

General Government Committee

7/12/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **APPROVAL OF MINUTES**
Minutes dated: June 14, 2010
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-
- 07 Treasurer**
RESOLUTION TO ADOPT A THREE YEAR DOG LICENSE PROGRAM -
Treasurer's Office / General Government Committee
-
- 08 Purchasing**
RESOLUTION AUTHORIZING CONTRACTS FOR TOWING SERVICES
FOR COMPANY OWNED VEHICLES – Motor Pool/Purchasing /General
Government Committee
-
- 09 LETS**
RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR
TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON
COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S. - L.E.T.S. /
General Government
-
- 10 LETS**
RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE
LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT FOR
THE EXPENDITURE OF FUNDS FOR PREVENTATIVE MAINTENANCE
OF L.E.T.S. FACILITY, BUSES, AND EQUIPMENT - L.E.T.S. / General
Government
-
- 11 Geographic Information Systems**
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO
ESRI, INC FOR GIS SOFTWARE MAINTENANCE -Information Technology /
General Government Committee
-
- 12 Information Technology**
RESOLUTION TO AMEND RESOLUTION # 2010-01-038 WHICH

AUTHORIZED THE ISSUANCE OF BLANKET PURCHASE ORDERS FOR
THE PURCHASE OF COMPUTER EQUIPMENT - Information Technology /
General Government Committee

13 **Information Technology**
RESOLUTION TO APPROVE THE HIRING OF A FULL TIME HARDWARE
TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION
TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE
HIRE RATE OF GRADE J - Information Technology / General Government
Committee

14 **Information Technology**
RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL TO ATTEND THE
GOVERNMENT FINANCE OFFICERS ASSOCIATION BUDGET ANALYST
TRAINING ACADEMY IN CHICAGO, IL - Information Technology / General
Government

15 **Administration**
RESOLUTION APPROVING THE FILLING OF A VACANT
ADMINISTRATION SPECIALIST POSITION TO BE ASSIGNED TO THE
BOARD OF COMMISSIONERS' OFFICE AND THE HUMAN RESOURCES
DEPARTMENT – County Administration - Human Resources

15. ADJOURNMENT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT A THREE YEAR DOG LICENSE PROGRAM - Treasurer's Office / General Government Committee

WHEREAS, the State of Michigan passed an amendment to Public Act 339 the Dog Law of 1919 Section 287.266 which allows for a three year dog license with an option of a one year license; and

WHEREAS, the three year dog license program will be more efficient and convenient for Treasurers and their constituents who are dog owners; and

WHEREAS, the three year dog license program will save us all time which is so crucial in these stressful economic times when we are all being asked to do more with less; and

WHEREAS, we have surveyed our constituents and find that the majority of them support the new program; and

WHEREAS, the proposed fees are:

3 year unsexed dog \$21.00
3 year sexed dog \$50.00

1 year unsexed dog \$10.00
1 year sexed dog \$20.00

Late Fee is an additional \$15.00

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves implementation of the three year dog license program, beginning with the 2010 licensing period.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CONTRACTS FOR TOWING SERVICES FOR COMPANY OWNED VEHICLES – Motor Pool / General Government Committee

WHEREAS, the Motor Pool Director, in conjunction with County Purchasing , has deemed it cost effective to have contract(s) in place for towing services for Livingston County-owned vehicles being utilized in the performance of County Business including patrol vehicles, pick up trucks, buses, ambulances and passenger vehicles; and

WHEREAS, the Livingston County Board of Commissioners has asked that contracts be in place to insure best practices are followed and pricing structures be in place; and

WHEREAS, an Invitation to Bid was released on the MITN System, advertized in the local paper and letters sent to local companies in Livingston County; and

WHEREAS, bids were received from 4 vendors covering items in the Invitation to Bid and a committee consisting of departmental personnel responsible for using county vehicles, Purchasing and Motor Pool reviewed the bids for towing services; and

WHEREAS, it was determined by the review committee that due to the large area covered by county vehicles and the potential for the need for towing services of various sizes throughout the county, that more than one contract be awarded, and

WHEREAS, based on the size of the towing fleet and size of equipment from the bids submitted, and in accordance with the tabulation attached, two of the four companies could support Livingston County Motor Pool, LETS, and emergency vehicles.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into contracts with Corrigan Towing of Brighton, and Woody’s Towing of Hartland.

BE IT FURTHER RESOLVED Livingston County Board of Commissioners authorizes the contract period with each of the above referenced vendors for an initial 1-year period with the potential for four 1-year extensions upon written notice not to exceed a five, noting that a cancellation clause of 30 days notice to any or all vendors be in place should the vendor fail to perform as bid.

BE IT FURTHER RESOLVED that the Board Chairman be authorized to sign said contracts upon preparation of Civil Counsel.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION NO: #

PAGE: 2

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S. – L.E.T.S. / General Government Committee

WHEREAS, the Livingston Community Mental Health Authority desires to enter into an agreement with L.E.T.S. to provide Transportation Services for their consumers; and

WHEREAS, L.E.T.S. is willing to provide Transportation Services and the Livingston Community Mental Health Authority is willing to reimburse L.E.T.S. for this service under the terms and conditions set forth herein; and

WHEREAS, the agreement term will be January 1, 2010, through September 30, 2010.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the letter of agreement for Transportation Services between Livingston Community Mental Health Authority and L.E.T.S. under the terms and conditions set forth herein.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign said letter of agreement as reviewed and approved as to form by James F. Dunn, Attorney for L.E.T.S.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT FOR THE EXPENDITURE OF FUNDS FOR PREVENTIVE MAINTENANCE OF L.E.T.S. FACILITY, BUSES, AND EQUIPMENT – L.E.T.S. / General Government Committee

WHEREAS, the Michigan Department of Transportation has issued a project authorization for the use of Federal Transit Administration funds for the purpose of preventive maintenance of L.E.T.S. facility, buses, and equipment; and

WHEREAS, the Chair of the Livingston County Board of Commissioners must sign the contract to use available Section 5307 funds for the purpose stated; and

WHEREAS, funds in the amount of \$228,464 for preventative maintenance has been awarded to L.E.T.S. from FY 2010 Federal Transit Grant # MI-90-X622 and MDOT project authorization 2007-0245/Z10 (project #108998).

THEREFORE BE IT RESOLVED that the Livingston county Board of Commissioners hereby approves the contract with MDOT, project authorization # 2007-0245-Z10 (project #108998) in an amount not to exceed \$228,464 awarded by Federal Transit Administration grant # MI-90-X622 for FY 2010 for preventative maintenance.

BE IT FURTHER RESOLVED THAT Livingston County board of commissioners hereby authorizes the Board Chair to sign the said contract upon approval of Mr. James Dunn Jr., transit attorney for LE.T.S.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO ESRI, INC FOR GIS SOFTWARE MAINTENANCE – Information Technology / General Government Committee

WHEREAS, due to the need to ensure technical support services and software upgrades are received for the GIS software used by all County Departments to access mapping data maintained by the GIS Division, it has been determined that there is a need for annual software maintenance in the IT Department/GIS Division; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, ERSI, Inc. of Redlands, CA., has been selected for the purchase of annual software maintenance under the State of Michigan Master Purchasing Agreement (MPA20023133); and

WHEREAS, after the review of the vendor and products, Purchasing recommends that a Purchase Order with ESRI, Inc. of Redlands, CA., be awarded for a (1) year period from August 15, 2010, through August 14, 2011 for an amount not to exceed \$28,993.97; and

WHEREAS, funding for same is available through the Information Technology 2010 Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to ESRI, Inc. of Redlands, CA., for annual software maintenance from August 15, 2010 through August 14, 2011 for an amount not to exceed \$28,993.97 per year, with a total contract amount not to exceed \$28,993.97.

#

MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND RESOLUTION # 2010-01-038 WHICH AUTHORIZED THE
ISSUANCE OF BLANKET PURCHASE ORDERS FOR THE PURCHASE OF COMPUTER
EQUIPMENT - Information Technology / General Government Committee**

WHEREAS, on January 19, 2010, the Board of Commissioner's approved Resolution # 2010-01-038 which authorized the issuance of several blanket purchase orders for purchase of computer equipment county-wide for fiscal year 2010; and

WHEREAS, the Purchase Orders for EDS and InaComp need to be amended to increase the amount of each purchase order by \$20,000 to cover expenditures for the rest of the year due; and

WHEREAS, there are sufficient funds in the Information Technology budget to cover these expenditures.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves amending the Blanket Purchase Orders authorized on Resolution #2010-01-038 for EDS of Lansing, MI., from \$ 30,000 to \$50,000.00 and to InaComp of Southfield, MI., from \$43,000 to \$ 63,000 for the purchase of computer equipment county-wide for fiscal year 2010.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE HIRING OF A FULL TIME HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE HIRE RATE OF GRADE J - Information Technology / General Government / Finance Committee

WHEREAS, It is essential that the vacant position of Hardware Technician be filled to enable Livingston County to fully support, maintain, and update the current and future Network Equipment used in Livingston County; and

WHEREAS, after several weeks of advertising for the vacancy as a part time position, there were few candidates that met all the minimum qualifications for the Hardware Technicians classification; and

WHEREAS, two technicians were hired and one quit two days after starting; and

WHEREAS, the remaining part time technician has proved to be well qualified for the position and has been performing his work in a satisfactory manner; and

WHEREAS, an exception to the hiring freeze has been approved by the General Government Committee; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full time Hardware Technician to fill the position that is now vacant at the rate of Grade J.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL TO ATTEND THE GOVERNMENT FINANCE OFFICERS ASSOCIATION BUDGET ANALYST TRAINING ACADEMY IN CHICAGO, IL - Information Technology / General Government / Finance

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 for travel outside Michigan; and

WHEREAS, Paul McNamara according to County policy has extended the privilege of attending one (1) out-of-state conference to Darren Speer from the Information Technology Department to attend Government Finance Officers Association Budget Training Academy in Chicago, IL from August 10th – 13th, 2010; and

WHEREAS, in accordance with the County's Travel policy, Paul McNamara is requesting approval from the Board of Commissioners to send Darren Speer, Information Technology Financial Analyst to the Government Finance Officers Association Budget Training Academy; and

WHEREAS, Darren Speer will be attending all sessions including Long-Term Financial Planning, Capital Planning & Budgeting, Performance Management and Personnel Budgeting; and

WHEREAS, the Government Finance Officers Association Budget Training Academy is being held in Chicago, Illinois from August 10 through August 13, 2010 at the cost not to exceed \$735.00 for all four days plus the cost of books, travel and accommodations not to exceed \$800 for a total of \$1535.00; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and authorizes Darren Speer to attend the Government Finance Officers Association Budget Training Academy being held in Chicago, Illinois from August 10 through August 13, 2010 at the cost not to exceed \$735.00 for all four days, plus the cost of books, travel and accommodations not to exceed \$800 for a total of \$1535.00.

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2010-

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FILLING OF A VACANT ADMINISTRATION SPECIALIST POSITION TO BE ASSIGNED TO THE BOARD OF COMMISSIONERS' OFFICE AND THE HUMAN RESOURCES DEPARTMENT – Co. ADMINISTRATION - HUMAN RESOURCES / GENERAL GOVERNMENT / FULL BOARD

- WHEREAS,** the Board of Commissioners has a need to fill a vacant Administrative Specialist position; and
- WHEREAS,** the Human Resources Department has been without administrative support since said position was eliminated in 2008 and, due to need for same, is requesting to share the Board's Administrative Specialist; and
- WHEREAS,** this position is responsible for all administrative support functions of the Board of Commissioners' Office and, if recommended, would also be responsible for same in the Human Resources Department; and
- WHEREAS,** this position is currently approved for twenty (20) hours per week from August 1st through December 31st, 2010; and
- WHEREAS,** County Administration is recommending securing permanent help at thirty (30) hours per week, with the duties and responsibilities to be split between the Board Office and the Human Resources Department on an as-needed basis; and,
- WHEREAS,** funding for same is available in the 2010 County Administration budget, a budget amendment is necessary to transfer monies from the County Administration budget to the Board of Commissioners 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 the filling of the vacant Administrative Specialist position in the Board of Commissioners' Office at thirty (30) hours per week, with the duties and responsibilities to be split between the Board Office and the Human Resources Department on an as-needed basis.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes a budget amendment of \$20,320 from the County Administration budget to the Board of Commissioners budget.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Commissioner		9
Admin. Specialist - 30 Hours		1
TOTALS:	0	10

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Commissioner		9
Admin. Specialist - 30 Hours		1
TOTALS:	0	10

#

#

#

MOVED:
SECONDED:
CARRIED: