State Court Administrative Office for the purpose of supporting established drug court programs; and

**WHEREAS**, notice of these funds and Requests for Proposal (RFP) are typically released by the MDCH-ODCP in May or June, to date this RFP has not been released; and

**WHEREAS**, in FY 2009, Livingston County was granted \$90,000.00 for operation of the Livingston County Adult Drug Court Program, which saves over 2800 jail bed days and approximately \$117,600.00 annually; and

**WHEREAS**, MDHC-ODCP has advised current grantees that they may receive an Extension at the current level of funding if a new RFP is not released for FY 2010; and

**WHEREAS**, Livingston County's estimated match based on current funding of the aforementioned Grant is available in the Circuit Court Budget; and,

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the Extension Award or submission of the FY 2010 Grant Application and supporting documents.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners, County Financial Officer, Circuit Court Judge, and Specialty Court and Grant Administrator be authorized to sign the above Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE FILLING OF A FULL-TIME ATTORNEY/REFEREE POSITION IN THE JUVENILE COURT - Circuit Court / Finance Committee**

**WHEREAS,** the 44<sup>TH</sup> Circuit Court has a need to fill a vacant funded position of Attorney/Referee for the Juvenile Court; and

**WHEREAS,** for purposes of continuity, the Juvenile Court would function more efficiently if the position of the Juvenile Court Attorney/Referee were approved to be filled; and

**WHEREAS,** sufficient monies are appropriated in the 2009 Budget – line item 101-149-704.000; and

**WHEREAS,** funding for same is available in the Juvenile Court Budget; and

**WHEREAS,** this Resolution has been recommended for approval by the Personnel Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of the vacant Juvenile Attorney/Referee position in the 44<sup>th</sup> Circuit Court for the State of Michigan.

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MOVED:

SECONDED:

CARRIED:



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING A MAINTENANCE SERVICE AGREEMENT FOR POWER E9-1-1 CUSTOMER PREMISE EQUIPMENT (CPE) SYSTEM WITH AT&T  
- 9-1-1 Central Dispatch/Emergency Management / Public Safety Committee / Finance Committee**

**WHEREAS,** the 9-1-1 Central Dispatch/Emergency Management Director is hereby requesting authorization to enter into a Maintenance Services Agreement for Power E9-1-1 customer premise equipment (CPE) system with AT&T; and

**WHEREAS,** this maintenance service agreement shall cover all components of the Power E9-1-1 customer premise equipment (CPE) system located at 300 S. Highlander Way, Howell, MI; and

**WHEREAS,** the maintenance service agreement is only available for a one year term at a price of \$27,984; and

**WHEREAS,** the term of this maintenance service agreement shall start on November 1, 2009, and expire on October 31, 2010; and

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners hereby approves the Maintenance Service Agreement for Power E9-1-1 customer premise equipment (CPE) system with AT&T for the time period of November 1, 2009, through October 31, 2010, for the sum of \$27,984.

**BE IT FURTHER RESOLVED** the Chair of the Board of Commissioners be authorized to sign the Maintenance Service Agreement upon review by County Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - Information Technology / General Government Committee / Finance Committee**

**WHEREAS,** a full system backup takes as long as 36 hours to complete, and the amount of tapes that are used will soon exceed the tape drive's capacity. The volume of data that needs backing up will only increase in the future, therefore, it has been determined that there is a need for a "Backup System Upgrade" in the Information Technology Department; and

**WHEREAS,** the new system would back up to our current (SAN) Storage Area Network and then be put onto larger capacity tapes; and

**WHEREAS,** the Information Technology department is requesting 12 TB drives for the SAN and replacement of two LT04 drives for our current LT03 drives in our backup unit; and

**WHEREAS,** the new SAN drives will allow us to backup to disk and the replacement LT04 drives will allow us to double the amount of data on each tape; and

**WHEREAS,** the cost for the SAN Drives is \$21,952, with the cost of services at \$2,800, and the cost of the two new LT04 backup unit drives is \$9,069.23, for a total cost for both not to exceed \$ 33,821.23; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, Berbee Information Networks of Milwaukee WI, has been selected for the purchase of the SAN Drives, and 9 TO 5 Computer Supply of Jacksonville Beach, FL, has been selected for the purchase of the two new LT04 backup unit drives; and

**WHEREAS,** after the review of the vendor and products, Purchasing recommends that a Purchase Order with Berbee Information Networks of Milwaukee, WI be awarded for an amount not to exceed \$24,752.00, and a Purchase Order with 9 TO 5 of Jacksonville Beach, FL for an amount not to exceed \$9,069.23; and

**WHEREAS,** funding for same is available through the 2009 Information Technology Budget; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves two Purchase Orders be issued one to Berbee Information Networks for an amount not to exceed \$24,752, and one Purchase Order to 9 TO 5 of Jacksonville Beach, FL for an amount not to exceed \$9,069.23 for a total amount not to exceed \$33,821.23 for the Information Technology Department "Backup System Upgrade".

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - Information Technology / General Government Committee / Finance Committee**

**WHEREAS,** Livingston County's current GroupWise Version is no longer supported by the manufacturer and we are being forced to upgrade the current email system. The Livingston County IT department wishes to standardize on the Microsoft Platform for supportability and existing expertise with the Microsoft tools. It has been determined that the best path for Livingston County is to migrate from GroupWise to Microsoft Exchange; and

**WHEREAS,** the cost to go to the newest version of GroupWise was greater than the cost to migrate to Microsoft Exchange; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, CDW-G of Vernon Hills, IL , has been selected as the Vendor for the Livingston County migration from Group Wise to Exchange; and

**WHEREAS,** after the review of the vendor, products and services, the Purchasing department and the IT department recommends that a Purchase Order with CDW-G, of Vernon Hills, IL. be awarded for an amount not to exceed \$ 38,500 for Assessment, Design, and Pilot services, and an amount not to exceed \$ 11,000 for equipment and \$99,000 for Software all cost combined not to exceed \$148,500.00; and

**WHEREAS,** funding for same is available through the 2009 Information Technology Budget; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to CDW-G for the migration from GroupWise to Exchange for a total amount not to exceed \$ 148,500.00. .

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE HIRING OF TWO (2) PART-TIME HARDWARE TECHNICIANS IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J - INFORMATION TECHNOLOGY**

**WHEREAS,** it is essential that the vacant position of Hardware Technician in the Information Technology department be filled to enable the Livingston County to fully support, operate, maintain, repair computer equipment, update the current and future Network equipment, and provide technical assistance and support to all County departments; and

**WHEREAS,** Chris Kubiak who now occupies this position has given notice that he will be leaving Livingston County, therefore, the Information Technology department is requesting his position be filled; and

**WHEREAS,** the Livingston County IT department will follow the policy for hiring provided by the Human Resources department; and

**WHEREAS,** funding for same is available through the Information Technology Budget; and

**WHEREAS,** this Resolution, **as amended**, has been recommended for approval by the General Government Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire **Two (2) Part-Time** Hardware Technicians to fill the position that is now vacant due to Chris Kubiak submitting notice that he will be leaving Livingston County.

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MOVED:

SECONDED:

CARRIED: