

# General Government Committee

12/13/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
  2. **APPROVAL OF MINUTES**
    - A. Minutes dated: November 8, 2010
    - B. Minutes dated: November 30, 2010
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 Building Services**  
RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - BUILDING SERVICES
- 
- 08 Building Services**  
RESOLUTION TO AUTHORIZE REQUEST TO USE HISTORIC COURTROOM FOR DAR (DAUGHTERS OF THE AMERICAN REVOLUTION) MEETING – Building Services
- 
- 09 Register of Deeds**  
RESOLUTION AUTHORIZING AGREEMENT WITH FIDLAR TECHNOLOGIES FOR SOFTWARE MAINTENANCE AGREEMENT FOR INDEXING AND IMAGING DOCUMENTS ELECTRONICALLY - REGISTER OF DEEDS / GENERAL GOVT: 12.13.10 / FINANCE: 12.15.10 - FULL BOARD: 12.20.10
- 
- 10 Register of Deeds**  
RESOLUTION APPROVING REQUEST FOR TWO PART TIME DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE EFFECTIVE IN JANUARY 1, 2011 AND REFILLING A VACANT DEPUTY REGISTER OF DEEDS WITH A LOWER F GRADE PAY FEBRUARY 1, 2011
- 
- 11 LETS**  
RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES - L.E.T.S. / General Government
-

**12 LETS**  
RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR  
DIESEL FUEL FOR 2011 - L.E.T.S./General Government

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**13 Information Technology**  
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO  
NETSMART OHIO, INC. FOR SOFTWARE SUPPORT FOR THE  
NETSMART SOFTWARE FOR THE LIVINGSTON COUNTY  
DEPARTMENT OF PUBLIC HEALTH FOR 2011-INFORMATION  
TECHNOLOGY/GENERAL GOVERNMENT

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**14 Information Technology**  
RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE  
ORDER TO CDW-G, INC. FOR EQUIPMENT AND CONTRACT SERVICES  
FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2011 -  
INFORMATION TECHNOLOGY/PURCHASING/GENERAL GOVERNMENT  
COMMITTEE/FINANCE COMMITTEE

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**15 Information Technology**  
RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE  
ORDER AUTHORIZING THE PURCHASE OF COMPUTER EQUIPMENT  
THAT HAS BEEN BUDGETED FOR THROUGH THE INFORMATION  
TECHNOLOGY DEPARTMENT FOR PURCHASES OF COMPUTER  
EQUIPMENT FOR ALL COUNTY DEPARTMENTS - INFORMATION  
TECHNOLOGY/PURCHASING/GENERAL GOVERNMENT COMMITTEE/  
FINANCE COMMITTEE

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**16. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

**NOVEMBER 8, 2010 – 8:00 A.M.**

ADMINISTRATION BUILDING - CONFERENCE ROOM 4  
304 E. Grand River Avenue, Howell, MI 48843

## GENERAL GOVERNMENT COMMITTEE

COMM. DOLAN     **COMM. GRIFFITH**     COMM. PARKER     COMM. WILLIAMS (D)

OTHERS:    JAY DRICK  
              BRUCE HUNDLEY

MARK JOHNSON  
MAGGIE JONES

DOUG BRITZ  
BELINDA M. PETERS

1. **CALL TO ORDER:** Meeting called to order by: **COMM CAROL GRIFFITH** at **8:04 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED OCTOBER 12, 2010:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS:** None.
5. **CALL TO THE PUBLIC:** None.
6. **RESOLUTIONS FOR CONSIDERATION.**
7. **CAR POOL: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT**

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

8. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND THE FINAL DESIGN OF THE TERMINAL BUILDING AND THE TERMINAL PARKING LOT**
9. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH REYNOLDS, SMITH & HILLS (RS&H) OF FLINT, MICHIGAN FOR FINAL ARCHITECTURAL DESIGN OF THE TERMINAL BUILDING**
10. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND THE AGREEMENT WITH R.W. ARMSTRONG OF LANSING, MICHIGAN TO INCLUDE DESIGN ENGINEERING OF THE TERMINAL PARKING LOT**

**RECOMMEND ALL THREE (3) AIRPORT MOTIONS TO: FINANCE  
COLLECTIVELY MOVED BY: PARKER / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

- Airport Manager, Mark Johnson, advised the Committee that a taxing accident had occurred at the Airport. Appears to be medical situation. No further information available at this time.

**11. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:16 PM.  
MOVED BY: DOLAN / SECONDED BY: PARKER  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY


# MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 30, 2010 – 3:00 P.M.

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

## GENERAL GOVERNMENT COMMITTEE

<input checked="" type="checkbox"/> <b>COMM. GRIFFITH</b>	<input checked="" type="checkbox"/> <b>COMM. DOLAN</b>	<input checked="" type="checkbox"/> <b>COMM. PARKER</b>	<input checked="" type="checkbox"/> <b>COMM. WILLIAMS -</b> 
<b>OTHERS:</b> DENISE BESSLER SUE BOSTWICK ADRIAN CHANDLER PAT COFFEY	TOM DARLING - WHMI DONNA DUNN MAGGIE JONES DEB OBERLE	BELINDA PETERS RON VANHOUTEN TED WESTMEIER	

1. **CALL TO ORDER:** Meeting called to order by: **COMM. CAROL GRIFFITH** at **3:05 PM.**

2. **APPROVAL OF AGENDA:**

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

3. **REPORTS:**  **None.**

4. **CALL TO THE PUBLIC:**

- DENISE BESSLER** - Milford, MI: Wants to thank the General Government Committee for listening to their complaints when they thought they were not being heard. Believes that Debbie Oberle will give the tax payers honesty and transparency as the Director of the Animal Control Department.
- ADRIAN CHANDLER** - West Bloomfield, MI: Expressed her appreciation that the General Government Committee gave everything they said serious consideration and diligence. Feels that Debbie Oberle is a wonderful choice and looks forward to see what happens with LCAC.
- PAT COFFEY** - South Lyon, MI: Really appreciates what has happened. The atmosphere and attitude at LCAC is fantastic and looks forward to working with the staff.

5. **RESOLUTIONS FOR CONSIDERATION.**

**6. ANIMAL CONTROL: RESOLUTION TO AMEND THE ANIMAL CONTROL/ANIMAL SHELTER FEE SCHEDULE**

**RECOMMEND MOTION TO:  FULL BOARD**  
**MOVED BY: WILLIAMS / SECONDED BY: DOLAN**  
**ALL IN FAVOR - MOTION PASSED**

**7. ADMINISTRATION: RESOLUTION APPOINTING THE LIVINGSTON COUNTY ANIMAL CONTROL DIRECTOR**

**RECOMMEND MOTION TO:  FULL BOARD**  
**MOVED BY: DOLAN / SECONDED BY: WILLIAMS**  
**ALL IN FAVOR - MOTION PASSED**

**8. ADMINISTRATION: RESOLUTION APPROVING THE HIRING / CONTRACTING OF A TEMPORARY, PART-TIME, CERTIFIED LEVEL IV ASSESSOR IN THE EQUALIZATION DEPARTMENT**

**RECOMMEND MOTION TO:  FULL BOARD**  
**MOVED BY: DOLAN / SECONDED BY: WILLIAMS**  
**ALL IN FAVOR - MOTION PASSED**

**MOTION FROM THE FLOOR: MOTION AUTHORIZING ALL ABOVE RESOLUTIONS BE ASSIGNED DIRECTLY TO THE DECEMBER 6<sup>TH</sup> FULL BOARD MEETING**

**MOTION AUTHORIZING ALL ABOVE RESOLUTIONS BE ASSIGNED DIRECTLY TO THE DECEMBER 6<sup>TH</sup> FULL BOARD MEETING**  
**MOVED BY: DOLAN / SECONDED BY: PARKER**  
**ALL IN FAVOR - MOTION PASSED**

**9. ADJOURNMENT:**

**MOTION TO ADJOURN AT 3:15 PM.**  
**MOVED BY: PARKER / SECONDED BY: DOLAN**  
**ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: November 18, 2010**

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**RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - BUILDING SERVICES**

**WHEREAS,** the Community Mental Health Authority desires to again enter into a Maintenance contract with the County for janitorial, maintenance, and lawn care of the building and the grounds located at 2280 East Grand River, Howell, Michigan 48843 and also for janitorial, and maintenance of the building and grounds located at CMH-ADS 3760 Cleary Drive Howell, Michigan 48843; and

**WHEREAS,** the County is willing to provide such services through the Building Services Department, and the Mental Health Authority is willing to reimburse the County for such services under the terms and conditions set forth herein, and

**WHEREAS,** the contract term will be January 1, 2011, through December 31, 2011; and

**WHEREAS,** the monthly charge of \$9,547.68 will be invoiced to the Mental Health Authority by the Building Services Department.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a contract for janitorial, maintenance, and lawn care of the building and grounds located at 2280 East Grand River, Howell, Michigan 48843 and for janitorial and maintenance of the building and grounds located at CMH-ADS, 3760 Cleary Drive, Howell, Michigan 48843, to be provided by the Livingston County Building Services Department at a cost of \$9,547.68 per month, including \$51.00 per hour for maintenance technician plus materials, and for a cost of \$35.00 per hour for extra custodial services.

**BE IT FURTHER RESOLVED** that the Chairman is authorized to sign said contract as reviewed by County Administration.

MOVED: # # #  
SECONDED:  
CARRIED:

## JANITORIAL/MAINTENANCE SERVICES AGREEMENT

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between the **LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY** (hereinafter referred to as the "Mental Health Authority") and the **COUNTY OF LIVINGSTON** (hereinafter referred to as the "County").

### RECITALS:

**WHEREAS**, the Mental Health Authority, pursuant to the authority granted by Act 258 of the Public Acts of Michigan, 1974 as amended (the "Mental Health Code") and its Managed Specialty Supports and Services Contract with the Michigan Department of Community Health, has the authority to enter into contracts for services and leases; and

**WHEREAS**, the Mental Health Authority has entered into a sublease with the County for use of the building and the grounds located at 2280 East Grand River, Howell, Michigan 48843; and

**WHEREAS**, the Mental Health Authority has the obligations under said sublease for ongoing maintenance and operation of said premises which include maintenance, custodial services, trash pickup, lawn care and snow removal, and is in need of such services on a contractual basis; and

**WHEREAS**, the Mental Health Authority, in addition to its facilities at 2280 East Grand River, leases property at 3760 Cleary Drive, Howell, Michigan 48843, for which it requires custodial and maintenance services; and

**WHEREAS**, the County is willing to provide the above stated services to the Mental Health Authority at the facilities in Howell, Michigan at 2280 East Grand River and 3760 Cleary Drive (hereinafter collectively referred to as the "premises") and the Mental Health Authority is willing to reimburse the County for such services under the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the above and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** by the Mental Health Authority and the County as follows:

**1. FUNDING CONTINGENCY.** This Agreement is contingent upon the appropriations of sufficient federal, state, and local funds to the Mental Health Authority, upon the terms of said appropriations as authorized or amended, upon the continuation of such funding, and upon sufficient collection of client fees and/or third party reimbursements, as applicable.

**2. AGREEMENT TERM.** This Agreement shall commence on the 1<sup>st</sup> day of January, 2011 and shall continue until the 31<sup>st</sup> day of December, 2011, at which time this Agreement shall terminate.



**3. AGREEMENT TERMINATION.** Notwithstanding any other provision in this Agreement to the contrary, wither the Mental Health Authority or the County may terminate this Agreement for any reason by providing the other party with sixty (60) days prior written notification. Any material breach of this Agreement may result in either party's immediate termination of this Agreement, with said termination effective as of the date of delivery of written notification to the other party. Any termination of this Agreement shall not relieve either party of the obligations incurred prior to the effective date of such termination.

**4. SCOPE OF SERVICES.** The services to be provided by the County hereunder for reimbursement by the Mental Health Authority are specified in the attached document labeled "Exhibit A" ("SCOPE OF SERVICES AND COST BREAK DOWNS"), which is incorporated by reference into this Agreement and made a part hereof.

The County shall provide the services required hereunder in keeping with final results of services, deadlines for final results of services, and applicable schedules of services, as authorized by the Mental Health Authority's Executive Director.

**5. COMPENSATION.** The Mental Health Authority shall pay the County for the services provided under this Agreement the sum of NINE THOUSAND FIVE HUNDRED FORTY SEVEN AND 67/100 DOLLARS (\$9,547.67) per month including FIFTY-ONE AND NO/100 (\$51.00) per hour for maintenance technician plus materials, and for a cost of THIRTY-FIVE AND NO/100 DOLLARS (\$35.00) per hour for extra custodial services.

**6. BILLING AND METHOD OF PAYMENT.** For the period that this Agreement is in effect, reimbursement payments from the Mental Health Authority for valid claims shall be made to the County for authorized services provided hereunder, as specified and delineated in the attached Exhibit A. Services rendered by the County pursuant to this Agreement must be authorized and approved by the Mental Health Authority's Executive Director before they are performed.

**7. APPLICABLE LAW.** This Agreement shall be construed according to the laws of the State of Michigan as to the interpretation, construction and performance.

**8. COMPLIANCE WITH THE LAW.** The parties hereto and their officers, employees, servants, and agents shall perform all their respective duties and obligations under this Agreement in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) [42 USC 1320d et seq.]: To the extent that this Act is pertinent to the services provided by the County.

The County shall comply with the Recipient Rights provisions of the Michigan Mental Health Code, Sections 700 – 758 of Act 258 of the Public Acts of 1974, as amended. The protection of recipient rights and investigations of recipient rights claims involving consumers shall be the responsibility of the LCCMHA.

County employees assigned to provide maintenance or janitorial services to LCCMHA sites located at 2280 East Grand River, and 3760 Cleary College Drive will be required to acknowledge by signing the attached form that they understand the right of individuals served by the LCCMHA to confidentiality.

**9. STATUS OF EMPLOYEES AND RESPONSIBILITIES OF THEIR EMPLOYER.**

It is expressly understood and agreed that the employees, servants, agents and the subcontractor(s) of either of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants, agents or subcontractor(s) of the other party. The employees, servants, agents or subcontractor(s) of each of the parties hereto shall not be entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties hereto shall be responsible for withholding and payment of all income and social security taxes to the proper federal, state, and local governments for its employees and for carrying workers' disability compensation insurance coverage for its employees, as required by law.

**10. LIABILITY.** Each party to this Agreement must seek its own legal representative and bear its own costs, including judgments, in any litigation which may arise out of its activities carried out pursuant to its obligations under this Agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

It is understood and agreed that no provision in this Agreement is intended, nor shall any provision be construed, as either waiving or constituting a waiver of any public or governmental immunity granted to each party hereto and/or any representative of each party by statutes and/or court decisions.

**11. INSURANCE.** During the term of this Agreement, each party hereto shall pay the premium on, keep and maintain liability insurance coverage in amounts necessary to cover all claims which may arise from this Agreement.

**12. AGREEMENT MONITORING.** The performance of the terms of this Agreement shall be monitored on an ongoing basis by the designated representatives of the parties hereto. Contract issues between the parties hereto as to specific provisions of this Agreement and implementation thereof and/or service disputes hereunder shall be addressed by the designated representatives of said respective parties.

**13. NOTICES.** Any notice necessary or proper to be given to either of the parties hereto may be served in the following manner:

- A. If to the Mental Health Authority, by delivering the same to its Executive Director;
- B. If to the County, by delivering the same to the County Administrator.

**14. NONDISCRIMINATION.** The parties hereto, as required by law, shall not discriminate against a person to be served or any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status.

The parties hereto shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended
- B. The Michigan Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-122, 87 Stat 355, as amended, and regulations adopted thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 U.S.C.A. §12101 et seq.), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement.

**15. WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver, thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other further exercise of any other right, power or privilege.

**16. AMENDMENTS.** Modifications, amendments, or waivers of any provision of this Agreement may be made only with the written mutual consent of the Mental Health Authority and the County.

**17. COMPLETE AGREEMENT.** This Agreement and Exhibit A contain all the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either the Mental Health Authority or the County.

**18. INVALID/UNENFORCEABLE PROVISIONS.** If any provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that provision shall be null and void and considered to be deleted from this Agreement. Where the deletion of the invalid or unenforceable provision would result in the invalidity or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

**19. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF**, the parties hereto have fully executed this Agreement on the day and the year first above written.

WITNESSED BY:

**LIVINGSTON COUNTY COMMUNITY  
MENTAL HEALTH AUTHORITY**

\_\_\_\_\_

Date

By: \_\_\_\_\_

Angus M. Miller, IV  
Executive Director

**COUNTY OF LIVINGSTON**

\_\_\_\_\_

Date

By: \_\_\_\_\_

Maggie E. Jones, Chairman  
County Board of Commissioners

APPROVE AS TO FORM  
FOR COUNTY OF LIVINGSTON

By: \_\_\_\_\_

Jennifer J. Palmbos  
Livingston County Administration  
P#61214

**EXHIBIT A**

**SCOPE OF SERVICES**

**AND**

**COST BREAKDOWNS**

**2011**  
**COMMUNITY MENTAL HEALTH, 2280 EAST GRAND RIVER (MAIN BUILDING)**  
**MONTHLY JANITORIAL/MAINTENANCE SERVICES BREAKDOWN**

**Cleaning includes:**

- Two people – 4 hours per day/40 hours total per week. Custodians will clean a total of 20,000 square feet per day.

Restrooms

- Daily clean and sanitize all restrooms and empty trash containers. Fill dispensers as needed.

Lunchroom/Kitchen/Lounge

- Daily - vacuuming, tables and counter tops disinfected and trash containers emptied. Refrigerators will be cleaned and disinfected every two weeks (outside only)

Meeting Rooms

- Vacuum carpeted areas weekly or as needed, disinfect tables and empty trash containers daily

Offices/work areas

- Vacuum carpeted areas weekly, dust interior rooms and/or offices including all surfaces, desks weekly, and window sills every two weeks. Empty trash containers daily in secretarial area and all other interior rooms and or office trash containers on Mondays, Wednesdays & Fridays.
- CMH staff will indicate the need for workstation cleaning by placing “green index cards” supplied by Building Services on their desk tops as needed. Surfaces will only be dusted if cleared of personal belongings.

Outside/Common Areas/Other

- Empty outdoor trash containers on Mondays, Wednesdays and Fridays and dispose of full shredder bag(s) as needed.
- Daily - vacuum carpeted lobbies, entrances and hallways, mop all tile or vinyl areas.
- Daily clean and disinfect all public counters and waiting areas.
- Clean all glass windows and partitions that are reachable, interior only, as needed. Special attention will be paid to all public areas.
- Clean trash receptacles as needed.
- Air vents and light defusers will be cleaned as needed.
- Secure file room will be cleaned Tuesdays.
- Floor wax and sealants will be applied and burred as needed.

Extra cleaning requested will be billed at an hourly rate of \$35.00 per hour.

**Building maintenance includes:**

- Routine light bulb changing and ballast changing.
  - Plumbing fixture repair, plugged toilets, and clogged drains.
  - Routine Preventative maintenance on HVAC.
  - Oversight of lawn care provider.
- Maintenance does not include, picture or decorative hangings, painting or carpet shampooing.*

Extra maintenance requested will be billed at an hourly rate of \$51.00 per hour.

<b>Custodial Service &amp; Supplies</b>	<b>\$3,419.42</b>
<b>General Maintenance &amp; Supplies</b>	<b>\$1,476.67</b>
<b>Contracted Services and Administration</b> (Includes waste removal and grass cutting)	<b><u>\$1,534.00</u></b>
<b>TOTAL MONTHLY COST</b>	<b><u>\$6,430.09</u></b>

**2011  
COMMUNITY MENTAL HEALTH, 3760 CLEARY DRIVE (MAPLEWOOD)  
MONTHLY JANITORIAL/MAINTENANCE SERVICES BREAKDOWN**

**Cleaning includes:**

- One person – 4 hours per day. Custodian will clean 9,138 square feet per day.

Restrooms

- Daily clean and sanitize all restrooms and empty trash containers. Fill dispensers as needed.

Lunchroom/Kitchen/Lounge

- Daily - vacuuming, tables and counter tops disinfected and trash containers emptied. Refrigerators will be cleaned and disinfected every two weeks (outside only)

Meeting Rooms

- Vacuum carpeted areas weekly or as needed, disinfect tables and empty trash containers daily

Offices/work areas

- Vacuum carpeted areas twice weekly, dust interior rooms and/or offices including all surfaces and desks weekly, and window sills every two weeks. Empty trash containers in secretarial areas daily and in all other interior rooms or office trash containers on Mondays, Wednesdays & Fridays.
- CMH staff will indicate the need for workstation cleaning by placing “green index cards” supplied by Building Services on their desk tops as needed. Surfaces will only be dusted if cleared of personal belongings.

Outside/Common Areas/Other

- Empty outside trash containers Monday, Wednesday & Friday and dispose of full shredder bag(s) as needed.
- Daily - vacuum carpeted lobbies, entrances and hallways, mop all tile or vinyl areas.
- Daily clean and disinfect all public counters and waiting areas.
- Clean all glass windows and partitions that are reachable, interior only, as needed. Special attention will be paid to all public areas.
- Clean trash receptacles as needed.
- Air vents and light defusers will be cleaned as needed.
- Secure file room will be cleaned promptly at 4:30 each Friday.
- Floor wax and sealants will be applied and buffed as needed.
- Plastic toys in lobby will be washed with disinfectant once a week.

Extra cleaning requested will be billed at an hourly rate of \$35.00 per hour.

**Building maintenance includes:**

- Routine light bulb changing and ballast changing.
- Plumbing fixture repair, plugged toilets, and clogged drains.
- Routine Preventative maintenance on HVAC.
- Oversight of lawn care provider.

*Maintenance does not include, picture or decorative hangings, painting or carpet shampooing.*

Extra maintenance requested will be billed at an hourly rate of \$51.00 per hour, plus materials.

<b>Custodial Service &amp; Supplies</b>	<b>\$1,708.83</b>
<b>General Maintenance &amp; Supplies</b>	<b>\$870.00</b>
<b>Contracted Services and Administration</b>	<b><u>\$538.75</u></b>
<b>TOTAL MONTHLY COST</b>	<b>\$3,117.58</b>



**Livingston County  
Building Services**

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

**MEMORANDUM**

To: Livingston County Board of Commissioners

From: Chris Folts, Building Services Director

Date: November 18, 2010

Subject: Resolution to authorize the maintenance agreement between Livingston County Building Service and Community Mental Health

The County of Livingston has been providing maintenance service to Community Mental Health for the past nine years. Both parties have agreed that they would like to continue this arrangement. The current contract with CMH expires on December 31, 2010.

In order to keep the costs lower for CMH, we are using (3) part-time employees to clean the CMH Buildings and have competitively bid all contracted services using the County Purchasing Policy.

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



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: December 6, 2010**

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**RESOLUTION TO AUTHORIZE REQUEST TO USE HISTORIC COURTROOM FOR DAR (DAUGHTERS OF THE AMERICAN REVOLUTION) MEETING – Building Services**

**WHEREAS,** The Phillip Livingston Chapter DAR has requested the use of County grounds, specifically the Historic Courtroom, for the purpose of holding a meeting on April 5, 2011 from 12:30 pm to 3:30 pm.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the request for use of County grounds by the Phillip Livingston Chapter DAR for the purpose of holding a meeting on April 5, 2011 from 12:30 pm to 3:30 pm.

**BE IT FURTHER RESOLVED** that requested use of county grounds will be in accordance with existing county policy at the time of the event.

**#**

**#**

**#**

**MOVED: Commissioner**

**SECONDED: Commissioner**

**CARRIED:**

APPLICATION FOR USE OF LIVINGSTON COUNTY GROUNDS & FACILITIES

Please return completed application to:  
LIVINGSTON COUNTY BUILDING SERVICES DEPARTMENT  
Phone: 517-546-6491

By mail: 420 S. Highlander Way, Howell, MI 48843 -or- By Fax: 517-546-0271

**This form must be accompanied by a cover letter.**

**\*\* The cost to use County grounds is \$25.00 per each event.\*\***

Date(s) of use: April 5, 2011

Time of use (start and end times): 12:30 p.m - 3:30 p.m.

Group Requesting Use: Philip Livingston Chapter DAR

Name of Person Responsible: Susan Reifert

Address: 1111 Heather Heath Drive Howell, Michigan 48843

Telephone Number: (517) 545-2367 Fax Number: \_\_\_\_\_

E-mail address: dsreifer@comcast.net

Name of Event: April meeting of the Chapter

Type of Event: Chapter meeting and program by members

Specific areas of County grounds you request to use:

Courtroom in the Old Courthouse on Grand River Avenue in downtown Howell

Is event open to the general public? no

Number of participants expected: 25

What equipment will be used on the grounds - ex: chairs, tables, electrical equipment, restroom facilities?  
whatever tables are in the courtroo

When will equipment be set up? none

If outside, is food to be served for a fee? no food

If yes, has the appropriate Health Department permit been obtained? \_\_\_\_\_

Has this group used County facilities/grounds for other events? no

If so, please list functions and dates:

Liability insurance naming "Livingston County" as an "additional insured" is required in the amount of \$1 million at the time of event. Does this group have liability insurance to cover this event? yes  
\*\*\*\*\*

I have read the Rules For Use of County Grounds and Facilities and I understand that County grounds and facilities will be left in a clean and neat condition after use and I agree to pay for any damage to the facility/grounds which may incur as a result of this scheduled function.

Susan K. Reifert  
Signature of Responsible Person

August 10, 2010  
Date

\*\*\*\*\*

RESOLUTION

NO: 2010-12-

LIVINGSTON COUNTY

DATE: December 20, 2010

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**RESOLUTION AUTHORIZING AGREEMENT WITH FIDLAR TECHNOLOGIES FOR SOFTWARE MAINTENANCE AGREEMENT FOR INDEXING AND IMAGING DOCUMENTS ELECTRONICALLY - REGISTER OF DEEDS / GENERAL GOVT: 12.13.10 / FINANCE: 12.15.10 - FULL BOARD: 12.20.10**

**WHEREAS,** the Livingston County Register of Deeds office needs to ensure that maintenance services are received for its existing indexing and imaging software through Fidlar Technologies; and

**WHEREAS,** the Fidlar maintenance agreement is now up for renewal and, in order to continue the support as in the past with Fidlar Technologies, a new Contract is required; and

**WHEREAS,** this software was originally purchased in compliance with the Livingston County Purchasing Policy, and Fidlar Technologies was the sole source for the purchase of same for the Livingston County Register of Deeds department; and

**WHEREAS,** Fidlar Technologies quoted a \$75,000 annual maintenance fee, however, while agreeing to a Five (5) year contract term, the Registrar was able to negotiate a Ten (10%) Percent decrease resulting in a discounted annual fee of \$67,500; and

**WHEREAS,** funding for same is available through the Register of Deeds Automation Fund; 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 an Agreement with Fidlar Technologies for the annual Fidlar Software Maintenance Agreement for a term of Five (5) years for an annual amount not to exceed \$67,500.00

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF REGISTER OF DEEDS**

200 E Grand River, Howell, MI 48843  
Phone 517.546.0270 Fax 517.546.5966  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

# Memorandum

**To: Livingston County Board of Commissioners**

**From: Sally Reynolds**

**Date: 12/20/10**

**Re: RESOLUTION AUTHORIZING AGREEMENT WITH FIDLAR  
TECHNOLOGIES FOR SOFTWARE MAINTENANCE  
AGREEMENT FOR INDEXING AND IMAGING DOCUMENTS  
ELECTRONICALLY - REGISTER OF DEEDS / GENERAL GOVT:  
12.13.10 / FINANCE: 12.15.10 - FULL BOARD: 12.20.10**

Dear Board of Commissioners:

The five year maintenance agreement with Fidlar Technologies that ensures the maintenance services are received for its existing indexing and imaging software through their company is up for renewal and requires a new contract with them for continued support. The new annual rate was quoted for \$75,000.00 per year.

I know the maintenance contracts are an expensive cost to the county, but an absolute necessity to keep the daily operation functioning at a desirable level. This company has been excellent in maintenance service, correcting problems quickly following up with weekly phone calls to make sure everything is working as it should be. They have been an excellent company to work with and definitely money well spent.

Since Fidlar Technologies had agreed to a 10% reduction for the final year of our last contract with them, I asked if I would still be able to get the 10% reduction on this new contract. They agreed to it and then I asked if I could get that for a 5 year term. Fidlar Technologies has agreed and sent a 5 year contract at a price of \$67,500.00 per year.

I am asking that this maintenance agreement with Fidlar Technologies be approved so the Register of Deeds Office may continue to get the needed support for their daily operation.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE: December 20, 2010

**RESOLUTION APPROVING REQUEST FOR TWO PART TIME DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE EFFECTIVE IN JANUARY 1, 2011 AND REFILLING A VACANT DEPUTY REGISTER OF DEEDS WITH A LOWER F GRADE PAY FEBRUARY 1, 2011 – Register of Deeds / General Gov’t 12.13.10 / Finance 12.15.10 / Full Board 12.20.10**

**WHEREAS,** The Livingston Register of Deeds office had reduced staff from 11 employees in 2009 to a staff of 8 employees for 2010; and

**WHEREAS,** the Register of Deeds had one of the Senior Deputy Register of Deed positions become vacant in March 2010 and filled that position with a Temporary Deputy Register of Deeds in April 2010, but only through December 31, 2010; and

**WHEREAS,** the Register of Deeds office has now seen an increase in recordings in 2010 over recordings in 2009 and is requesting the board to approve the addition of two (20 hour) Deputy Register of Deed positions to be able to maintain efficiency and perform the mandated functions of the Register of Deeds Office; and

**WHEREAS,** one of the Deputy Register of Deeds (F- 4yr) position staff will be going to part time on January 31, 2011 and the Register of Deeds would like to refill that position on February 1, 2011 with the lower paid Deputy Register of Deeds (F-6 months) position, who has filled the Temporary position in 2010 and is fully trained in the office procedure and processes; and

**WHEREAS,** funding is available in the Register of Deed’s budget and would result in seven full time employees and 2 part time employees; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby

approves two part time Deputy Register of Deeds positions at Grade F pay of \$13.34 to \$15.02 per hour to be effective January 1, 2011; and

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners

hereby approves the refilling of a vacant Deputy Register of Deeds (\$31,248.23) effective January 1, 2011 with a lower Deputy Register of Deeds at 6 month level (\$28,173.58) on February 1, 2011.

**REGISTER OF DEEDS**

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #

Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	
Deputy Reg of Deeds	3	
<b>Totals:</b>	<b>8</b>	

Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	
Deputy Reg of Deeds	2	2
<b>Totals:</b>	<b>7</b>	<b>2</b>

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



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF REGISTER OF DEEDS**

200 E Grand River, Howell, MI 48843  
Phone 517.546.0270 Fax 517.546.5966  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Sally Reynolds**  
**Date: 12/8/10**  
**Re: RESOLUTION APPROVING REQUEST FOR TWO PART TIME  
DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE  
EFFECTIVE IN JANUARY 1, 2011 AND REFILLING A VACANT  
DEPUTY REGISTER OF DEEDS WITH A LOWER F GRADE PA  
FEBRUARY 1, 2011**

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TO: Livingston County Board of Commissioners  
FROM: Sally Reynolds, Livingston County Register of Deeds  
RE: Office organization and Personnel Request  
DATE: December 8, 2010

After due diligence and review of the responsibilities of the Livingston County Register of Deeds I am recommending the following changes:

I would like to request two (2) part time Deputy Register of Deeds positions be approved for the Register of Deeds Office effective Jan 1, 2011 due to the following:

My Temporary Deputy Register of Deeds Position (Level F, 6 mos) @ new wage rate ends on Dec. 31, 2010.

One full time Deputy Register of Deeds position at Level F – Step 4 @ old wage rate is planning to go to part time starting Feb. 1, 2011.

I had reduced staff to 8 for the Register of Deeds office for 2010 and thought with the reduced workload I would be able to manage with less staff. However, one of my Senior Deputies left in March and I was given a Temporary Deputy position, but only for 2010. I am now losing that staff member at year end and meanwhile the recordings have increased in 2010 which was not anticipated in our given economy.

Increased recordings are a positive, but with that being stated, reducing staff by another person and a half for 2011 is highly unfeasible if the statutory duties of the office are to be maintained, even at a minimum capacity.

I am therefore requesting the 2 part time positions. One of those to be filled right away with the trained staff member whose job is ending in December. On Feb 1 when my other Deputy Register of Deeds position-old(at the higher pay) is requesting to go part time, I would like to move her into that position (at the new lower wage) and move the other Deputy Register of Deeds (old higher wage) to a part time position. That would leave 1 other part time position open which I would only fill if recordings continued to increase or I found that we were falling behind in our mandated duties with the staff I had in place.

**REGISTER OF DEEDS OFFICE**

<b>2010</b>			<b>2011 Request</b>		
<b>Position</b>	<b>full time</b>	<b>part time</b>	<b>Position</b>	<b>full time</b>	<b>part time</b>
Elected: Registrar	1		Elected: Registrar	1	
Chief Dep Reg of Deeds	1		Chief Dep Reg of Deeds	1	
Senior Dep Reg of Deeds	3		Senior Dep Reg of Deeds	3	
Deputy Reg of Deeds-old	2		Deputy Reg of Deeds-old	1	1
Deputy Reg of Deeds-new	1		Deputy Reg of Deeds-new	1	1
<b>Totals</b>	<b>8</b>		<b>Totals</b>	<b>7</b>	<b>2</b>

Please contact me if you have any further questions about this matter.

Cost Savings by implementing the requests being made:

<b>Full time position</b>		<b>Part Time Position</b>	
Deputy Reg of Deeds-old	50,318	Dep Reg of Deeds-old	15.41
Deputy Reg of Deeds-new	44,914	Dep Reg of Deeds-new	13.34
<b>Overall Savings=</b>	<b>5,404</b>	<b>Savings per hourly rate=</b>	<b>2.06</b>

Benefits alone are a savings of \$2,329

If you have any questions regarding this matter please contact me.

**REQUEST FOR EXCEPTION TO THE HIRING FREEZE**

Request Submitted by: *Sally Reynolds, Livingston County Register of Deeds*

Title of Position to be Filled: *Part Time Deputy Register of Deeds(20 hr)*  
 Non-Union Grade F Hourly: *\$13.34 – \$16.90*



Annual Cost of Budgeted Position  
\$13,873.60 - \$17,581.20

Projected Cost for the next five years  
\_\_\_\_\_

New Position/Classification (Yes/No): YES

If No: Name of Employee Last Occupying this Position:

When did the position become vacant?

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.

*I have reduced my staff to a bare minimum for 2010 with the recording reductions seen in 2009. However, the recordings have increased for 2010 and it has been difficult to get the work done, especially when I have the limited staff reduced due to vacation or sick time.*

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.

*Michigan Constitutional Position mandating the recording and maintaining of the land records within the county. MCL 600.571*

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

Jan., 2006: 11 Jan., 2007: 11 Jan., 2008: 11 Jan., 2009: 11 Jan., 2010: 8

Please explain changes:

*2008 & 2009: I have shared employees with two different county offices on two different occasions. At year end I Laid off 1 full time & 1 part time employee. Gave 1 part time employee to V.A.*

*2010: Replaced 1 Senior Deputy Register of Deeds with 1 Deputy Register of Deeds, at new lower rate of pay. Was only allowed to fill through December 2010.*

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.

*It is very difficult to train employees in less than a 6 month period, about all the various documents, their purpose and intent, the duties of the office, and proper indexing as a permanent record, unless person is knowledgeable in real estate transactions before they apply. This would allow me to hire the staff that has already been trained in our procedures.*

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 Register of Deeds office has maximized cross training and we are continually analyzing our procedures and workload distribution.*

6. Specifically list three reasonable options if your request to replace a position is denied.

1. Schedule overtime

2. Close office to the public for part of the day

3. Restrict time spent on assisting the general public accessing & copying the records

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. Since Michigan is a Race to File State it is imperative that the documents are time stamped in the order they are received, and recorded as quickly as possible. Any of those duties left undone could cause problems for the Title Companies, Banks, Attorneys, and general public using our records.*

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

*The Register of Deeds and staff continue to investigate and implement new technology. The Recording system was updated to AVID System in 2010. Share postage machine within building with 2 other departments. Have continued to share/reduce staff to as recording activity has decreased.*

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 Register of Deeds 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.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	
Deputy Reg of Deeds	3	
<b>Totals:</b>	<b>8</b>	

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	
Deputy Reg of Deeds	2	2
<b>Totals:</b>	<b>7</b>	<b>2</b>

2010: (1) Elected Register of Deeds – (1) Chief Deputy Register of Deeds – (3) Senior Deputy Register of Deeds – (3) Deputy Register of Deeds

2011: same as above except for Deputy Register of Deeds as follows:

- (1) Deputy Register of Deeds (higher pay) – (1) Deputy Register of Deeds (lower pay)
- (2) Two 20 hr Deputy Register of Deeds to be hired after February 1, 2011.

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, but doubtful they would have knowledge of real estate transaction procedures..*

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).

*Yes and that is what I am requesting a 20 hour position and the possibility of another one if workload warrants it later on this year or in future years.*

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)?

*NO.*

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.*

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES – General Government/L.E.T.S.**

**WHEREAS,** a need exists for specialized legal services regarding matters directly involved with transportation and services provided by L.E.T.S., and

**WHEREAS,** A contract agreement from January 1, 2011 through December 31, 2011 for legal services from James Dunn, P.C., East Lansing, Michigan to perform legal consultations and not-litigation services is required by L.E.T.S., and

**WHEREAS,** Professional services for L.E.T.S., such as legal counsel and representation is an eligible operating reimbursable expense from the Michigan Department of Transportation and the Federal Transit Administration, and

**WHEREAS,** this contract is at a rate of \$1,750. per month retainer not to exceed \$21,000 and capped at 18 hours of consultation on any issue facing the transportation system, and

**WHEREAS,** L.E.T.S. would like to continue the contract for services subject to the terms and conditions of the agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners

hereby authorize the contract agreement with James Dunn, PLLC of East Lansing, Michigan for legal services for L.E.T.S. for the period January 1, 2011 through December 31, 2011 for a monthly rate of \$1,750, not to exceed \$21,000. Hours are capped at 18 hours of time per month as further outlined in the contract agreement.

**BE IT FURTHER RESOLVED** that the Board chair is authorized to sign said contract upon review and approval of Civil Counsel.

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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 517-546-6600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, LETS Director**  
**Date: November 24, 2010**  
**Re: Resolution authorizing contract agreement for attorney services for  
Livingston Essential Transportation Services – L.E.T.S. / General  
Government**

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Attached is a resolution for your consideration and approval to provide Livingston Essential Transportation Services with specialized legal services. The contract remains the same as in prior years' except for the new term beginning January 1, 2011 through December 31, 2011. The monies for Mr. Dunn's services is approved in the 2011 budget in an amount not to exceed \$21,000. In addition, these services are an allowable reimbursable expense from both the Federal Transit Administration and the State of Michigan (MDOT).

We continue the need of Mr. Dunn's services to certify all the application forms, reports, contracts, state project authorizations etc. for submittal to the State of Michigan as well having him available to certify all the necessary paperwork for the Federal Transit Administration application process when the Federal appropriations are released early in 2011.

Please do not hesitate to contact me at 517-540-7847 should you have any questions.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR 2011 - L.E.T.S. / General Government**

**WHEREAS,** L.E.T.S. has been utilizing spot pricing for diesel fuel with the fuel distributor with the best price quote for each delivery for past two (2) years with a savings of approximately \$10,000 annually; and

**WHEREAS,** the L.E.T.S. director is requesting the Board of Commissioners approve a Blanket Purchase Order for Fiscal Year 2011 diesel fuel purchases utilizing the lowest spot pricing vendor in an amount not to exceed \$179,000; and

**WHEREAS,** the cost of diesel fuel is a reimbursable expense from both the Federal Transit Administration and State of Michigan Transportation formula funds.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners

hereby authorizes a Blanket Purchase Order for the purchase of diesel fuel to the

lowest vendor at the time of purchase in an amount not to exceed One Hundred

Seventy-Nine Thousand dollars (\$179,000) for the period of January 1, 2011

through December 31, 2011 in accordance with the County Purchasing Policy.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LETS**

---

**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-546-6600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: November 24, 2010**  
**Re: Resolution authorizing blanket purchase order for diesel fuel for  
2011 – L.E.T.S. / General Government**

---

Attached is a resolution for your consideration and approval requesting a Blanket Purchase Order for the purchase of diesel fuel at the Livingston Transportation Complex (L.E.T.S.).

L.E.T.S. has been utilizing spot pricing for diesel fuel with the fuel distributor with the best price quote for each delivery for past two (2) years with a savings of approximately \$10,000 annually.

The L.E.T.S. director is requesting the Board of Commissioners approve a Blanket Purchase Order for Fiscal Year 2011 diesel fuel purchases utilizing the lowest spot pricing vendor in an amount not to exceed (the 2011 budgeted diesel fuel line item) One Hundred Seventy-Nine Thousand dollars (\$179,000).

All diesel fuel expenses are reimbursable from the Federal Transit Administration and the State of Michigan Department of Transportation Formula funding.

Please do not hesitate to contact me should you have any questions at 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO NETSMART OHIO, INC. FOR SOFTWARE SUPPORT FOR THE NETSMART SOFTWARE FOR THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH 2011 - INFORMATION TECHNOLOGY/GENERAL GOVERNMENT / FINANCE COMMITTEE**

**WHEREAS,** due to need to ensure that the technical support services and software upgrades are received for the Livingston County Department of Public Health for their Netsmart Software through Netsmart Ohio, Inc.; and

**WHEREAS,** Netsmart solutions help health and human services organizations optimize their financial clinical and management processes to operate more efficiently and improve staff and resource utilization; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, Netsmart Ohio, Inc. of Dublin, Ohio, is the sole source for the purchase of the annual Netsmart software support services for the Livingston County Department of Public Health; and

**WHEREAS,** Netsmart Ohio, Inc. is offering a 1% discount if we process payment on or before December 31, 2010, as the original cost is \$29,400.00, and after the review of the vendor and products, Purchasing recommends that a Purchase Order with Netsmart Ohio, Inc., of Dublin, Ohio be awarded for a 1 year period from January 1, 2011 through December 31, 2011 for an amount not to exceed \$29,106.00; and

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

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Netsmart Ohio, Inc., for the annual Netsmart software support from January 2, 2011 through December 31, 2011 for an amount not to exceed \$29,106.00.

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MOVED:  
SECONDED:  
CARRIED:





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

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**304 E. Grand River Ave, Howell, MI 48843**  
**Phone 517 548-3230 Fax 517 545-9608**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 11/12/2010**  
**Re: Netsmart Software Support Renewal 2011**

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Attached for your review and approval is a Resolution authorizing the renewal purchase of annual software support from Netsmart Ohio, Inc. for the Livingston County Department of Public Health. Renewal will afford us updates to the software as well as technical support.

Netsmart is a case management software that allows client/staff tracking and reporting. It saves staff time by eliminating the need to manually keep records and generate statistics.

Netsmart software solutions are used for the following:

- Enterprise Public Health
- Immunization Registry
- Disease and Bioterrorism Surveillance
- Electronic Health Records
- Reduction of Health care delivery costs
- Federal, state, and local reporting
- HIPAA & PHIN Compliance
- WIC women, infants, & children

With nearly 30 years of experience, and more than 18,000 customers nationwide, Netsmart is uniquely qualified to deliver powerful and purposeful solutions.

Netsmart Ohio, Inc. is offering a 1% discount of the annual 2011 charge of \$29,400.00 for the amount of \$29,106.00 if paid by December 31, 2010. . The renewal of Netsmart software support covers January 1, 2011, through December 31, 2011.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO CDW G, INC., CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2011 - INFORMATION TECHNOLOGY / PURCHASING / GENERAL GOVERNMENT COMMITTEE / FINANCE COMMITTEE**

**WHEREAS,** due to on-going needs of Information Technology High-Tech Services from outside sources, it has been determined that there is a need for a Blanket Purchase order to be authorized for on-call support and upgrades that are needed through out the year for the Information Technology Department; and

**WHEREAS,** after review of the vendors and services, Purchasing and IT recommends that a Blanket Purchase order with CDW-G, Inc. of Southfield, MI be awarded for a one (1) year period January 3, 2011 through December 31, 2011 in the amount not to exceed \$180,000.00 for CDW-G, Inc. ; and

**WHEREAS,** the cost of tech support is \$135.00 per hour for standard service and \$175.00 per hour for high-end service; and

**WHEREAS,** funds have been budgeted and approved in the Information Technology Fiscal year 2011 budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Blanket Purchase order be issued to CDW-G Inc., of Southfield, MI. in the amount not to exceed \$180,000.00 and a Blanket Purchase order be issued to for Technical Support Services for the period of January 3, 2011 through December 31, 2011 at the rate of \$135.00 per hour for standard service and \$175.00 per hour for high-end service.

# # #

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MOVED:  
 SECONDED:  
 CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
Department of Information Technology

---

**304 E. Grand River, Ave. Suite 101**  
**Phone 517 548-3230 Fax 517 545-9608**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 12/1/2010**  
**Re: Blanket PO for CDWG/Hardware and Contract Services**

---

Attached for your approval is a Resolution to authorize issuance of a Blanket Purchase order to CDW-G, Inc. for hardware equipment and Tech Support Services.

The information Technology department has an on-going need for advanced technology services and system specific upgrades from outside sources. Occasionally these services are required for emergency services and need to be contracted for a short period of time. The typical purchasing procedure requires weeks of meetings and does not lend itself to quick response. Approval of this Resolution will help stream-line this process.

The attached Blanket Purchase Order is not to exceed \$180,000.00

If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF COMPUTER EQUIPMENT THAT HAS BEEN BUDGETED FOR THROUGH THE INFORMATION TECHNOLOGY DEPARTMENT FOR PURCHASES OF COMPUTER EQUIPMENT FOR ALL COUNTY DEPARTMENTS - INFORMATION TECHNOLOGY / PURCHASING / GENERAL GOVERNMENT COMMITTEE / FINANCE COMMITTEE**

**WHEREAS,** due to the on going need for computer equipment replacement which includes PC's laptops, servers, monitors, printers, etc for all the County departments; it has been determined that there is a need for a blanket Purchase Order to be issued for the 2011 fiscal year; and

**WHEREAS,** after the review of the current vendors based on the products and services provided, three (5) Vendors have been selected to be used in reference to this Resolution once approved; and

**WHEREAS,** the vendors and amounts are as follows:

EDS of Lansing, MI	\$35,000.00
TechDepot of Trumbull, CT	\$ 5,000.00
InaComp of Southfield, MI	\$55,000.00
HI-Tech System of Casco, MI	\$10,000.00
American Imaging of Brighton, MI	\$10,000.00

**WHEREAS,** in compliance with the Purchasing Policy, all vendors selected have contracts available to us through the State of Michigan MIDeal Program, U.S. Communities and REMC programs; and

**WHEREAS,** funds for the purchase of this equipment have been budgeted for through the Information Technology Department, for the 2011 fiscal year; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the issuance of Blanket Purchase Orders for the 2011 fiscal year to the following vendors and amounts for the purchase of replacement computer equipment:

EDS of Lansing, MI	\$35,000.00
TechDepot of Trumbull, CT	\$ 5,000.00
InaComp of Southfield, MI	\$55,000.00
HI-Tech System of Casco, MI	\$ 10,000.00
American Imaging of Brighton, MI	\$ 10,000.00

# # #

MOVED:  
SECONDED:  
CARRIED:



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

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 12/1/2010**  
**Re: Blanket Purchase Orders for (5) Vendors**

For your approval attached is a Resolution to authorize issuance of a Blanket Purchase Order to (5) vendors EDS of Lansing, MI., TechDepot of Trumbull, CT., InaComp of Southfield, HI-Tech System Service, Casco, Michigan, and American Imaging of Brighton, Michigan.

Due to the on going need for computer equipment replacements which includes PC's, laptops, servers, monitors, printers, etc for all County departments, it has been determined that there is a need for blanket Purchase Orders to be issued for the 2011 fiscal year.

This is a process that Purchasing has recommended the Information Technology Department to

EFor your approval attached is a Resolution to authorize issuance of a Blanket Purchase Order to (4) vendors EDS of Lansing, MI., TechDepot of Trumbull, CT., InaComp of Southfield, Michigan, and Hewlett Packard of Houston, TX.

Due to the on going need for computer equipment replacements which includes PC's, laptops, servers, monitors, printers, etc for all County departments, it has been determined that there is a need for blanket Purchase Orders to be issued for the 2009 fiscal year.

This is a new process that Purchasing has recommended the Information Technology Department to follow, and this process will be done each year.

nter Your Resolution Details

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follow, and this process will be done each year.

If you have any questions regarding this matter please contact me.