

FINANCE COMMITTEE

10/14/2015

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

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

Minutes of Meeting Dated: September 30, 2015

4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

5. **APPROVAL OF AGENDA**

6. **CALL TO THE PUBLIC**

7. **RESOLUTIONS FOR CONSIDERATION:**

08 **Public Health**

RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/15 THROUGH 9/30/16 - Public Health / Health & Human Services / Finance / Board

09 **Facility Services**

RESOLUTION AUTHORIZING NATURAL GAS MANAGEMENT SERVICES WITH MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) - Facility Services / General Government / Finance / Board

10 **Facility Services**

RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS FOR JANITORIAL SUPPLIES - Facility Services / General Government / Finance / Board

11 **LETS**

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FROM THE FEDERAL STATE OF GOOD REPAIR GRANT AND ISSUANCE OF PURCHASE ORDERS (vehicles) - L.E.T.S. / General Government / Finance / Board

12 **Car Pool**

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR FOUR (4) VEHICLES AND BUDGET AMENDMENT AND REVISION – Motor Pool, Veteran Services & EMS / General Government / Finance / Board

13 **Information Technology**

RESOLUTION AUTHORIZING THE RENEWAL OF SOFTWARE SUPPORT
WITH FIDLAR TECHNOLOGIES FOR THE REGISTER OF DEEDS
DEPARTMENT - Information Technology / General Government Committee /
Finance Committee

- 14. REPORTS**
- 15. CLAIMS**
- 16. PREAUTHORIZED**
- 17. CALL TO THE PUBLIC**
- 18. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 30, 2015

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

FINANCE COMMITTEE

COMM. **GARY CHILDS**
 COMM. **DENNIS DOLAN**
 COMM. **DAVID DOMAS**

COMM. **BILL GREEN**
 COMM. **CAROL GRIFFITH**
 COMM. **KATE LAWRENCE**

COMM. **DON PARKER – FINANCE CHAIR**
 COMM. **RON VAN HOUTEN**
 COMM. **STEVE WILLIAMS**

OTHERS:
DEBBIE WARDEN
HILERY DEHATE
CINDY CATANACH
BRIAN JONCKHEERE
KEN HINTON
RICH MALEWICZ
BARTON MAAS
ANDY SELTZ
MIKE MURPHY
MARGARET DUNLEAVY

DIANE GREGOR
GREGG KELLOGG
DOUG BRITZ
ROBERTA BENNETT
JIM ROWELL
KEVIN WILKINSON
JOE McCLURE
ERIC SANBORN
CHRIS FOLTS
ALLISON NALEPA

NATALIE HUNT
JOHN EVANS
ANN WHITE
HON. DAVID READER
TOM CREMONTE
MELISSA SCHARRER
MATT BOLANG
KATHLEEN KLINE-HUDSON
JON WAGGONER
DIANE MCCORMICK

1. **CALL TO ORDER:** Meeting called to order by **COMM. DON PARKER** at 7:32 A.M.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED SEPTEMBER 16, 2015:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS. None.**
5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: DOLAN / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

6. **CALL TO THE PUBLIC: None.**
7. **DISCUSSION:**
 - Level 4 Budget

- Ken Hinton opened the discussion and thanked Commissioner Parker for his dedication and to the department heads for providing all of the necessary information.
- 2.5 Million gap has been closed
- Additional .5M revenue after reviewing all of the information.
- Certain position requests were removed
- COLA 1.5% for 2016, due to history of inflation decreasing, this has been removed
- Revised the Healthcare estimate
- Line item changes adding up to \$853,000 – prison healthcare, and remodel of Sheriff Lobby were two of the main items.
- \$500,000 one-time purchases – this can be taken from reserves/contingency if needed.
- Don concluded with comments to the committee and questions for administration.
- Comm. Williams will recommend more research before going through with the JAVS court recording systems and keeping that money in contingency.
- Further discussion regarding JAVS
- Discussed the removal of the request to add a night Lt. at the jail

Comm. Parker exited at 8:18 a.m. and returned at 8:20 a.m.

- Inmate medical was discussed, Comm. Domas has requested that be reinstated
- Discussed the three Court Clerk position requests

8. RESOLUTIONS FOR CONSIDERATION:

9. JAIL: RESOLUTION AUTHORIZING AN INCREASE IN MEDICAL STAFFING FOR JAIL EXPANSION

RECOMMEND MOTION TO THE: BOARD
 MOVED BY: LAWRENCE / SECONDED BY: DOMAS
 ALL IN FAVOR - MOTION PASSED

10. PLANNING: RESOLUTION AUTHORIZING THE SUBMISSION OF AN MMRMA RAP GRANT

RECOMMEND MOTION TO THE: BOARD
 MOVED BY: WILLIAMS / SECONDED BY: DOMAS
 ALL IN FAVOR - MOTION PASSED

11. CIRCUIT COURT: RESOLUTION AUTHORIZING REORGANIZATION OF COMMUNITY CORRECTIONS

RECOMMEND MOTION TO THE: BOARD
 MOVED BY: DOMAS / SECONDED BY: VAN HOUTEN
 ALL IN FAVOR - MOTION PASSED

12. JUVENILE COURT: RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A PART-TIME JUVENILE COURT TRANSPORTER POSITION

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GREEN / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

- 13. DRAIN COMMISSIONER: RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD) FOR GRANT FUNDING FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

- 14. DRAIN COMMISSIONER: RESOLUTION AUTHORIZING THE REMODEL AND FURNITURE REPLACEMENT OF THE DRAIN COMMISSIONER'S OFFICE AND ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

- 15. BUILDING INSPECTION: RESOLUTION AUTHORIZING A REDUCTION IN THE BUILDING DEPARTMENT MULTIPLIER USED FOR BUILDING PERMIT FEE CALCULATIONS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

- 16. BUILDING INSPECTION: RESOLUTION AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR CONTRACT INSPECTIONS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

17. BOARD OF COMMISSIONERS: RESOLUTION ADOPTING THE 2016 LIVINGSTON COUNTY BUDGET

RECOMMEND MOTION TO THE: BOARD

MOVED BY: LAWRENCE / SECONDED BY: DOLAN

1. Commissioner Williams moved to direct staff to remove JAVS purchase and leave money in contingency until further research is completed – Support: Childs
 - Discussion
 - 8-1-0 amendment passes
2. Commissioner Lawrence moved to direct staff to reinstate the Sheriff's request for a night Lt. for the Jail at \$155,000 annually effective upon Mike Kinaschuk's retirement - Support: Domas
 - Discussion
 - 8-1-0 amendment passes
3. Commissioner Domas moved to direct staff to remove the new hire for the Emergency Management position and to utilize existing staff for the role of the position – Support: Williams
 - Discussion
 - 1-8-0 amendment fails

Commissioner Williams exited at 9:29 a.m. returned at 9:32 a.m.

4. Commissioner Domas moved to direct staff to reinstate inmate medical of \$300,000 for a total of \$1.6M – Support: Williams
 - Discussion
 - 1-8-0 amendment fails

Commissioner Childs exited at 9:33 a.m. and returned at 9:34 a.m.

5. Commissioner Domas moved to direct staff to reinstate operating supplies for sheriff \$23,000 - Support: Lawrence
 - Discussion
 - 1-8-0 amendment fails
6. Commissioner Parker moved to direct staff to remove three clerks at the court for \$117,000 – Support: Childs
 - Discussion
 - 5-4-0 amendment passes
7. Commissioner Parker moved to direct staff to remove the line item road patrol study for the Sheriff Dept. – Support: Childs
 - Discussion
 - 9-0-0 amendment passes
8. Commissioner Parker moved to direct staff to remove line item for health department accreditation – Support: Domas
 - Discussion
 - 2-7-0 amendment fails
9. Commissioner Parker moved to direct staff to remove challenge grant \$15,000 from budget – Support: Domas
 - Discussion
 - 9-0-0 amendment passes

ALL IN FAVOR - MOTION PASSED

18. REPORTS:

➤ **INFORMATION TECHNOLOGY – Annual Report**

- Rich Malewicz presented PowerPoint slides detailing information and statistics from 2014
- Questions and comments from the committee

19. CLAIMS

RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS CLAIMS DATED: September 30, 2015
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

20. PAYABLES

RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER PRINTOUT DATED: 9-10-15 thru 9-30-15
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

21. CALL TO THE PUBLIC:

- Comm. Parker thanked all for their dedication during the budget process that is set to move forward on October 19th.

22. ADJOURNMENT:

MOTION TO ADJOURN AT 10:25 AM
MOVED BY: LAWRENCE / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/15 THROUGH 9/30/16 – PUBLIC HEALTH/GENERAL GOVERNMENT/FINANCE/FULL BOARD

WHEREAS, the Livingston County Department of Public Health has determined a need for provision of the delivery of comprehensive health services; and

WHEREAS, these services are basic, required and allowable health services under Act 368 Public Acts of 1978, and individual categorical contractual services; and

WHEREAS, the Michigan Department of Community Health provides a contractual relationship to partially reimburse Livingston County for the following health services which represent an initial appropriation that may be revised by future amendment:

Essential Local Public Health Services	\$665,211
Women, Infants & Children	317,730
Women, Infants & Children Breastfeeding	23,730
Maternal & Child Health	39,490
Vaccine Quality Assurance	12,371
Immunization IAP.....	89,758
Immunization Field Rep.....	5,000
Children’s Special Health Care Services (CSHCS)	80,000
TB Control	100
Bioterrorism Emergency Preparedness	106,939
Bioterrorism Cities Readiness Initiatives	44,149
PHEP – Ebola Virus Disease (EVD) Phase II	9,761
TOTAL	<u>\$1,394,239</u>

WHEREAS, the Michigan Department of Community Health may propose future amendments for the purpose of revising the funding or terms of the Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an Agreement with the Michigan Department of Community Health for the delivery of comprehensive health services in Livingston County during the period of October 1, 2015 through September 30, 2016, upon review by Civil Counsel.

BE IT FURTHER RESOLVED that \$1,394,239 shall be allocated to the Health Fund Account 221 to support the provisions of the Comprehensive Health Services Agreement authorized herein.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioner’s Chair is hereby authorized to sign any future amendments for monetary and contract language adjustments of the above-referenced Agreement upon review and approval by Civil Counsel.

BE IT FURTHER RESOLVED that any deletions or additions of programs shall require Board approval.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River Ave, Suite 102, Howell, MI, 48843
Phone 517-552-6805 Fax 517-546-6995

Memorandum

To: Livingston County Board of Commissioners
From: Dianne McCormick
Date: 10/5/2015
**Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF
COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2015
THROUGH SEPTEMBER 30, 2016**

The attached resolution establishes continuation of the agreement with the Michigan Department of Community health for the delivery of comprehensive health services. The MDCH provides funding to partially reimburse the county for services covered in the agreement. This resolution establishes the agreement for the period October 1, 2015 through September 30, 2016.

If you have any questions regarding this matter please contact me at (517) 552-6865.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING NATURAL GAS MANAGEMENT SERVICES WITH MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) – FACILITY SERVICES / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, since January 1, 2011, Livingston County has utilized third-party natural gas suppliers for the delivery of natural gas in which our savings through August 31, 2015 has been \$ 61,979; and

WHEREAS, our current contract with Integrys/Constellation Energy expired on August 31, 2015, and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA) has a natural gas management program available to members that provides market timing, strategy planning and the solicitation of quotes for natural gas; and

WHEREAS, the service would be for a one-year period with the automatic renewals until terminated by either party.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves participation with the natural gas management services with Michigan Municipal Risk Management Authority (MMRMA) for a period of one-year with automatic renewals until terminated by either party.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign any necessary contracts, renewals or documents to facilitate this contract after approval and review of civil counsel.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County
Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

MEMORANDUM

To: Livingston County Board of Commissioners

From: Chris Folts, Facilities Services Director

Date: September 30, 2015

Subject: Authorization for Natural Gas Management Services

Since January 1, 2011, Livingston County has utilized third-party natural gas suppliers for the delivery of natural gas to County buildings in which the current contract expired on August 31, 2015. This has been accomplished with assistance from the Purchasing Office in obtaining quotes from three (3) suppliers. Through August 31, 2015, we have saved \$61,979 by utilizing these alternate suppliers compared to Consumer Energy rates.

We have learned that the Michigan Municipal Risk Management Authority (MMRMA) has a natural gas management program that we can participate in through our membership. They will solicit quotations and arrange for alternative gas suppliers through the utilization of a consultant that works for MMRMA on the member's behalf. We can benefit from their expertise to do market timing and strategy planning.

Therefore, we are asking that the attached resolution be approved authorizing Natural Gas Management Services with MMRMA for a period of one-year with automatic renewals until terminated by either party.

If you have any questions or concerns, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS FOR JANITORIAL SUPPLIES - FACILITY SERVICES / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, National Interactive Procurement Association (National IPA), in which we are a member, recently awarded an extendable contract available to us for janitorial supplies with Network Services Company, which is a consortium of several major supplies; and

WHEREAS, we have reviewed the products and pricing with Nichols, a member of this group, and are recommending participation with this contract; and

WHEREAS, the products we are utilizing now are at or below our current pricing with a few items increased slightly and free training and seminars will be offered on processes and products which will benefit staff; and

WHEREAS, Nichols has an eprocurement platform that interfaces with our ERP software giving us the capability to launch to the Nichols website from Munis and populate the purchase orders and inventory tickets when we bring in the shopping cart; and

WHEREAS, the award is until August 2, 2017 with the option to renew for three (3) additional one-year periods.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of purchase orders for the purchase of janitorial supplies through the National IPA contract (#151148) with Network Services Company until August 2, 2017 with the option to renew for three (3) additional one-year periods.

THEREFORE BE IT FURTHER RESOLVED that the products, pricing and services will be reviewed prior to any renewal and the amount of the blanket purchase orders will not exceed the availability of appropriated funds for each fiscal year.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

MEMORANDUM

To: Livingston County Board of Commissioners

From: Chris Folts, Facilities Services Director

Date: October 2, 2015

Subject: Authorization for the purchase of Janitorial Supplies

National Interactive Procurement Association (National IPA), in which we are a member, recently awarded an extendable contract available to us for janitorial supplies with Network Services Company, which is a consortium of several major suppliers. We have reviewed the products and pricing with Nichols, a member of this group, and are recommending participation with this national contract for the purchase of janitorial supplies.

Overall, the products we are utilizing now are at or below our current pricing under this contract. There are a few items that will be increased slightly. Nichols offers free training and seminars on both processes and products that will be beneficial for us. In addition, Nichols has an eprocurement platform that interfaces with our ERP software. It will give us the capability to launch to the Nichols website from Munis and populate both the purchase order and inventory tickets when we bring in the shopping cart. This will provide for minimal data entry by my staff which is invaluable.

Therefore, we are asking that the attached resolution be approved authorizing the issuance of blanket purchase orders for the purchase of janitorial supplies through Network Services Company until August 2, 2017 with three (3) additional one-year renewal options which is identical to the National IPA contract. The products, pricing and services will be reviewed prior to any renewal and the amount of the blanket purchase orders will not exceed the availability of appropriated funds for each fiscal year.

If you have any questions or concerns, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FROM THE FEDERAL STATE OF GOOD REPAIR GRANT AND ISSUANCE OF PURCHASE ORDERS (vehicles) – L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, L.E.T.S. is requesting replacement of two (2) cutaway buses and two (2) medium-duty buses that have served their useful life based on age, mileage, and condition; and

WHEREAS, the recommended replacement vehicles are two (2) Model Year 2015/16 Champion propane cutaway buses at a cost not to exceed \$166,847 and two (2) Model Year 2015/16 medium-duty Eldorado National diesel buses at a cost not to exceed \$222,012 purchased from the State of Michigan (MIDeal) purchasing contract through Mobility Transportation of Canton, MI and Hoekstra Transportation of Grand Rapids, MI, respectively; and

WHEREAS, funds were budgeted in the L.E.T.S. CY 2015 budget for these buses at a cost not to exceed \$388,859; and

WHEREAS, funds for this purchase will be reimbursed at 80% from Federal transit Administration (FTA) State of Good Repair grant (#MI-04-0088) and 20% from MDOT matching funds Project Authorization 2012-0118/P9.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of two (2) MY 2015/16 Champion propane cutaways and two (2) MY 2015/16 Eldorado National medium-duty diesel buses at a cost not to exceed Three Hundred Eighty-Eight Eight Hundred Fifty Nine (\$388,859) from the State of Michigan MIDeal purchasing program.

BE IT FURTHER RESOLVED that the cost of \$388,859 for these vehicles will be reimbursed at 80% (or \$311,087) from the FTA (State of Good Repair Grant #MI-04-0088) with a 20% (or \$77,772) match from MDOT (Project Authorization 2012-0118/P9) pending final approval from the state.

BE IT FINALLY RESOLVED that the L.E.T.S. Director is hereby authorized to dispose of the replaced buses per the County Purchasing/Disposal Policy.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, L.E.T.S. Deputy Director
Date: 10/7/2015
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FROM THE
FEDERAL STATE OF GOOD REPAIR GRANT AND ISSUANCE OF
PURCHASE ORDERS (vehicles) – L.E.T.S. / General Government / Finance
/ Board**

Attached please find a resolution for your consideration and authorization for the replacement of two (2) cutaway buses and two (2) medium-duty buses that have served their useful life based on age, mileage, and condition per criteria established by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT).

The recommended replacement vehicles are two (2) MY 2015/16 (depending on vendor chassis supply at time of order) Champion propane cutaway buses and two (2) Eldorado National medium-duty diesel buses. L.E.T.S. received the State of Good Repair grant for the replacement of twelve buses in total, eight of which have been received and are currently in service. The purchase of these four buses will exhaust the remaining funds in the SGR grant.

L.E.T.S. has been pleased with its current fleet of six propane buses. One additional propane cutaway bus has already been ordered under a different grant, so the procurement of these two buses will bring the total propane fleet to nine. In the future we plan to expand our propane fleet to include medium-duty buses; however, that option is not yet available on the state contract. In the interim we are recommending two replacement medium-duty diesel buses.

Funds were budgeted in the L.E.T.S. CY 2015 budget for the purchase of these vehicles. L.E.T.S. will be purchasing the propane cutaway buses from Mobility Transportation of Canton, MI at a cost not to exceed \$166,847 and the medium-duty buses from Hoekstra Transportation of Grand Rapids, MI, at a cost not to exceed \$222,012, all on the State of Michigan MIDEal contract.

The total cost of \$388,859 for these vehicles will be reimbursed at 80% (or \$311,087) from the FTA (Grant #MI-04-0088) with a 20% (or \$77,772) match from MDOT (Project Authorization 2012-0118/P9) pending final approval from the state.

Finally, the L.E.T.S. Director is hereby authorized to dispose of the replaced vehicles per the County Purchasing/Disposal Policy.

I am available at your convenience to discuss this purchase at 517-540-7843.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR FOUR (4) VEHICLES AND BUDGET AMENDMENT AND REVISION – Motor Pool / Veteran Services & EMS/ General Government

WHEREAS, the Veteran Services department is requesting a new vehicle and the EMS is requesting replacement of three (3) vehicles; and

WHEREAS, the Veteran Services request to purchase a new vehicle was budgeted in this year's budget after it was determined that an additional vehicle is needed besides the donated vehicle that they are utilizing; and

WHEREAS, Livingston County EMS budgeted for replacement ambulances, however there were a few that were totaled and were replaced by insurance proceeds which left funds left over and the department has requested the authorization to replace three (3) Chevy Suburban's used as ECHO and Supervisor units including upfitting; and

WHEREAS, the new vehicle for Veteran's Services is a left over model year 2014 MV-1 with lift at a cost not to exceed Forty-Five Thousand dollar (\$45,000) and the three (3) EMS replacement vehicles will be model year 2016 Ford Expedition EL 4 x 4's at a cost not to exceed Ninety-Six Thousand dollars (\$96,000) and upfitting, graphics, and equipment stripping of old vehicles at a cost not to exceed Sixty-Four Thousand One Hundred dollars (\$64,100); and

WHEREAS, the MV-1 vehicle will be purchased from Midwest Transit Equipment of Whitestown, Indiana and the Ford Expeditions will be purchased from MIDeal purchasing program contract (# 3905-0094) from Gorno Ford of Woodhaven, Michigan and equipment upfitting and vehicle stripping will be provided by Great Lakes Equipment of Linden, Michigan per quotes and new vehicle striping will be provided by Signature Signs of Fowlerville, MI per quote; and

WHEREAS, the vehicles requested by EMS for replacement were not intended to be replaced in the current year; therefore, the purchase of the vehicles and upfitting were not budgeted within the current Fiscal Year Motor Pool Budget, therefore a budget amendment to increase vehicle purchase to the Motor Pool budget of One-Hundred Sixty Thousand dollars (\$160,100) and a request to amend the EMS budget by transferring One-Hundred Sixty Thousand One Hundred dollars (\$160,100) from Vehicle purchase line item to vehicle lease line item; 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 approves and authorizes the Motor Pool Director to purchase one (1) MY 2014 MV-1 transit vehicle for Veteran's Services from Midwest Transit Equipment at a cost not to exceed Forty-Five Thousand dollars (\$45,000) and Three (3) Ford Expedition EL 4 x 4's at a cost not to exceed Ninety-Six Thousand dollars (\$96,000) from Gorno Ford of Woodhaven, Michigan and new equipment upfitting and stripping equipment from the

old vehicle from Great Lakes Equipment of Linden, Michigan and new vehicle striping from Signature Signs of Fowlerville, MI at a cost not to exceed Sixty-Four Thousand One Hundred dollars (\$64,100).

BE IT FURTHER RESOLVED that the new Veteran’s vehicle will be leased back to Veteran’s Services for the term of 60 months and the EMS Department will pay in full its lease payments in lieu of monthly payments.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2015 Budget and line item Transfer as follows;

<u>Fund</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
Motor Pool	<u>\$1,714,329</u>	<u>\$160,100</u>	<u>\$1,874,429</u>

<u>Fund</u>	<u>Object Code</u>	<u>Amended Object Code</u>	<u>Proposed Object Code Transfer</u>	<u>Proposed Amended Object Code</u>
EMS	861000	\$70,602	\$160,100	\$230,702
EMS	975000	\$491,751	(\$160,100)	\$331,651

BE IT FURTHER RESOLVED that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

BE IT FINALLY RESOLVED that the Motor Pool Director is hereby authorized to dispose of the replaced vehicle per the County Purchasing/Disposal Policy.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, Transportation Director
Date: 10/7/2015
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR FOUR (4)
VEHICLES AND BUDGET AMENDMENT AND REVISION – Motor Pool /
Veteran Services & EMS/ General Government**

Attached is a resolution for your consideration and approval for the purchase of one (1) new vehicle for Veteran Services and three (3) replacement vehicles and equipment upfitting, old vehicle stripping, and new vehicle graphics along with a Budget Amendment to the Motor Pool Budget and the EMS Department Budget Revision.

Veteran Services is requesting a new vehicle that is in this years' budget after it was determined that an additional vehicle is needed besides the donated vehicle that they are utilizing. Livingston County EMS budgeted for replacement ambulances, however there were a few that were totaled and were replaced by insurance proceeds which left funds left over and the department has requested the authorization to replace three (3) Chevy Suburban's used as ECHO and Supervisor units.

The new vehicle for Veteran's Services is a left over Model Year 2014 MV-1 with a wheelchair ramp at a cost not to exceed Forty-Five Thousand dollar (\$45,000) and the three (3) EMS replacement vehicles will be model year 2016 Ford Expedition EL 4 x 4's at a cost not to exceed Ninety-Six Thousand dollars (\$96,000) and equipment upfitting, old vehicle stripping, and new vehicle graphics at a cost not to exceed Sixty-Four Thousand One Hundred dollars (\$64,100)

The MV-1 vehicle will be purchased from Midwest Transit Equipment of Whitestown, Indiana and the Ford Expeditions will be purchased from MIDeal purchasing program contract (# 3905-0094) from Gorno Ford of Woodhaven, Michigan, equipment upfitting and old vehicle stripping will be provided by Great Lakes Equipment of Linden, Michigan, and ne vehicle graphics will be provided by Signature Signs of Fowlerville, MI; and

The vehicles requested by EMS for replacement were not intended to be replaced in the current year; therefore, the purchase of the vehicles, equipment upfitting and old vehicle stripping, and

new vehicle striping were not budgeted within the current Fiscal Year Motor Pool Budget, therefore a Budget Amendment to increase vehicle purchase to the Motor Pool budget of One-Hundred Sixty Thousand One Hundred dollars (\$160,100) and a request to amend the EMS budget by transferring One-Hundred Sixty Thousand One Hundred dollars (\$160,100) from Vehicle purchase line item (975000) to vehicle lease line item (861000).

Please contact me if you have any questions, my direct phone number is 517-540-7847

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE RENEWAL OF SOFTWARE SUPPORT WITH FIDLAR TECHNOLOGIES FOR THE REGISTER OF DEEDS DEPARTMENT - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT COMMITTEE / FINANCE COMMITTEE

WHEREAS, the Livingston County Register of Deeds office receives technical support services and software upgrades from Fidlar Technologies; and

WHEREAS, the Fidlar software support contract is due for renewal, as of September 30th, and in order to continue the support as in the past with Fidlar Technologies, of Rock Island, Ill, issuance of a Purchase Order is required; and

WHEREAS, the Register of Deeds had personally chosen Fidlar Technologies because of their ability to improve the efficiency of record processing; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, Fidlar Technologies of Rock Island, Ill., is the sole source for the purchase of the annual Fidlar Software support for the Livingston County Register of Deeds department; and

WHEREAS, the contract covers the period from October 1, 2015 through December 31, 2018 for an amount not to exceed \$241,875; and

WHEREAS, funding for same is available through the Information Technology Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Fidlar Technologies for Fidlar software support from October 1, 2015 through December 31, 2018 for an amount not to exceed \$241,875.

BE IT FURTHER RESOLVED that the Livingston County Board Chair is hereby authorized to sign any agreements or documents upon review and approval by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Livingston County, MI 3 Year Land Records Life Cycle Extension

This Extension is made this ___ day of _____, 2015 between Livingston County, MI and Fidar Technologies (“Fidar”). Livingston County, MI and Fidar hereby agree that the Computer System and Software License Sales Agreement dated December 2nd, 2010 between Livingston, MI and Fidar (the “Agreement”) is hereby extended for a 3 year period commencing on 1/1/2016 and terminating on 12/31/2018. The current Agreement expires on 9/30/2015 so a 4th quarter payment of \$16,875 will be billed on 10/1/2015 and then the new annual fee of \$75,000 will be billed annually on January 1st, starting in 2016. Except as amended by this Extension, the terms and conditions of the Agreement, which are incorporated herein and made a part hereof, shall continue in full force and effect during the 3 year term of this Extension.

SOFTWARE SERVICES SUMMARY

Fidar Technologies Product\Service Description	Cost
AVID	<i>Year 1 - \$75,000 Year 2 - \$75,000 Year 3 - \$75,000</i>
Receipting (cashiering)	Included
Indexing	Included
eIndexing Functionality (OCR)	Included
SSN Redaction Batch Processing	Included
Manual Interface	Included
Automated Verification Functionality	Included
iScan - Scanning Module	Included
Magnetic Image Management	Included
eRecording Catcher	Included
Property Fraud Alert Service	Included
Laredo & Tapestry	<i>Schedule D</i>
Implementation Services	<i>Included</i>
Project Management	Included
Workflow Analysis	Included
Installation/Configuration	Included
Data Conversion	Included
Comprehensive Training	Included
Internal	Included
Public	Included
Annual CountyCare Support	<i>Included</i>
1-800 Support	Included
System Upgrades	Included
Training on New features & Functionality	Included
State Mandated or Regulatory Updates	Included



3 YEAR PAYMENT MILESTONES AND DATES:

Annual LifeCycle Payments would be billed in January for the next 3 years:

2016 - \$75,000

2017 - \$75,000

2018 - \$75,000

FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE INCLUDES:

- ◆ The use of our AVID software product during the life of this contract
- ◆ The use of any future software product Fidlar may develop to replace AVID for the purpose of recording land records documents (AVID).
- ◆ Project management, installation, conversion (excluding any needed or requested data clean-up), and training needed for the initial installation of any future Fidar Technologies product developed to replace AVID for the purpose of recording land records documents.
- ◆ The use of new add-on modules Fidar may develop and offer to the market for the purpose of recording land records documents.
- ◆ CountyCare[®] software maintenance

FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE DOES NOT INCLUDE:

- ◆ The 3rd party software and hardware to operate AVID.
- ◆ The installation, maintenance, or support of 3rd party software and hardware now or in the future.
- ◆ Any current or future Fidar developed software product or service not designed or offered to the market for the purpose of recording land records documents.
- ◆ Any form of ownership or perpetual license to Fidar developed software products.
- ◆ Any custom development for special requests from client
- ◆ Any needed or requested training except as stated in the above section.
- ◆ Use of Fidar developed remote access products except as outlined in Schedule D of this contract.
- ◆ Explicit omission of any add-on modules not included in this contract.

Buyer represents that this lifecycle extension has been read and accepted:

LIVINGSTON COUNTY, MI

FIDLAR TECHNOLOGIES

Dated: _____

Dated: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



SCHEDULE D

Laredo / Tapestry / Property Fraud Alert/ Honor Rewards

LAREDO DESCRIPTION:

Fidlar Technologies' Laredo software is designed to allow remote access to the Client's recorded document information by professional searchers (i.e., title companies, banks, realtors, etc.) Laredo is designed to allow subscription only access. Subscriptions for Client's customers and subsequent access are exclusively granted by Client. After Client issues the subscriber their user ID and password, they are able to download the Laredo remote access software from Fidlar's website, www.fidlar.com.

Each new Laredo subscriber will be presented with an online End User Agreement when they log in to Laredo. They will be prompted to print the agreement, sign it, and then forward it to Fidlar. The Laredo subscriber will be presented with this User Agreement each time they log in until they endorse the agreement and send it back to Fidlar.

It is notable that the unique user ID (username) and password defines each Laredo user. This user ID can be used to access land records data from any properly configured workstation; however, multiple users cannot log in with the same user ID at the same time.

LAREDO BILLING:

Fidlar will invoice Client a licensing fee for each Laredo user on a monthly basis. The licensing fee will be commensurate with the subscription plan of each subscriber in accordance with the schedule below. New subscribers joining during a monthly period will be billed based on the prorated amount for that month determined by their subscription date. The billing periods correlate with the calendar months.

LAREDO PRICING:

Laredo Per-Minute Plan Fees:

<u>Per-Minute Plans</u>	<u>Fidlar License Fee to County per User Subscription</u>
0-250 minutes	\$50/mo and 0.11 per minute overage
251-500 minutes	\$71/mo and 0.0825 per minute overage
501-1000 minutes	\$93/mo and 0.066 per minute overage
1001-2000 minutes	\$113/mo and 0.055 per minute overage
2001 and up	\$126/mo

Laredo support (at 1-563-345-1283), including End-User subscriber support, is included in the Per-Minute Plans.



TAPESTRY DESCRIPTION:

The Client has the option to participate in the Tapestry General Public Access System by permitting their information to be made available through the Fidar Technologies Tapestry website. The Client understands that Tapestry is a service offered and managed by Fidar to offer the land records of participating Counties collectively to the general public.

The Client understands that Fidar will provide phone and email support to users as well as manage the billing and collecting of Tapestry access fees from the end users. At the end of each billing period (calendar month), Fidar will provide a credit notice to the Client based on the below parameters. The remainder of the fees represents Fidar's licensing charge to the Client and includes the Tapestry system, usage, support and services provided on behalf of Client.

- \$2.25 per Tapestry search transaction; Fidar covers credit card fees, collections, and bad debt
- 50% of print-related fees

The Client understands that access fees for Laredo and Tapestry are set by the county and can change based on Client request but the above noted potential credits remains the same.

END USER FEES

The Client understands that it is empowered to charge fees to end users pursuant to Michigan Compiled Laws section 15.443 and other applicable law and hereby assigns to Fidar the above portions of end user fees as an actual cost to the Client during the term of this Agreement.

INCLUDED WITHIN THIS SCHEDULE D ARE THE FOLLOWING COMMUNITY OUTREACH SERVICES:

PROPERTY FRAUD ALERT DESCRIPTION:

Fidar's *Property Fraud Alert (PFA)* service is designed to monitor, identify, and notify individuals whose name has been indexed from a document recorded in the Client's office. The intent is to offer subscribers the ability to have their name/business name monitored within the Client's office in order to track possible fraudulent activity. *PFA* subscribers must sign up for the *PFA* service via the *PFA* website, www.propertyfraudalert.com (select respective County). Subscribers will ONLY be notified by the *PFA* service when the name they have submitted matches any names that have been indexed from documents recorded within the Client's office.

PFA is a Fidar-managed web site and service. Fidar provides technical and end-user support via the *PFA* hotline service (1-800-728-3858).



HONOR REWARDS DESCRIPTION:

Fidlar’s Honor Rewards is a service provided to counties which allows them to quickly and easily implement and manage a rewards program for their local veterans. Veterans can sign-up (online or in your office) to receive and Honor Rewards ID card which gives them discounts and benefits at local businesses and retailers who participate in the program.

Fidlar handles many of the major costs and time consuming tasks involved in providing a Veterans rewards program including:

- Creation and maintenance of your county’s page at www.honorrewards.com
- Printing of all ID Cards
- Customer Support
- Pre-Created promotional materials

BUYER REPRESENTS THAT THIS SCHEDULE ‘D’ HAS BEEN READ AND IS ACCEPTED:

LIVINGSTON COUNTY, MI

FIDLAR TECHNOLOGIES

Dated:_____

Dated:_____

By:_____

By:_____

Name:_____

Name:_____

Title:_____

Title:_____