

# General Government Committee

10/12/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
  2. **APPROVAL OF MINUTES**  
Minutes dated: September 13, 2010
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 **Information Technology**  
RESOLUTION AUTHORIZING FIREHOUSE CONFERENCE EXPENSES
- 
- 08 **Building Services**  
RESOLUTION AUTHORIZING CONTRACT EXTENSION WITH LINDHOUT ASSOCIATES ARCHITECTS FOR ARCHITECTURAL SERVICES – Building Services / Finance Committee
- 
- 09 **Building Services**  
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER FOR JANITORIAL SUPPLIES TO SUPPLYPRO - Building Services
- 
- 10 **LETS**  
RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA) - L.E.T.S. / General Government
- 
- 11 **Administration**  
RESOLUTION TO ENTER INTO AN AGREEMENT FOR A POLICY FOR THE OPERATION OF COMPUTER NETWORK, INTERNET ACCESS AND EMAIL WITH THE 44TH CIRCUIT COURT, 47TH PROBATE COURT AND THE 53RD DISTRICT COURT
- 
- 12 **County Clerk**  
RESOLUTION APPROVING PERSONNEL REPLACEMENTS IN THE COUNTY CLERKS OFFICE-County Clerk
- 
13. **BUDGET DISCUSSIONS**

**14. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 13, 2010 - 7:30 PM

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

## GENERAL GOVERNMENT COMMITTEE

**COMM. GRIFFITH**     **COMM. DOLAN**     **COMM. PARKER**     **COMM. WILLIAMS** <sup>①</sup>

OTHERS:  
PAUL MCNAMARA  
JAMIE PALMER  
DIANNE HARDY  
JIM CLORE

DOUG BRITZ  
BELINDA PETERS  
SUE BOSTWICK  
JIM PRATT

CHRIS FOLTS  
CAROL SUE JONCKHEERE  
KELLY RASKAUSKAS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. CAROL GRIFFITH** at **7:40 PM.**

2. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 9, 2010:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS:** None.

5. **CALL TO THE PUBLIC:** None.

6. **RESOLUTIONS FOR CONSIDERATION.**

7. **BUILDING SERVICES:** **RESOLUTION AUTHORIZING CONCRETE REPLACEMENT**

RECOMMEND MOTION TO: **FINANCE**  
MOVED BY: PARKER / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED

8. **INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER FOR THE PURCHASE OF BLADE SERVERS FOR THE IT DEPARTMENT FROM CDWG, INC.**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: PARKER / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED

9. **INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO TRITECH EMERGENCY MEDICAL SYSTEMS, INC. FOR SWEET SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS DEPARTMENT**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: PARKER  
ALL IN FAVOR - MOTION PASSED

10. **INFORMATION TECHNOLOGY: RESOLUTION TO AMEND RESOLUTION # 2010-01-035 WHICH AUTHORIZED THE ISSUANCE OF A BLANKET PURCHASE ORDER FOR CDWG, INC. FOR CONTRACT SERVICES FOR THE IT DEPARTMENT**

RECOMMEND MOTION TO: FINANCE AS AMENDED WITH CORRECTION OF  
VENDOR NAME TO RESOLUTION  
MOVED BY: DOLAN / SECONDED BY: PARKER  
ALL IN FAVOR - MOTION PASSED

11. **EQUALIZATION: RESOLUTION FOR THE ELIMINATION OF THE TAX BILLING SERVICES PROVIDED BY THE EQUALIZATION DEPARTMENT**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: PARKER / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED

12. **L.E.T.S.: RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S.**

RECOMMEND MOTION TO: FINANCE AS MODIFIED WITH ADDITION OF  
REIMBURSEMENT AMOUNT TO BE ADDED TO RESOLUTION  
MOVED BY: DOLAN / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED

- 13. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH FONSON, INCORPORATED TO PROVIDE SNOW REMOVAL SERVICES FOR THE 2010/11 TO 2012/13 SNOW SEASONS**

**RECOMMEND MOTION TO: FINANCE AS MODIFIED WITH CORRECTION TO THE DATES OF SERVICE REFERENCED IN THE RESOLUTION**

**MOVED BY: PARKER / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

- 14. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO GRANT AGREEMENT No. 2010-0323 WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR LAND ACQUISITION COSTS (CONDEMNATION OF AVIGATION EASEMENTS) FOR PARCELS E52 AND E59**

**RECOMMEND MOTION TO: FINANCE**

**MOVED BY: PARKER / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

Commissioner Parker questioned how many Avigation Easements were remaining. The Airport Facilities Board Representative, Jim Clore, was uncertain and stated that the information would be forthcoming.

- 15. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:08 PM.**

**MOVED BY: PARKER / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: September 24, 2010**

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**RESOLUTION AUTHORIZING FIREHOUSE CONFERENCE EXPENSES - Information Technology /**

**WHEREAS,** Livingston County has implemented an integrated public safety system that services local police and fire agencies as well as the Livingston County EMS Department; and

**WHEREAS,** the Livingston County Information Technology Department is responsible for hosting the “central” Firehouse application as well as being the primary application administration support for it; and

**WHEREAS,** Steven Hoyer, Livingston County Application Developer has been responsible for the installation, configuration of the application and database, as well as the application administration; and

**WHEREAS,** the annual Firehouse User Conference is being held in Seattle, Washington, from November 2<sup>nd</sup> through November 5<sup>th</sup>, 2010; and

**WHEREAS,** the Firehouse Conference provides a well rounded slate of educational sessions, balanced between administration instruction and user training; in addition to the ability to network with Firehouse support staff and other agency support staff; and

**WHEREAS,** the estimated expenses to cover the Application Developer’s attendance at this conference, including lodging, airline tickets, food, registration and transportation are \$1,862.10; and

**WHEREAS,** the Brighton Area Fire Department has agreed to split the conference fee expenses, paying the lodging and transportation related fees (\$1,017.10), leaving the conference registration fees and meal expenses (approximately \$845) to be covered by Livingston County; 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 authorizes expenses to cover Livingston County’s portion of the shared cost of Steve Hoyer’s conference attendance and all appropriate expenses related to the conference currently estimated at \$845 at the 2010 Firehouse Education and Training Seminar in Seattle, WA, November 2<sup>nd</sup> thru November 5<sup>th</sup> 2010.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

**304 E. Grand River Ave., Suite 101 Howell, MI 48843**  
**Phone 517 548-3230 Fax 517 545-9608**  
**Web Site: co.livingston.mi.us**

## Memorandum

To: Livingston County Board of Commissioners  
 From: Paul McNamara, IT Director  
 Date: 9/24/2010  
 Re: Request to attend Firehouse Training and Conference

The annual Firehouse Education and Training Conference is being held in Seattle, Washington, from November 2<sup>nd</sup> through November 5<sup>th</sup> 2010. The Firehouse application provides the fire department segment of the Livingston County integrated public safety solution.

This conference and training provides the opportunity to attend training sessions that focus on the administration of the Firehouse package. In lieu of paying Firehouse trainer travel costs and training fees; the conference is the sole classroom-type training offered by Firehouse. Because Steve serves as the primary support for the administrative level of the application; attending this conference will make available internal Firehouse contacts. In addition, he'll meet many peer resources.

Since Steve also serves as a Brighton Area Fire Department on-call fireman, they've agreed to share the cost of the conference (see spreadsheet below). They'll be paying the transportation related costs and lodging, estimated at \$1,017.10. Livingston County will pay the conference fee and meals, estimated at \$845.00.

The funds for this conference are currently in the IT budget. The following is a breakdown of the approximate costs associated with attending the conference:

Conference Cost	Days On Site:	4	Extended	BFD	LCIT
Conference Registration	1	\$ 745.00	\$ 745.00		
Hotel	3	\$ 139.00	\$ 417.00		
Hotel Taxes	3	\$ 21.70	\$ 65.10		
Transportation	2		\$ 50.00		
Airfare (R/T incl. taxes)	1	\$ 375.00	\$ 375.00		
Airport Parking	4	\$ 10.00	\$ 40.00		
Airline Bag Check Fees	2	\$ 35.00	\$ 70.00		
per diem (meals)?	4	\$ 25.00	\$ 100.00		
<b>Total</b>			<b>\$ 1,862.10</b>	<b>\$ 1,017.10</b>	<b>\$ 845.00</b>

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CONTRACT EXTENSION WITH LINDHOUT ASSOCIATES ARCHITECTS FOR ARCHITECTURAL SERVICES – Building Services / Finance Committee**

**WHEREAS,** Resolution # 1104-0347, approved on November 1, 2004, authorized entering into an agreement with Lindhout Associates Architects for architectural services on an as needed basis for a period of five years with two (2), one-year renewal options, in which there is one renewal option remaining; and

**WHEREAS,** throughout this contract, Lindhout Associates has provided quality work and has demonstrated their expertise in the most cost effective manner to insure the maintenance and modifications required by Livingston County are in compliance with the various codes and ordinances; and

**WHEREAS,** Lindhout Associates reduced their compensation rate during the first renewal period of November 1, 2009 – October 31, 2010 by five (5) percent on both their hourly rate and construction cost schedules and will continue to keep fees reduced during the proposed renewal period of November 1, 2010 – October 31, 2011; and

**WHEREAS,** all other terms and conditions will remain the same.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the extension of the contract with Lindhout Associates Architects for Architectural Services on an as needed basis for the one-year period from November 1, 2010 – October 31, 2011 with all current terms and conditions remaining the same.

**BE IT FURTHER RESOLVED** that the Board Chairman be authorized to sign any agreements or documents needed for this project or renewals upon preparation of Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**





## **Livingston County Building Services**

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

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts, Building Services Director

**DATE:** September 29, 2010

**RE:** Resolution authorizing contract extension with Lindhout Associates Architects  
Architectural services

Livingston County Board of Commissioners approved Resolution # 1104-0347 on November 1, 2004, that authorized entering into an agreement with Lindhout Associates Architects for architectural services for a period of five years with two (2), one-year renewal options in which there is one renewal option remaining.

During this contract period, Lindhout Associates has provided quality work and has demonstrated their expertise in the most cost-effective manner to insure the maintenance and modifications required by Livingston County are in compliance with the various codes and ordinances.

Lindhout Associates reduced their compensation rate during the first renewal period of November 1, 2009 – October 30, 2010 by five (5) percent on both their hourly rate and construction cost schedules with will continue to keep fees reduced during the proposed renewal period of November 1, 2010 – October 31, 2011. All other terms and conditions will remain the same.

Therefore, we are requesting that the attached resolution be approved authorizing the extension of the contract with Lindhout Associates Architects for architectural services for the one-year period from November 1, 2010- October 31, 2011.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:** September 30, 2010

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**RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER FOR JANITORIAL SUPPLIES TO SUPPLYPRO - Building Services**

**WHEREAS,** Building Services procures janitorial supplies for all Livingston County buildings as part of its function within the County; and

**WHEREAS,** Purchasing released an Invitation to Bid requesting pricing for Janitorial Supplies which includes trash liners, paper products, chemicals, and general supplies; and

**WHEREAS,** twenty-three (23) bids were received and reviewed by Purchasing, Building Services and the Janitorial Staff which tested the products; and

**WHEREAS,** SupplyPro of Grand Blanc, Michigan, offered the best value based on price, product performance, and delivery lead times; and

**WHEREAS,** SupplyPro of Grand Blanc, Michigan, offered Green Seal certified products; and

**WHEREAS,** the procurement of janitorial supplies has been budgeted and approved for within the Building Services budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a Blanket Purchase Order in the amount not to exceed \$48,000 annually based on appropriated funds to SupplyPro of Grand Blanc, Michigan, for a two (2) year period with a written option to renew for one two (2) year period, not to exceed four 4 years.

# # #

MOVED:

SECONDED:

CARRIED:

Vendor:				Supply Pro			I.C.S.			Hercules & Hercules, Inc.			Supply Den			Empire Equipment & Supply			Staples			Lansing Sanitary Supply Inc.			Trail Supply, LLC			Michigan Maintenance Supply, Inc.			
Category	Estimated Annual Usage	UOM	Description	Multiplier	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price			
Dispenser Products	7	case	ES #1 GLASS CLEANER 64OZ 6/CS <i>(used UOM for comparison only)</i>	per oz	0.235313	oz	\$632.52	0.391258	oz	\$1,051.70	0.251566	oz	\$676.21	0.255209	oz	\$886.00	0.156250	oz	\$420.00	0.102032	oz	\$274.26	0.180215	oz	\$484.42	0.542234	oz	\$1,457.52	0.085547	oz	\$4.00
	5	case	ES #3 DEGREASER/CLNR 64OZ 6/CS <i>NCL® Earth Sense #3 Degreaser Cleaner - 64 oz. 6/CS</i>	2688	0.148164	oz	\$398.26	0.262613	oz	\$705.90	0.372989	oz	\$1,002.59	0.351563	oz	\$945.00	0.156250	oz	\$420.00	0.101980	oz	\$274.12	0.167900	oz	\$451.32	0.197153	oz	\$529.95	0.093360	oz	\$4.00
	6	case	ES #5 NON-ACID BOWL 64OZ 6/CS <i>(for comparison only)</i>	2688	0.257618	oz	\$692.48	0.645886	oz	\$1,736.14	0.305990	oz	\$822.50	0.338542	oz	\$910.00	0.175782	oz	\$472.50	0.196511	oz	\$528.22	0.302478	oz	\$813.06	0.330289	oz	\$887.82	0.085547	oz	\$4.00
	12	case	ES #7 NEUTR. DISINFCT 64OZ 6/CS <i>NCL® Earth Sense #7 Disinfectant Cleaner - 64 oz. 6/CS</i>	2688	0.190977	oz	\$513.35	0.218549	oz	\$587.46	0.249480	oz	\$670.60	0.257813	oz	\$693.00	0.156250	oz	\$420.00	0.079480	oz	\$213.64	0.139830	oz	\$375.86	0.315496	oz	\$848.05	0.089454	oz	\$4.00
	65	case	RTD VIREX DISINFECTANT 2/1.5L <i>comparison only (3 liters = 101.442 fl oz)</i>	6593.73	0.218750	oz	\$1,442.38	0.053750	oz	\$354.41	0.306980	oz	\$364.41	0.361396	oz	\$2,382.95	0.195313	oz	\$1,287.84	0.129063	oz	\$851.01	0.302589	oz	\$1,999.19	0.630508	oz	\$4,157.40	0.382978	oz	\$2.00
	10	case	RTD GLANCE GLASS/SURFAC 2/1.5L <i>Glance™ Glass &amp; Surface Cleaner HC - 1.5 L RTD 2/CS</i>	1014.42	0.235313	oz	\$1,551.59	0.085188	oz	\$561.71	0.325316	oz	\$2,145.05	0.382493	oz	\$2,522.06	0.156250	oz	\$1,030.27	0.097813	oz	\$644.95	0.180215	oz	\$1,188.29	0.621784	oz	\$4,099.88	0.463418	oz	\$2.00
	276	each	Pinnacle - 16oz WET MOP PIN WHITE BLEND - pin mops, cut and	each	3.70	ea	\$1,021.20	3.33	ea	\$919.08	4.00	ea	\$1,104.00	3.61	ea	\$996.36	2.20	ea	\$607.20	6.53	ea	\$1,802.28	2.03	ea	\$560.28	3.81	ea	\$1,051.56	5.99	ea	\$4.00
	84	each	16 - 20oz WET MOP PIN WHITE BLEND - pin mops, c	each	4.12	ea	\$1,137.12	3.44	ea	\$949.44	4.50	ea	\$1,242.00	4.16	ea	\$1,148.16	2.73	ea	\$753.48	8.27	ea	\$2,282.52	2.17	ea	\$598.92	4.22	ea	\$1,164.72	7.95	ea	\$4.00
	54	pkg	@BAG VAC HOOVER Y 3PK Hoover vac bags Y, 3 pack	per bag	1.65	bag	\$455.40	1.45	bag	\$399.28	1.50	bag	\$414.00	0.63	bag	\$174.80	0.653334	bag	\$180.32	2.33	bag	\$643.08	0.8400	bag	\$231.84	1.2346	bag	\$340.74	3.3167	bag	\$4.00
	42	case	BLEACH HOUSEHOLD 3% 6GL/CS <i>Austin's® A-1 Bleach 3.0% - 128 oz. 6/CS</i>	per gal	1.208334	gal	\$304.50	1.55	gal	\$390.60	1.458334	gal	\$367.50	1.21	gal	\$304.50	1.62	gal	\$408.66	0.718334	gal	\$181.02	2.3900	gal	\$602.28	1.5633	gal	\$393.96	2.55	gal	\$6.00
34	case	POWERCID FOMING CLNR 12/17oz <i>Champion Spray® Foaming Disinfectant Cleaner - 17 oz., 12/cs</i>	each	2.69	ea	\$1,096.50	2.44	ea	\$995.86	1.97	ea	\$803.76	2.31	ea	\$943.50	2.12	ea	\$863.94	2.16	ea	\$881.28	3.1350	ea	\$1,279.08	2.65	ea	\$1,081.20	3.50	ea	\$2.00	
53	case	2518 ANTISEPT SOAP 18500ML <i>1812/278 comparison only 18/cs - extrol</i>	per foot	0.255244	oz	\$4,116.90	0.130704	oz	\$2,108.16	-	oz	\$0.00	0.155395	oz	\$2,506.41	0.683101	oz	\$11,017.93	0.016800	oz	\$8,013.60	0.004592	oz	\$2,190.38	0.196076	oz	\$3,162.56	0.007234	oz	\$1.00	
390	case	PRICELESS 2PLY JRT TISS 1000' 2 ply, 1000' per roll, 12 rolls/case	per foot	0.001705	foot	\$7,979.40	0.001695	foot	\$7,932.60	0.001605	foot	\$7,511.40	0.001666	foot	\$7,796.88	0.001778	foot	\$8,321.04	0.001598	foot	\$7,478.64	0.002448	foot	\$11,456.64	0.002120	foot	\$9,921.60	0.003046	foot	\$1.00	
420	case	SKYLINE 2PLY BATH TISSUE 96/CS 2 ply, 500 sheets/96rolls/cs	per foot	0.000557	foot	\$11,229.12	0.000648	foot	\$13,063.68	0.000683	foot	\$13,769.28	0.000655	foot	\$13,204.80	0.000613	foot	\$12,358.08	0.000917	foot	\$18,486.72	0.000850	foot	\$17,136.00	0.000724	foot	\$14,595.84	0.001041	foot	\$1.00	
660	case	MFOLD TOWEL BROWN 4000/C 48900 MFOLD TOWEL BROWN 4000, 20 pk/case	each	0.003480	ea	\$9,187.20	0.003908	ea	\$10,317.12	0.004295	ea	\$11,338.80	0.004265	ea	\$11,259.60	0.003675	ea	\$9,702.00	0.003388	ea	\$1,024.32	0.004455	ea	\$11,761.20	0.003975	ea	\$10,494.00	0.005723	ea	\$4.00	
128	each	590Z TRIGGER SPRAYER 9.9" BLUE Length	each	0.69	ea	\$88.32	0.49	ea	\$62.72	0.61	ea	\$78.08	0.50	ea	\$64.00	0.61	ea	\$78.08	0.71	ea	\$90.88	0.62	ea	\$79.36	0.45	ea	\$57.60	1.25	ea	\$4.00	
52	case	24x23 .6MIL LINER CLEAR 500/CS Neumac™ Virgin Liner Low Density - 24 x 23, 0.60 Ga., CL	per bag	0.025900	ea	\$673.40	0.013200	ea	\$343.20	0.026800	ea	\$696.80	0.031000	ea	\$806.00	0.045740	ea	\$1,189.24	0.050000	ea	\$1,300.00	0.040620	ea	\$1,056.12	0.038620	ea	\$1,004.12	0.032900	ea	\$1.00	
70	case	33x40 22MIC LINER BLACK 250/CS Colonial Bag Coreless Roll - 33x40, Black, 22 micron	per bag	0.080600	ea	\$1,410.50	0.087200	ea	\$1,526.00	0.092600	ea	\$1,620.50	0.099640	ea	\$1,743.70	0.083160	ea	\$1,455.30	0.080800	ea	\$1,414.00	0.093640	ea	\$1,638.70	0.094160	ea	\$1,647.80	0.121000	ea	\$1.00	
102	case	43x48 22MIC LINER BLACK 150/CS Colonial Bag Coreless Roll - 43x48, Black, 22 micron	per bag	0.126000	ea	\$1,927.80	0.163134	ea	\$2,495.95	0.141334	ea	\$2,162.41	0.153067	ea	\$2,341.93	0.129934	ea	\$1,987.99	0.170867	ea	\$2,614.27	0.199134	ea	\$3,046.75	0.133000	ea	\$2,034.90	0.434500	ea	\$1.00	
160	BOX	322PF MED LATEX PF DISP GLOVE 100/bx	per box	4.40	bx	\$704.00	3.87	bx	\$619.20	4.50	bx	\$720.00	5.51	bx	\$881.60	4.77	bx	\$763.20	5.10	bx	\$816.00	5.76	bx	\$921.60	4.74	bx	\$758.40	9.95	bx	\$4.00	
90	BOX	322PF LRG LATEX PF DISP GLOVE 100/bx	per box	4.40	bx	\$396.00	3.87	bx	\$348.30	4.50	bx	\$405.00	5.51	bx	\$495.90	4.77	bx	\$429.30	5.10	bx	\$459.00	5.76	bx	\$518.40	4.74	bx	\$426.60	9.95	bx	\$4.00	
60	BOX	322PF XLG LATEX PF DISP GLOVE 100/bx	per box	4.40	bx	\$264.00	3.87	bx	\$232.20	4.50	bx	\$270.00	5.51	bx	\$330.60	4.77	bx	\$286.20	5.10	bx	\$306.00	5.76	bx	\$345.60	4.74	bx	\$284.40	9.95	bx	\$4.00	
111	BOX	332PF M NITRILE PF DISP GLOVE 100/bx	per box	4.66	bx	\$517.26	6.16	bx	\$683.76	5.35	bx	\$593.85	7.37	bx	\$818.07	5.73	bx	\$636.03	6.75	bx	\$749.25	6.90	bx	\$765.90	5.43	bx	\$602.73	10.70	bx	\$4.00	
50	BOX	332PF LG NITRILE PF DISP GLOVE 100/bx	per box	4.66	bx	\$233.00	6.16	bx	\$308.00	5.35	bx	\$267.50	7.37	bx	\$368.50	5.73	bx	\$286.50	6.75	bx	\$337.50	6.90	bx	\$345.00	5.43	bx	\$271.50	10.70	bx	\$4.00	
<b>Annual Total:</b>						\$47,972.20			\$48,692.48			\$50,705.98			\$54,324.31			\$55,375.10			\$51,666.56			\$59,842.19			\$61,274.85			0%	
Discount of items not listed:					40%									40%							20%								2-5 days		
Delivery Lead Time:						2-3 days									1-2 days														1 day		
Comments:																														1-year price / 10% increase for 2-	
Kellie's comments						Best price, products tested well																									

Detroit Chemical & Paper Supply			APAC PAPER & PACKAGING CORP.		Miles Construction Inc. / Resource One Inc.		WIS Associates, Inc.		Calico Industries, Inc.		Interboro Packaging Corp. "Bid A"		Tronex Company		Earth Friendly		Unipak Corp.		American Poly		Central Oply Corp		Lower Huron		Commerce Connect, LLC		Nichols				
Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM		
\$229.95			\$0.00	\$ -	oz	\$ 0.068672	4 gal/cs	\$123.06			\$ -			\$ -		\$ 0.070313	oz	\$ -		\$ -		\$ -		\$ -		\$ 0.101893	oz				
\$250.95			\$0.00	\$ -	oz	\$ 0.046856	4 gal/cs	\$59.98			\$ -			\$ -		\$ 0.111329	oz	\$ -		\$ -		\$ -		\$ -		\$ 0.138906	oz				
\$229.95			\$0.00	\$ -	oz	\$ 0.056231	4 gal/cs	\$86.37			\$ -			\$ -		\$ 0.126954	oz	\$ -		\$ -		\$ -		\$ -		\$ 0.079167	oz				
\$240.45			\$0.00	\$ -	oz	\$ 0.074004	4 gal/cs	\$227.34			\$ -			\$ -		\$ 0.087891	oz	\$ -		\$ -		\$ -		\$ -		\$ 0.237813	oz				
\$2,525.25			\$0.00	\$ -	oz	\$ 0.072891	32oz/12cs	\$1,212.91			\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 0.570485	oz				
\$3,055.65			\$0.00	\$ -	oz	\$ 0.068672	4 gal/cs	\$175.80			\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 0.488959	oz				
\$1,653.24	\$ 2.10	ea	\$579.60	\$ 5.70	ea	\$ 4.79	ea	\$1,322.04	\$ 3.24	ea	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 4.43	ea	\$ 2.18	ea		
\$2,194.20	\$ 2.55	ea	\$214.20	\$ 6.50	ea	\$ 4.49	ea	\$377.16	\$ 4.14	ea	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 6.43	ea	\$ 2.50	ea		
\$915.40	\$ 1.9667	bag	\$318.60	\$ 3.0340	bag	\$ 2.79	ea	\$451.98	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3.96	bag	\$ 3.0000	bag		
\$642.60	\$ 1.52	gal	\$383.46	\$ 1.5840	gal	\$ 2.17	6 gal/cs	\$545.58	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 1.84	gal	\$ 1.5050	gal		
\$1,428.00	\$ 1.92	ea	\$65.42	\$ 2.8750	ea	\$ 2.79	ea	\$94.86	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3.97	ea	\$ 2.30	ea		
\$3,450.62	\$ 0.034777	1800ml 12/cs	\$560.92	\$ 0.007223	oz	\$ 0.005444	500ml 18/cs	\$0.00	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 0.067054	oz	\$ 0.067320	oz		
\$14,255.28	\$ 0.002396	1000' 12/cs	\$11,213.28	\$ 0.001771	foot	\$ 0.002166	1000' 12/cs	\$10,136.88	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ 0.002067	foot	\$ -	\$ 0.002067	foot	\$ 0.003014	foot	\$ 0.001880	foot	
\$20,986.56	\$ 0.000938	500' 96/cs	\$18,910.08	\$ 0.000576	500' 96/cs	\$ 0.000729	500' 96/cs	\$14,696.64	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ 0.000680	500' 96/cs	\$ -	\$ 0.000680	500' 96/cs	\$ 0.001014	500' 96/cs	\$ 0.000705	500' 96/cs	
\$15,108.72	\$ 0.004345	ea	\$11,470.80	\$ 0.004125	ea	\$ 0.00238	4000/cs	\$628.32	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ 0.003700	ea	\$ -	\$ 0.003700	ea	\$ 0.005980	ea	\$ 0.004050	ea	
\$160.00	\$ 0.75	ea	\$96.00	\$ 0.45	ea	\$ 0.89	ea	\$113.92	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 1.13	ea	\$ 0.57	ea		
\$855.40	\$ 0.013430	ea	\$349.18	\$ 0.024000	ea	\$ 0.019870	ea	\$516.62	\$ 0.027800	ea	\$722.80	\$ 0.010360	24x24 ea	\$269.36	\$ 0.028960	ea	\$ -	\$ 0.033900	ea	\$ 0.033720	ea	\$ 0.026800	ea	\$ -	\$ 0.035500	ea	\$ 0.041400	ea	\$ 0.041400	ea	
\$2,117.50	\$ 0.107900	ea	\$1,888.25	\$ 0.079800	ea	\$ 0.095920	ea	\$1,678.60	\$ 0.091000	ea	\$1,592.50	\$ 0.063360	ea	\$1,108.80	\$ 0.085280	ea	\$ -	\$ 0.099400	ea	\$ 0.103240	ea	\$ 0.064800	ea	\$ -	\$ 0.134350	ea	\$ 0.097360	ea	\$ 0.097360	ea	
\$6,647.85	\$ 0.168667	ea	\$2,580.61	\$ 0.123334	ea	\$ 0.144400	ea	\$2,209.32	\$ 0.143334	ea	\$2,193.01	\$ 0.109734	ea	\$1,678.93	\$ 0.129867	ea	\$ -	\$ 0.152334	ea	\$ 0.164667	ea	\$ 0.092000	ea	\$ -	\$ 0.523200	ea	\$ 0.144334	ea	\$ 0.144334	ea	
\$1,592.00	\$ 4.13	100/bx	\$660.80	\$ 5.95	100/bx	\$ 5.97	100/bx	\$955.68	\$ 2.80	100/bx	\$448.00	\$ 4.424	100/bx	\$707.84	\$ 4.00	100/bx	\$ 3.98	100/bx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.30	100/bx	\$ 4.99	100/bx	\$ 4.99	100/bx
\$895.50	\$ 4.13	100/bx	\$371.70	\$ 5.95	100/bx	\$ 5.97	100/bx	\$537.30	\$ 2.80	100/bx	\$252.00	\$ 4.424	100/bx	\$398.16	\$ -	100/bx	\$ 3.98	100/bx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.30	100/bx	\$ 4.99	100/bx	\$ 4.99	100/bx
\$597.00	\$ 4.13	100/bx	\$247.80	\$ 5.95	100/bx	\$ 6.34	100/bx	\$380.40	\$ 2.80	100/bx	\$168.00	\$ 4.424	100/bx	\$265.44	\$ -	100/bx	\$ 3.98	100/bx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.30	100/bx	\$ 4.99	100/bx	\$ 4.99	100/bx
\$1,187.70			\$0.00	\$ 6.95	100/bx	\$ 6.45	100/bx	\$715.95	\$ 5.75	100/bx	\$638.25	\$ 5.474	100/bx	\$607.61	\$ 5.50	100/bx	\$ 4.72	100/bx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.81	100/bx	\$ 5.05	100/bx	\$ 5.05	100/bx
\$535.00			\$0.00	\$ 6.95	100/bx	\$ 6.45	100/bx	\$322.50	\$ 5.75	100/bx	\$287.50	\$ 5.474	100/bx	\$273.70	\$ -	100/bx	\$ 4.72	100/bx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.81	100/bx	\$ 5.05	100/bx	\$ 5.05	100/bx
\$81,754.78	25%		\$49,910.70	20%		\$37,569.20	15%-20%	\$6,302.06	50%		\$5,309.84	10%		\$5,309.84	10%		15%		15%		5%		5%				0%-15%		30%-35%		
	\$8 delivery charge for order under 7 days				3-5 days		15%-20% 5-7 days			21 days			20%** 30 days		Reference Alternate Bids		Tronex Products meet the		5% discount for Chemicals and		7 days		1% discount for Waste		5-20 days		Incomplete Bid Response		15 days		7-10 days
							45% Discount off Can liners not						\$350 Minimum Orders for																		
							Too long delivery time, references did not check out																								
							Not enough products and long delivery time																								
							Not enough products																								
							Deliver too long, do not carry enough of the products																								
							30 day deliver too long/ do not carry enough products																								
							Not enough products/ producted did not test well																								
							Not enough products																								
							Not enough products																								
							Not enough products																								
							Not enough products, questionable delivery																								
							Not enough products																								
							Incomplete Bid Response																								
							delivery too long																								
							Deliver time too long																								



## **Livingston County Building Services**

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

### **Memorandum**

**To:** Livingston County Board of Commissioners  
**From:** Chris Folts, Director  
**Date:** September 30, 2010  
**Re:** Resolution to Authorize Blanket Purchase Order for Janitorial Supplies

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Purchasing released an Invitation to Bid for Janitorial Supplies. Vendors submitted pricing on items where we spend the majority of our dollars. Our bid document requested pricing in the following major categories: Trash Liners, Paper Products, Chemical Products and General Supplies.

Twenty-three (23) bids were received by Purchasing. Bids were reviewed by Purchasing, Building Services, and Janitorial Staff which tested the products. SupplyPro, of Grand Blanc, Michigan, offers the best value based on pricing, product performance, and delivery lead times. The chemical products offered by SupplyPro are green sealed certified.

Building Services has been able to make the necessary changes to keep the rising cost of paper and poly at bay. A request for a blanket purchase order to be issued to SupplyPro of Grand Blanc, Michigan, for an amount not to exceed \$48,000 annually for a two year period with a written option to renew for an additional two (2) year period for no more than four (4) years. Our allocated expense for this blanket purchase order has remained the same since 2006.

Copies of the bid documents are available in the Purchasing Office for your review.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA) – L.E.T.S. / General Government**

**WHEREAS,** L.E.T.S. currently has an existing interlocal agreement with AATA to cross into Washtenaw County for medical trips only; and

**WHEREAS,** L.E.T.S. is receiving many requests from Livingston County residents to provide transportation service to destinations within Washtenaw County to include state agencies, medical facilities, human service organizations, educational centers and other essential public services; and

**WHEREAS,** the interlocal agreement grants each party to this agreement allowing for assistance to the other in the event that it is necessary for either public transportation system to cross jurisdictional boundaries; and

**WHEREAS,** termination of said agreement must be in writing with at least a ninety (90) day notice.

**THEREFORE BE IT RESOLVED** that the Livingston county Board of Commissioners hereby approves and authorizes the interlocal agreement between Livingston County (L.E.T.S.) and Ann Arbor Transportation Authority (AATA).

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the interlocal agreement upon approval of Mr. James Dunn Jr., transit attorney for LE.T.S.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF L.E.T.S.**

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**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-546-600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us/LETS](http://co.livingston.mi.us/LETS)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz**  
**Date: October 4, 2010**  
**Re: RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA)**

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Attached is a resolution for your consideration and approval for an interlocal agreement between Livingston Essential Transportation Service (L.E.T.S.) and Ann Arbor Transportation Authority (AATA) for the purpose to cross jurisdictional boundaries. L.E.T.S. currently has an existing interlocal agreement with AATA to cross into Washtenaw County for medical trips. The interlocal agreement was prepared by James Dunn, L.E.T.S. attorney.

L.E.T.S. has been receiving many requests from Livingston County residents to provide transportation service to destinations within Washtenaw County to include state agencies, medical facilities, human service organizations, educational centers and other essential public services. The interlocal agreement grants each party to this agreement allowing for assistance to the other in the event that it is necessary for either public transportation system to cross jurisdictional boundaries.

There is no cost to this agreement. In addition, the agreement holds harmless each party from any and all liability, each party must provide its own insurance coverage, each party will coordinate and assist each other in providing efficient and effective transportation services, each party agrees to operate in a "closed door" manor while in the others' boundary, and termination of said agreement must be in writing with at least a ninety (90) day notice. The interlocal agreement once approved requires the Board Chair signature.

Should you have any questions please contact me at your convenience at 517-540-7847.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO ENTER INTO AN AGREEMENT FOR A POLICY FOR THE OPERATION OF COMPUTER NETWORK, INTERNET ACCESS AND EMAIL WITH THE 44TH CIRCUIT COURT, 47TH PROBATE COURT AND THE 53RD DISTRICT COURT - GENERAL GOVERNMENT / FINANCE**

**WHEREAS,** the County provides certain information technology services and equipment to the 44th Circuit Court, 47th Probate Court and the 53rd District Court, and;

**WHEREAS,** the State Court Administrative Office (SCAO) has recommended to the court of Michigan, that when a court is provided any of its communications systems through its funding unit, the court should establish policies and procedures, written in collaboration with the funding unit, for the control and monitoring of the court's information to assure that the information is maintained in a protected and confidential manner, and;

**WHEREAS,** pursuant to MCL 15.323(d)(v), the judiciary is not a "public body" for the purposes of the Michigan Freedom of Information Act and its judicial documents are exempt from FOIA, and;

**THEREFORE BE IT RESOLVED** that the Board Chairperson is authorized to sign the attached agreement with the 44th Circuit Court, 47th Probate Court and the 53rd District Court upon approval as to form by the County Attorney.

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MOVED:

SECONDED:

CARRIED:



**STATE OF MICHIGAN  
44<sup>th</sup> CIRCUIT COURT  
47<sup>TH</sup> PROBATE COURT  
53<sup>RD</sup> DISTRICT COURT  
LIVINGSTON COUNTY**

**JOINT JUDICIAL POLICY 2010-4**

**Operation of Court Computer Network, Internet, and Electronic Mail**

**PURPOSE:**

The purpose of this policy is to provide a framework for the operation of the computer network, internet, and electronic mail (email) of the 44<sup>th</sup> Circuit Court, 47<sup>th</sup> Probate Court, and 53<sup>rd</sup> District Court (Courts) and to establish the working relationship between the Courts and Livingston County (County) regarding provision of technology services and equipment and ownership of information produced through technology.

The Courts have a clear interest in defining their role as sole owner of all data and communications generated as part of the business of the Courts' daily operations and confirming that the Courts have control over their data and communications. The Courts will maintain their data and communications in a confidential manner

The Courts acknowledge that their data and communications are created and transmitted using equipment and technology services provided by the County. The Courts also acknowledge that the County adopted an Information Technology Resources Policy (IT Policy) in July 2007<sup>1</sup> which intends to address the daily operations of technology services for all County departments.

Constitutionally, Courts are a separate, independent branch of government. One key example of their independence is that Courts are exempt from compliance with requests for information pursuant to the Michigan Freedom of Information Act.

The Michigan Supreme Court issued an Administrative Order<sup>2</sup> requiring that Chief Judges, to the extent possible, adopt personnel policies consistent with the written employment policies of their funding unit. The Courts intend to comply with the County IT Policy to the extent possible without compromising their control and ownership of Court generated data and communications.

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<sup>1</sup> Livingston County Board of Commissioners Resolution 2007-08-200.

<sup>2</sup> Supreme Court Administrative Order 1998-5.

## **POLICY:**

### **I. OWNERSHIP AND CONTROL OF DATA AND COMMUNICATIONS**

- All data and communications generated in all forms as a result of, or by, actions of the Courts, including judges, employees, contractors or volunteers are the property of the Courts. The County has no ownership rights to Court data and communication.
- All data, information, or records generated by any communications system used by the Courts, including judges and employees are the property of the Courts and may not be released or communicated in any public forum without the prior written approval of the Chief Judge of any Court or his/her designee.
- The Courts retain the right to monitor and review all data, information, or records generated by the judges, employees, contractors and volunteers of the Courts.
- The Courts, including judges and all employees, are required to comply with the County IT Policy regarding proper use of County provided information technology systems. The County has the right to scan or check email communications, including attachments, for viruses, spyware, and other potential damaging interferences with computer system operation. The scanning/checking process shall be conducted in a confidential manner. Aside from normal system back-ups, the County shall not make copies of any communications without informing the Chief Judge of any Court as to the reason for making the copies.
- The Chief Judges of the Courts, or their designee, have the sole authority to authorize taking appropriate disciplinary action should any Court employee abuse, through use, the County IT system or violate standards of operation.
- The Chief Judges of the Courts, or their designee, will collaborate with the County to minimize threats or damage to the IT system as a result of Court use. In case of immediate threat or emergency to the County IT system, the County reserves the right to take immediate, appropriate action to resolve the threat or emergency. As soon as practical, the County will inform the Courts of the problem and the Courts and County will collaborate on developing a long term solution to the threat or emergency.
- The County will inform the Courts if any demand is received for access to Court data, information, or records. The County will not release any data, information, or records without an order permitting such release from the Court which is subject of the demand. Demands include subpoenas, court orders, or Freedom of Information requests. The Courts shall have opportunity to review the demand before determining the appropriate action to take in regard to the demand.

## II. TECHNICAL AND OPERATIONAL STANDARDS

- The files, email, data, records, and information of the Courts created by or for judges, employees, contractors, and volunteers will be kept in distinct files in the IT system in accordance with policies established by the County.
- The Courts will comply with the operational standards for system utilization adopted by the County through its IT Policy. Exception will be made only when it is mutually agreed by the Courts and the County that the standards are in conflict with the efficient operation of the Courts.
- The County will retain responsibility for routine administration of Court email and files that supports Court users, backs up files, and assists with recovery of lost file/data recovery.

## III. OWNERSHIP OF EQUIPMENT AND SOFTWARE

- All computer equipment shall be the exclusive property of the County.
- All software and programming shall be the exclusive property of the County.

## IV. ADDRESSING REQUESTS FOR COURT INFORMATION

- When the County receives a request or demand for Court data, information, or records the County shall refer the request or demand to the Courts for response to the person or entity making the request. The County shall inform the source of the request that it has been referred to the Courts for response.
- A demand for data, information, or records made in the form of a subpoena or court order shall be referred to the Courts as soon as practical. The Courts and County will collaborate in responding to a subpoena or court order to the extent possible.

## V. POLICY ACKNOWLEDGEMENT AND JOINT AGREEMENT

The Chief Judges of the 44<sup>th</sup> Circuit Court, 47<sup>th</sup> Probate Court, 53<sup>rd</sup> District Court and the Board of Commissioners for Livingston County hereby acknowledge this policy and agree to abide by its terms.

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Chief Judge 44<sup>th</sup> Circuit Court

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Chief Judge 53<sup>rd</sup> District Court

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Date

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Date

---

Chief Judge 47<sup>th</sup> Probate Court

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County Administrator

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Date

---

Date

**RESOLUTION**

**NO.**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING PERSONNEL REPLACEMENTS IN THE COUNTY CLERK'S OFFICE- County Clerk**

**WHEREAS,** the Livingston County Clerk's office has experienced a recent resignation in the Vital Records Division; and

**WHEREAS,** it is essential to maintain the mandated duties in this division by replacing this employee; and

**WHEREAS,** an employee in a part time Circuit Court Clerk position is willing to accept the full time Vital Records Division position at F six months which is a change from the current G8 grade commiserate with current responsibilities; and

**WHEREAS,** this will necessitate replacing the vacated part time position in the Circuit Court; and

**WHEREAS,** earlier this year, there was a resignation of the Accounting Supervisor; and

**WHEREAS,** as County Clerk, along with my Chief Deputy, a review of the requirements of this division has been done and a recommendation to elevate a current Grade G position to a Grade I position as an Administrative Specialist; and

**WHEREAS,** a former employee has returned to a part time position at F1 and because of her knowledge, experience and skills should be F8, and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the recommended changes requested by the County Clerk.

MOVED:

SECONDED:

CARRIED:

**OFFICE OF COUNTY CLERK 2010**

*(yellow highlights need BOC approval)*

<u>PERSONNEL REQUESTS DEPARTMENT 215:</u>	<u>SALARY COST</u>	<u>BENEFIT COST</u>	<u>TOTAL COST</u>
1) Evelyn Montgomery position M 8 vacated & not replaced	-\$ 65,926.00	-\$ 25,353.00	-\$ 91,279.00
2) Eliminate Vacated Accounting Supervisor position Grade K 8	-\$ 55,488.00	-\$ 23,095.00	-\$ 78,583.00
3) Add a full time Accounting Assistant Position @ Grade F entry level	\$ 27,757.24	\$ 16,927.00	\$ 44,684.24
4) Upgrade & re-classify one payroll clerk position from Grade G8 to Grade I6; this position will act as the department's team-leader and coordinator for the accounting and vital records divisions, as an Administrative Assistant (remove out of grade pay for 3 employees)	\$ 4,723.26	\$ 1,200.00	\$ 5,923.26
5) Reduce Senior Vital Records position from Senior Vital Records Grade G to Vital Records Clerk Grade F 6mo. level			
Senior Vital Records Clerk Grade G 8 resigned, effect 10/6/10	-\$ 39,309.09	-\$ 19,836.00	-\$ 59,145.09
Replace with Vital Records Clerk Grade F @ 6 mo.	<u>\$ 28,173.58</u>	<u>\$ 17,002.00</u>	<u>\$ 45,175.58</u>
<b>SAVINGS / Department 215</b>	<b>\$ 100,069.01</b>	<b>\$ 33,155.00</b>	<b>= \$ 133,224.01</b>
<b><u>DEPARTMENT 216</u></b>			
6) Replaced one full-time Deputy Clerk position w/ two 24 hr. positions	\$ 5,549.44	-\$ 16,927.00 \$ 7,000.00	-\$ 4,377.56
7) Replace Vacated Part-time (29 hr.) Deputy Clerk Position entry level F	\$ 0	\$ 0	\$ 0
8) Raise pay of one P/T 24 hr. Deputy Clerk Position, Linda Peckens, from F1 to F8 (experience & value to office)	<u>\$ 3,931.20</u>	<u>\$ ?</u>	
<b>SAVINGS / Department 216</b>	<b>\$ 9,480.64</b>	<b>\$ 9,927.00</b>	<b>\$ 446.36</b>
<b>DEPARTMENTAL 215 &amp; 216 TOTAL SAVINGS</b>	<b>\$ 90,588.37</b>	<b>\$ 43,082.00</b>	<b>\$ 133,670.37</b>

	<u>FT 1/1/10</u>	<u>FT Current</u>	<u>FT w/changes</u>	<u>PT 1/1/10</u>	<u>PT Current</u>	<u>PT w/ changes</u>
Personnel (215)	9	7	8	0	0	0
Personnel (216)	10	9	9	1	3	3



**Margaret M. Dunleavy**  
**LIVINGSTON COUNTY CLERK**

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County Clerk  
200 East Grand River  
Howell, Michigan 48843-2399  
517-546-0500

Circuit Court Clerk  
204 S. Highlander Way, Suite 4  
Howell, Michigan 48843-1953  
517-546-9816

E-mail: [mdunleavy@co.livingston.mi.us](mailto:mdunleavy@co.livingston.mi.us)

TO: Livingston County Board of Commissioners

FROM: Margaret M. Dunleavy, Livingston County Clerk

RE: Office Reorganization and Personnel Replacements

DATE: October 7, 2010

After due diligence and review of the responsibilities of the Livingston County Clerk's office, my Chief Deputy, Laura Chafy-Rogers and I are recommending the following changes:

Replace the full time Vital Records Clerk at a lower grade level

Replace the part time Circuit Court Clerk (vacated by employee to accept full time Vital Records Position)

Upgrade a part time Circuit Clerk from F1 to F8 due to knowledge, experience and skill

Discuss replacing two vacated accounting positions at grade levels M & K with an account assistant at grade level F to assist and cross train in payroll and accounts payable.

Laura and I look forward to answering any questions you might have and explaining our process for arriving at these requests

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Margaret M. Dunleavy, Livingston County Clerk

Title of Position to be Filled: Part time Court Clerk      Salary: \$22,000.00

Annual Cost of Budgeted Position	Projected Cost for the next five years
\$25,000.00	\$125,000.00

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position: Shaun Shaw

To Temporarily Replace an Employee who is on approved leave of absence:

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? April 2, 2010

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? Yes

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

The Livingston County Clerk is mandated to perform the functions as Clerk of the Circuit Court. This position will be responsible for various tasks (see attachment) that are essential to the functions of the Circuit Court.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work. MCL 600.571

3. Budgeted department head count for the past five years:  
Jan., 2005:22    Jan., 2006: 22    Jan., 2007: 22    Jan., 2008:22    Jan., 2009: 21

Please explain changes:

Part time circuit court clerk whose primary responsibility was collections left for a full time position.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position. Yes, the current staff is already assigned specific responsibilities, including attendance in the courtrooms. Employees must be meticulous about



accuracy and attendance. The State Court Administrator's office and JIS provide training sessions on a regular basis. Knowledge of court processes and legal terms is desirable. Customer service experience is desirable as the Clerk's office is often required to serve people who are unfamiliar with the process and also people who are distressed. Good organizational skills and self motivation is a must.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

The County Clerk's office has maximized cross training and we are continually analyzing our procedures and workload distribution. We are repeated confronted with changes in the law and other departments' changing schedules.

6. Specifically list three reasonable options if your request to replace a position is denied.
  1. Schedule overtime
  2. Evaluate the services we provide to the Judges, Friend of the Court and other departments.

7. What are the consequences of deferring the vacant position over the next several months and beyond?

It will be extremely difficult to provide the services needed. Duties maybe left undone, which could cause a problems for the Judges, Referees and other court officers. We have many statutory responsibilities that require immediate attention, such as assisting with Personal Protection Orders and Pro Per litigants.

8. What budget saving measures has this department implemented? Have additional measures been identified?

The County Clerk's office continues to investigate and implement new technology.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

The County Clerk's office continues to maintain the appropriate staff for the workload.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services. (See attachments)

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? NO

12. Explain what services can be provided by others, private sector or non-profit?

N/A

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? Unknown

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). Yes – not feasible

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

The request if fill a 29 hour part time position

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

Sparingly – often when court runs through lunch hour or stays pat 5:00 p.m. we try to offer comp time but it is limited due to staff restraints.

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

Yes, we have a strong commitment to cross training.

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Margaret Dunleavy

Title of Position to be Filled: P/T ( 29 hrs.) Deputy Court Clerk  
Grade F entry Salary: \$ 20,116.72

Annual Cost of Budgeted Position (incl. fringe benefits): \$ 24,759.00

Projected Cost for the next five years (incl. fringe benefits): \$ 123,795.00

\*New Position/Classification Yes/No: **NO**

Name of Employee last occupying this position: **Lindsay Tye**

When did the position become vacant: October 6, 2010

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? **YES**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job Description. **Briefly described, the primary duties are filing of legal paperwork into the official case file used by the Judges in Court, and, providing the case files to the courts. The duties of this position are essential to court operations. A hearing can not be held without the case file & the pleadings therein. See attached for the additional duties of this position.**

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what affect this program/service has on current operations. **Among other statutory responsibilities, and, under Michigan Compiled Law & Court Rules, the County Clerk is appointed as the Clerk of the Circuit Court, to be the official record keeper for Circuit Files. Constitutional authority, [ Const.1963,Art.6,Sec 14], and pursuant to MCL 600.571(a); MSA 27A.571.(a)]**

If not mandated, outline the reason(s) for the department providing this task/work. **N/A**

3. Budgeted department head count for the past five years:

Jan., 2006 : 22 Jan., 2007 :22 Jan., 2008 :22 Jan., 2009 : 21 Jan., 2010 : 21

Please explain changes: **(please refer to attachment A # 1,2,5,6 for recent personnel reduction & savings)**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? **YES** Identify all special skills, education and/or licensing requirements for the position. **High School/GED: Good with numbers, attention to detail, and possess abilities in record maintenance.**

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? **Each staff member maintains a steady workload. There is no redundancy within the positions. There is not enough personnel time to reassign responsibilities and still maintain service to the courts and/or public.**

6. Specifically list three reasonable options if your request to replace a position is denied. **No reasonable options come to mind. The office could shorten its hours to the public, but that isn't feasible because statutorily the Clerk is required to be opened, when the court is opened.**

7. What are the consequences of deferring the vacant position over the next several months and beyond? **Consequences would result in a "mess", lost & misplaced court records, and insurmountable piles of filing.**

8. What budget saving measures has this department implemented? Have additional measures been identified? **Please see attachment A for departmental savings.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **Do not see any excessive positions, or costs expended or budgeted, that could be dropped without adversely affecting mandated & public services.**

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services. **Organizational chart attached. No staff currently on leave, or on restriction, no staff with downtime.**

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? **Work is required to be completed by the County Clerk.**

12. Explain what services can be provided by others, private sector or non-profit? **N/A**

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? **Unknown, but these responsibilities need to be preformed within the vault of the County Clerk Circuit Court Division, on a routine schedule that ensures that these duties are completed, and the files are up to date and ready for the Court.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **Too much training goes into this position to consider a temporary employee.**

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). **This is a part-time 29 hour position, currently. However, the workload within the court is growing and is increasingly showing that this position may need to be reviewed for additional hours.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? **N/A -staff's responsibilities require their full time attention. Also, the vault is operational during court business hours, which necessitates that it be staffed. Overtime would not alleviate this.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, staff is cross-trained to fill-in for a short amount of time, such as lunch, or a sick day, but would be an unrealistic expectation for a longer duration.**