

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES

12/8/2014

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

7:30 PM

AGENDA

- 1. CALL MEETING TO ORDER**
 - 2. APPROVAL OF MINUTES**
Minutes of Meeting Dated: November 10, 2014
 - 3. APPROVAL OF AGENDA**
 - 4. REPORTS**
Veteran's Council - Jon Waggoner
 - 5. CALL TO THE PUBLIC**
 - 6. RESOLUTIONS FOR CONSIDERATION**
-
- 07 LETS**
RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2015 - L.E.T.S. / General Government / Finance / Board
-
- 08 Equalization**
RESOLUTION APPROVING THE FILLING OF A FULL TIME SENIOR APPRAISER - Equalization / General Government
-
- 09 Treasurer**
RESOLUTION TO AUTHORIZE ADVANCE OF MONIES FROM THE DELINQUENT TAX FUNDS TO THE AIRPORT FOR THE PURCHASE OF JET-A-FUEL TRUCK AND TO FUND THE LOCAL SHARE OF THE NEW FUEL FARM - Airport / General Government / Finance / Board
-
- 10 Airport**
RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2014 APPROVED BUDGET FOR THE AIRPORT OPERATING FUND – Airport/General Government/Finance/Board
-
- 11 Medical Examiner**
RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW MEDICAL EXAMINER FOR LIVINGSTON COUNTY - Medical Examiner / Health & Human Services / Finance / Board
-
- 12 Emergency Medical Services**
RESOLUTION AUTHORIZING REPLACEMENT OF AMBULANCE - EMS /

- 13 Emergency Medical Services**
RESOLUTION APPROVING THE CREATION OF ONE (1) ADDITIONAL FULL TIME ADMINISTRATIVE TECHNICAL SUPERVISOR - EMS / Health & Human Services / Finance / Board
-
- 14 Register of Deeds**
RESOLUTION AUTHORIZING CONTRACTS FOR 2015 FOR THE REMONUMENTATION AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – Register of Deeds / General Government / Finance / Board
-
- 15 Register of Deeds**
RESOLUTION AUTHORIZING A PURCHASE ORDER FOR ROWE ENGINEERING AS THE FACILITATOR OF THE GPS PORTION OF THE 2015 REMONUMENTATION STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – Register of Deeds / General Government / Finance / Board
-
- 16 Register of Deeds**
RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY REMONUMENTATION PLAN 2015 - Register of Deeds / General Government / Finance / Board
-
- 17 Register of Deeds**
RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY REMONUMENTATION PLAN 2015 - Register of Deeds / General Government / Finance / Board
-
- 18 Information Technology**
RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT TO PURCHASE AN IMAGING APPLICATION FOR THE FRIEND OF THE COURT AND CIRCUIT COURT CLERK - Information Technology / General Government / Finance / Board
-
- 19 Information Technology**
RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME NETWORK ASSISTANT IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – Information Technology / General Government
-
- 20 Information Technology**
RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME SENIOR NETWORK ADMINISTRATOR IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – Information Technology /

General Government

- 21 Information Technology**
RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME SENIOR
PUBLIC SAFETY TECHNOLOGY SPECIALIST IN THE LIVINGSTON
COUNTY INFORMATION TECHNOLOGY DEPARTMENT – Information
Technology / General Government
-

- 22. CALL TO THE PUBLIC**
23. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 10, 2014 - 7:30 PM

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

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS COMM. DOLAN COMM. GREEN COMM. WILLIAMS

OTHERS:
BILL SLEIGHT
RICH MALEWICZ
DIANNE McCORMICK
DOUG BRITZ
BART MAAS
JON WAGGONER

MIKE MURPHY
DEBBIE OBERLE
KATHLEEN KLINE-HUDSON
CHRIS FOLTS
CARL PARDON

MATT BOLANG
DAVE DOMAS
BELINDA PETERS
CINDY CATANACH
CAROL SUE JONCKHEERE

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS AT 7:40 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED OCTOBER 14, 2014:**

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS: VETERANS' SERVICES CLIENT PRIVACY PROBLEM RESOLUTION:** Facility Services Director, Chris Folts, briefed the Committee on improvements to the Veterans Services offices.
5. **CALL TO THE PUBLIC: NONE.**
6. **RESOLUTIONS FOR CONSIDERATION.**

7. **MI WORKS!:** RESOLUTION APPROVING THE MODIFICATION OF THE MI WORKS! FY 2014 SERVICE CENTER OPERATION GRANT FOR THE PERIOD JULY 1, 2014, TO JUNE 30, 2015 TO A NEW TOTAL OF \$50,000

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

8. **HEALTH:** RESOLUTION AUTHORIZING AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY TO CONDUCT ENVIRONMENTAL HEALTH SERVICES

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

9. **I.T.:** RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO ULTRALEVEL INC. FOR THE INFORMATION TECHNOLOGY DEPARTMENT

RECOMMEND MOTION TO: FINANCE
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED

10. **ANIMAL CONTROL:** RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REGARDING THE COMPANION ANIMAL WELFARE FUND

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

11. **PLANNING:** MICHIGAN HERITAGE RESTORATION PROGRAM

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

12. **L.E.T.S.:** RESOLUTION APPROVING THE UPDATED L.E.T.S. TITLE VI PROGRAM REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)

RECOMMEND MOTION TO: FULL BOARD OF 11/17/14
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

13. **CAR POOL:** RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDERS FOR VEHICLE PURCHASE AND INMATE INSERT.

RECOMMEND MOTION TO: FINANCE THEN FULL BOARD ON 11/12
MOVED BY: DOLAN / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

14. **VETERANS:** RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME VETERAN BENEFITS COUNSELOR IN THE LIVINGSTON COUNTY VETERANS' SERVICES DEPARTMENT

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

15. **VETERANS:** RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE VETERANS' SERVICES 2014 OPERATING BUDGET

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

16. **DISCUSSION: 2015 BUDGET REQUESTS: NONE**

17. **CALL TO THE PUBLIC: NONE.**

18. **ADJOURNMENT:**

MOTION TO ADJOURN AT 8:10 PM.
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2015 - 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 several years; and

WHEREAS, the L.E.T.S. director is requesting the Board of Commissioners approve a Blanket Purchase Order for Fiscal Year 2015 diesel fuel purchases utilizing the lowest spot pricing vendor in an amount not to exceed \$204,705; and

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

WHEREAS, funds for diesel fuel has been budgeted and approved in the L.E.T.S. Fiscal Year 2015 budget

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 Two-Hundred Four-Thousand Seven-Hundred Five dollars (\$204,705) for the period of January 1, 2015 through December 31, 2015 in accordance with the County Purchasing Policy.

#

#

#

MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: 12/1/2014
**Re: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR
DIESEL FUEL FOR FISCAL YEAR 2015 - 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 the past several

The L.E.T.S. director is requesting the Board of Commissioners approve a Blanket Purchase Order for Fiscal Year 2015 diesel fuel purchases utilizing the lowest spot pricing vendor in an amount not to exceed Two-Hundred Four-Thousand Seven-Hundred Five dollars (\$204,705).

All Monies for the purchase of diesel fuel has been included in the approved L.E.T.S. Fiscal Year 2015 budget. In addition, 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 APPROVING THE FILLING OF A FULL TIME SENIOR APPRAISER – EQUALIZATION / GENERAL GOVERNMENT

WHEREAS, The Equalization Department has an immediate need to replace a full-time Senior Appraiser, due to the resignation of the current senior appraiser; and

WHEREAS, the senior appraiser position is an integral part of the Equalization Department and provides the knowledge and expertise to appraise more complicated parcels; and

WHEREAS, assists with the studies mandated of Equalization; and

WHEREAS, this position is an existing position which would not require any additional funding.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the filling of the Senior Appraiser position.

Position Control - Munis [Livingston County] > Position Control					
Position #	Description	Stat	# Emps	CY FTE	
25700101	EQUALIZATION DIRECTO	A	1	.125	
25700102	DEPUTY EQUALIZATION	A	1	1.000	
25700103	SR APPRAISER	A	0	1.000	
25700104	APPRAISER	A	1	1.000	
25700105	APPRAISER	A	1	1.000	

#

#

#

**MOVED:
SECONDED:
CARRIED:**



CONTACT INFORMATION

Requester: Sue Bostwick Title of Requester: Deputy Director
Dept. Phone Number/Extension: 546-1482 ext 8778 Date Requested: 11/20/14

POSITION REQUESTED INFORMATION

Position Title: Senior Appraiser Supervisor: Sue Bostwick
Is the purpose of this request to refill a position as a result of a vacancy? Yes No
If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: Delores Ricchiutti
Position Type: Reg. Term/Grant Temp. Unpaid Special
Position Status: Full-Time 30+ Part-Time 21-30 Part-Time 20 or Less
Number of Work Hours Per Week: 40

FUNDING INFORMATION

Proposed Annual Amount: 44054.23 This position is funded in whole or in part by a grant.
Funding Source(s) (check all that apply) Percent
 Increased Fees _____
 Contract/Charges for Service _____
 Requires Additional General Fund Resources _____
 Reduction of Expenditures _____
Which expenses were reduced and by how much?
employee payroll/ the difference between the level 8 to beginning salary

Position will be 100% funded by: Enterprise Fund Special Revenue Fund Internal Service Fund

HR OFFICE ONLY

Job Class: Job Title: Grade: Select
Employee Group: Select Exempt/Union/Non-Exempt: Select Step: Select

HR Reviewed Date Reviewed

BUDGET OFFICE ONLY

Position Control # (if new): Org. Object Code: 704000 706000 706001
Funds Available: Recommend Funding Approved Recommend Funding Not Approved

Budget Reviewed Date Reviewed

REQUIRED APPROVALS

Supervisor (if applicable) Date Department Head Date
Board Authorized on Date: Resolution Authorizers:

LIVINGSTON COUNTY
HUMAN RESOURCES
VACANCY REVIEW POLICY

RESOLUTION #2014-06-172	LIVINGSTON COUNTY, MICHIGAN	APPROVED: 6.02.2014
RESOLUTION #2012-01-019		APPROVED: 1.17.2012
RESOLUTION #2010-06-189		APPROVED: 6.21.2010
RESOLUTION #2009-07-217		APPROVED: 7.06.2009

A. POLICY

1. **PURPOSE:** Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a significant subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.
2. **POLICY STATEMENT:** The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:
 - No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the annual budget (as amended by authorization of the Board of Commissioners) shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or

sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the applicable Sub-Committee of the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. **APPLICABILITY:** Applies to all budgeted full-time and part-time positions that become vacant during the period of time that the hiring freeze is in effect. New positions must go through the applicable subcommittee with final approval vested in the Board of Commissioners. The hiring freeze applies to positions in a general fund department and to departments that receive a significant, greater than 50%, general fund subsidy. Every position will be reviewed on an individual basis.

The following are the exceptions whereby a department head may fill a vacancy without first obtaining the approval of the Board of Commissioners:

- Where the Board of Commissioners has previously approved the filling of a vacancy of the same job classification and hours within the same budget year and that position is again vacated

Departments are permitted to temporarily increase staffing levels due to increased workload, vacancies created by terminations or employee leaves of absence if sufficient funding is available within that department's budget. No approval is required to return the incumbent employee to the original position. If funding is not available within a department's budget sufficient to cover the expense of a temporary position, the department must receive approval from the Board of Commissioners through the vacancy review procedure prior to filling a temporary vacancy.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. **DEFINITIONS:**

5. REFERENCE AND LEGAL AUTHORITY:

BOARD RESOLUTION #604-193:.....Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze

BOARD RESOLUTION #2008-07-201:.....Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget

BOARD RESOLUTION #2008-12-352:Resolution Adopting the 2009 Livingston County Budget

BOARD RESOLUTION #2009-05-156:Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

PERSONNEL POLICY: Workforce Reduction

FORM: Livingston County 2004 General Hiring Freeze, Request to Fill

FORM: Request for Exception to the Hiring Freeze

7. SUPERSEDES: #2009-07-217; #2010-06-189, and #2012-01-019.

8. APPROVED BY:

PERSONNEL COMMITTEE: 05/21/2014

FINANCE COMMITTEE: 05/28/2014

BOARD OF COMMISSIONERS: 06/02/2014

9. RESOLUTION: #2014-06-172

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

RESOLUTION #2012-01-019	APPROVED: 1.17.2012
RESOLUTION #2010-06-189	APPROVED: 6.21.2010
RESOLUTION #2009-07-217	APPROVED: 7.06.2009

[SEE REQUEST FOR EXEMPTION TO HIRING FREEZE ATTACHED HERETO]

S:\WP\Policies\HR Manual\Vacancy Review.doc

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Sue Bostwick

Title of Position to be Filled: Senior Appraiser

Salary: 44054.23 – 55806.91

Position Control#:

Annual Cost of Budgeted Position (incl. fringe benefits): 84959.56

Projected Cost for the next five years (incl. fringe benefits):

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position: Delores Ricchiutti

When did the position become vacant? October 24, 2014

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?

Currently this has not been a problem, however in the spring when the fieldwork is being done, there may not be anyone to cover the office if someone takes a vacation or is off sick and the person left has a meeting.

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.

211.34 of the GPTA states: Equalization is to assist the County Board of Commissioners to determine if the townships or cities has been equally and uniformly assessed at true cash value. Currently the department does not have enough qualified people to perform that task.

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

Jan., 2010: 4.525 Jan., 2011: 4.25 Jan., 2012: 4.125 Jan., 2013: 4.125
Jan., 2014: 4.125

3. 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?

Over the past five years we have streamlined the procedures within the office, and made greater use of technology. However, within that time we have also taken on the Apportionment Report.

4. Specifically list three reasonable options **or detriments to the department** if your request to replace a position is denied.

a. Reduce the work load by not reviewing and balancing the tax bills. This would however cause more work for the Treasurer's office and complicating the settlement and audit process.

- b. We would have difficulty scheduling time off.
- c. The rush to complete the study may cause mistakes and eventually could end up in tribunal.

- 1. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees. Please provide explanation(s).

Do to the fact our work is very specialized it makes it very difficult to have a temporary employee to come in. This person would have to have assessing and tax and appraisal experience, and be familiar with BS&A software.

- 7. 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)?

In the past month I have worked about 10 hours a week additional, to complete the Apportionment Report, tax bill maintenance and the studies. No one else within the department has worked over.

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

Over the last several years, all employees have a working knowledge of the equalization process and tax bill process we do within the office. They are crossed trained.

- 9. Are your actual revenues coming in at your projected budgeted revenue amounts?

The last three years having Delores do the industrial we have not exceeded the budget projections for the department. With a new person coming in, the current budget (2014) will be higher than the 2015 with a new employee. This is due to the difference in salary paid out for the position.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE ADVANCE OF MONIES FROM THE DELINQUENT TAX FUNDS TO THE AIRPORT FOR THE PURCHASE OF JET-A-FUEL TRUCK AND TO FUND THE LOCAL SHARE OF THE NEW FUEL FARM – AIRPORT.

WHEREAS, the Livingston County Spencer J. Hardy Airport purchased a Jet-A-Fuel truck in May of 2014 at a cost of \$59,100.00; and

WHEREAS, the Airport replaced the fuel farm with Michigan Department of Aeronautics' grant funds, leaving a local share of \$180,150.00; and

WHEREAS, the Airport has requested two advances from the Delinquent Tax Revolving Funds to facilitate adequate cash flow within the Airport; and

WHEREAS, the Airport Director and the County Treasurer have structured two separate advances from the Delinquent Tax Revolving Funds to the Airport Capital Improvement Fund; and

WHEREAS, the advance for the Jet-A-Fuel truck will be repaid on a five year payback with interest at 1.5% monthly payments to begin January 1, 2015; and

WHEREAS, the advance for the local share of the fuel farm will be repaid on a fifteen year payback with an interest rate of 2.5%, monthly payments to begin January 1, 2015.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the advance of Delinquent Tax Revolving Fund money to the Airport Fund (581) to fund the purchase of the Jet-A-Fuel truck and advance Delinquent Tax Revolving Fund money to the Airport Capital Improvement Fund (583) to fund the local share of the airport fuel farm with the above stated terms.

#

#

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

3399 County Airport Drive
Howell, MI 48855
Phone 517.546.6675 Fax 517.546.6656
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: December 3, 2014
Re: Loans from Delinquent Tax Fund

This resolution authorizes two loans to the airport from the Delinquent Tax Revolving Fund.

The first loan is for the cost of a Jet-A fuel truck that was purchased for \$59,100. This loan will be for a total of five years at an interest rate of 1.5%

The second loan is for the local share of the new fuel farm that is under construction. The amount of this loan is \$180,150 and will be repaid over a 15 year period at 2.5% interest.

The monthly payments for these two loans will total \$2,224.23. The 2015 Airport Budget anticipates revenues exceeding expenditures by more than this amount.

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

**Livingston County
Repayment Schedule**

Loan Balance **\$ 59,100.00** **Interest Rate** **1.50%**
Term **5 year**

	Beginning Balance	Monthly Payment	Monthly Interest	Monthly Principal	Ending Balance
2015					
January	\$ 59,100.00	\$ 1,023.01	\$ 73.88	\$ 949.14	\$ 58,150.87
February	\$ 58,150.87	\$ 1,023.01	\$ 72.69	\$ 950.32	\$ 57,200.54
March	\$ 57,200.54	\$ 1,023.01	\$ 71.50	\$ 951.51	\$ 56,249.03
April	\$ 56,249.03	\$ 1,023.01	\$ 70.31	\$ 952.70	\$ 55,296.34
May	\$ 55,296.34	\$ 1,023.01	\$ 69.12	\$ 953.89	\$ 54,342.45
June	\$ 54,342.45	\$ 1,023.01	\$ 67.93	\$ 955.08	\$ 53,387.36
July	\$ 53,387.36	\$ 1,023.01	\$ 66.73	\$ 956.28	\$ 52,431.09
August	\$ 52,431.09	\$ 1,023.01	\$ 65.54	\$ 957.47	\$ 51,473.62
September	\$ 51,473.62	\$ 1,023.01	\$ 64.34	\$ 958.67	\$ 50,514.95
October	\$ 50,514.95	\$ 1,023.01	\$ 63.14	\$ 959.87	\$ 49,555.08
November	\$ 49,555.08	\$ 1,023.01	\$ 61.94	\$ 961.07	\$ 48,594.02
December	\$ 48,594.02	\$ 1,023.01	\$ 60.74	\$ 962.27	\$ 47,631.75
	Sub-Total	\$ 12,276.12	\$ 807.87	\$ 11,468.25	
2016					
January	\$ 47,631.75	\$ 1,023.01	\$ 59.54	\$ 963.47	\$ 46,668.28
February	\$ 46,668.28	\$ 1,023.01	\$ 58.34	\$ 964.67	\$ 45,703.60
March	\$ 45,703.60	\$ 1,023.01	\$ 57.13	\$ 965.88	\$ 44,737.72
April	\$ 44,737.72	\$ 1,023.01	\$ 55.92	\$ 967.09	\$ 43,770.64
May	\$ 43,770.64	\$ 1,023.01	\$ 54.71	\$ 968.30	\$ 42,802.34
June	\$ 42,802.34	\$ 1,023.01	\$ 53.50	\$ 969.51	\$ 41,832.83
July	\$ 41,832.83	\$ 1,023.01	\$ 52.29	\$ 970.72	\$ 40,862.11
August	\$ 40,862.11	\$ 1,023.01	\$ 51.08	\$ 971.93	\$ 39,890.18
September	\$ 39,890.18	\$ 1,023.01	\$ 49.86	\$ 973.15	\$ 38,917.03
October	\$ 38,917.03	\$ 1,023.01	\$ 48.65	\$ 974.36	\$ 37,942.67
November	\$ 37,942.67	\$ 1,023.01	\$ 47.43	\$ 975.58	\$ 36,967.09
December	\$ 36,967.09	\$ 1,023.01	\$ 46.21	\$ 976.80	\$ 35,990.29
	Sub-Total	\$ 12,276.12	\$ 634.66	\$ 11,641.46	
2017					
January	\$ 35,990.29	\$ 1,023.01	\$ 44.99	\$ 978.02	\$ 35,012.26
February	\$ 35,012.26	\$ 1,023.01	\$ 43.77	\$ 979.24	\$ 34,033.02
March	\$ 34,033.02	\$ 1,023.01	\$ 42.54	\$ 980.47	\$ 33,052.55
April	\$ 33,052.55	\$ 1,023.01	\$ 41.32	\$ 981.69	\$ 32,070.86
May	\$ 32,070.86	\$ 1,023.01	\$ 40.09	\$ 982.92	\$ 31,087.94
June	\$ 31,087.94	\$ 1,023.01	\$ 38.86	\$ 984.15	\$ 30,103.79
July	\$ 30,103.79	\$ 1,023.01	\$ 37.63	\$ 985.38	\$ 29,118.41
August	\$ 29,118.41	\$ 1,023.01	\$ 36.40	\$ 986.61	\$ 28,131.79
September	\$ 28,131.79	\$ 1,023.01	\$ 35.16	\$ 987.85	\$ 27,143.95
October	\$ 27,143.95	\$ 1,023.01	\$ 33.93	\$ 989.08	\$ 26,154.87
November	\$ 26,154.87	\$ 1,023.01	\$ 32.69	\$ 990.32	\$ 25,164.55
December	\$ 25,164.55	\$ 1,023.01	\$ 31.46	\$ 991.55	\$ 24,173.00

	Sub-Total	\$	12,276.12	\$	458.83	\$	11,817.29
2018							
January	\$	24,173.00	\$	1,023.01	\$	30.22	\$ 992.79 \$ 23,180.20
February	\$	23,180.20	\$	1,023.01	\$	28.98	\$ 994.03 \$ 22,186.17
March	\$	22,186.17	\$	1,023.01	\$	27.73	\$ 995.28 \$ 21,190.89
April	\$	21,190.89	\$	1,023.01	\$	26.49	\$ 996.52 \$ 20,194.37
May	\$	20,194.37	\$	1,023.01	\$	25.24	\$ 997.77 \$ 19,196.60
June	\$	19,196.60	\$	1,023.01	\$	24.00	\$ 999.01 \$ 18,197.59
July	\$	18,197.59	\$	1,023.01	\$	22.75	\$ 1,000.26 \$ 17,197.33
August	\$	17,197.33	\$	1,023.01	\$	21.50	\$ 1,001.51 \$ 16,195.81
September	\$	16,195.81	\$	1,023.01	\$	20.24	\$ 1,002.77 \$ 15,193.05
October	\$	15,193.05	\$	1,023.01	\$	18.99	\$ 1,004.02 \$ 14,189.03
November	\$	14,189.03	\$	1,023.01	\$	17.74	\$ 1,005.27 \$ 13,183.75
December	\$	13,183.75	\$	1,023.01	\$	16.48	\$ 1,006.53 \$ 12,177.22
	Sub-Total	\$	12,276.12	\$	280.35	\$	11,995.77
2019							
January	\$	12,177.22	\$	1,023.01	\$	15.22	\$ 1,007.79 \$ 11,169.44
February	\$	11,169.44	\$	1,023.01	\$	13.96	\$ 1,009.05 \$ 10,160.39
March	\$	10,160.39	\$	1,023.01	\$	12.70	\$ 1,010.31 \$ 9,150.08
April	\$	9,150.08	\$	1,023.01	\$	11.44	\$ 1,011.57 \$ 8,138.51
May	\$	8,138.51	\$	1,023.01	\$	10.17	\$ 1,012.84 \$ 7,125.67
June	\$	7,125.67	\$	1,023.01	\$	8.91	\$ 1,014.10 \$ 6,111.57
July	\$	6,111.57	\$	1,023.01	\$	7.64	\$ 1,015.37 \$ 5,096.20
August	\$	5,096.20	\$	1,023.01	\$	6.37	\$ 1,016.64 \$ 4,079.56
September	\$	4,079.56	\$	1,023.01	\$	5.10	\$ 1,017.91 \$ 3,061.65
October	\$	3,061.65	\$	1,023.01	\$	3.83	\$ 1,019.18 \$ 2,042.46
November	\$	2,042.46	\$	1,023.01	\$	2.55	\$ 1,020.46 \$ 1,022.01
December	\$	1,022.01	\$	1,023.01	\$	1.28	\$ 1,021.73 \$ -
	Sub-Total	\$	12,276.12	\$	99.17	\$	12,176.95

**Livingston County
Repayment Schedule**

Loan Balance **\$ 180,150.00** **Interest Rate** **2.50%**
Term **15 Years**

	Beginning Balance	Monthly Payment	Monthly Interest	Monthly Principal	Ending Balance
2015					
January	\$ 180,150.00	\$ 1,201.22	\$ 375.31	\$ 825.91	\$ 179,324.09
February	\$ 179,324.09	\$ 1,201.22	\$ 373.59	\$ 827.63	\$ 178,496.46
March	\$ 178,496.46	\$ 1,201.22	\$ 371.87	\$ 829.35	\$ 177,667.11
April	\$ 177,667.11	\$ 1,201.22	\$ 370.14	\$ 831.08	\$ 176,836.03
May	\$ 176,836.03	\$ 1,201.22	\$ 368.41	\$ 832.81	\$ 176,003.22
June	\$ 176,003.22	\$ 1,201.22	\$ 366.67	\$ 834.55	\$ 175,168.67
July	\$ 175,168.67	\$ 1,201.22	\$ 364.93	\$ 836.29	\$ 174,332.39
August	\$ 174,332.39	\$ 1,201.22	\$ 363.19	\$ 838.03	\$ 173,494.36
September	\$ 173,494.36	\$ 1,201.22	\$ 361.45	\$ 839.77	\$ 172,654.59
October	\$ 172,654.59	\$ 1,201.22	\$ 359.70	\$ 841.52	\$ 171,813.06
November	\$ 171,813.06	\$ 1,201.22	\$ 357.94	\$ 843.28	\$ 170,969.79
December	\$ 170,969.79	\$ 1,201.22	\$ 356.19	\$ 845.03	\$ 170,124.76
	Sub-Total	\$ 14,414.64	\$ 4,389.40	\$ 10,025.24	
2016					
January	\$ 170,124.76	\$ 1,201.22	\$ 354.43	\$ 846.79	\$ 169,277.96
February	\$ 169,277.96	\$ 1,201.22	\$ 352.66	\$ 848.56	\$ 168,429.40
March	\$ 168,429.40	\$ 1,201.22	\$ 350.89	\$ 850.33	\$ 167,579.08
April	\$ 167,579.08	\$ 1,201.22	\$ 349.12	\$ 852.10	\$ 166,726.98
May	\$ 166,726.98	\$ 1,201.22	\$ 347.35	\$ 853.87	\$ 165,873.11
June	\$ 165,873.11	\$ 1,201.22	\$ 345.57	\$ 855.65	\$ 165,017.46
July	\$ 165,017.46	\$ 1,201.22	\$ 343.79	\$ 857.43	\$ 164,160.03
August	\$ 164,160.03	\$ 1,201.22	\$ 342.00	\$ 859.22	\$ 163,300.81
September	\$ 163,300.81	\$ 1,201.22	\$ 340.21	\$ 861.01	\$ 162,439.80
October	\$ 162,439.80	\$ 1,201.22	\$ 338.42	\$ 862.80	\$ 161,576.99
November	\$ 161,576.99	\$ 1,201.22	\$ 336.62	\$ 864.60	\$ 160,712.39
December	\$ 160,712.39	\$ 1,201.22	\$ 334.82	\$ 866.40	\$ 159,845.99
	Sub-Total	\$ 14,414.64	\$ 4,135.87	\$ 10,278.77	
2017					
January	\$ 159,845.99	\$ 1,201.22	\$ 333.01	\$ 868.21	\$ 158,977.78
February	\$ 158,977.78	\$ 1,201.22	\$ 331.20	\$ 870.02	\$ 158,107.76
March	\$ 158,107.76	\$ 1,201.22	\$ 329.39	\$ 871.83	\$ 157,235.94
April	\$ 157,235.94	\$ 1,201.22	\$ 327.57	\$ 873.65	\$ 156,362.29
May	\$ 156,362.29	\$ 1,201.22	\$ 325.75	\$ 875.47	\$ 155,486.82
June	\$ 155,486.82	\$ 1,201.22	\$ 323.93	\$ 877.29	\$ 154,609.54
July	\$ 154,609.54	\$ 1,201.22	\$ 322.10	\$ 879.12	\$ 153,730.42
August	\$ 153,730.42	\$ 1,201.22	\$ 320.27	\$ 880.95	\$ 152,849.47
September	\$ 152,849.47	\$ 1,201.22	\$ 318.44	\$ 882.78	\$ 151,966.69
October	\$ 151,966.69	\$ 1,201.22	\$ 316.60	\$ 884.62	\$ 151,082.06
November	\$ 151,082.06	\$ 1,201.22	\$ 314.75	\$ 886.47	\$ 150,195.60
December	\$ 150,195.60	\$ 1,201.22	\$ 312.91	\$ 888.31	\$ 149,307.29

	Sub-Total	\$	14,414.64	\$	3,875.94	\$	10,538.70
2018							
January	\$	149,307.29	\$	1,201.22	\$	311.06	\$ 148,417.12
February	\$	148,417.12	\$	1,201.22	\$	309.20	\$ 147,525.11
March	\$	147,525.11	\$	1,201.22	\$	307.34	\$ 146,631.23
April	\$	146,631.23	\$	1,201.22	\$	305.48	\$ 145,735.49
May	\$	145,735.49	\$	1,201.22	\$	303.62	\$ 144,837.89
June	\$	144,837.89	\$	1,201.22	\$	301.75	\$ 143,938.41
July	\$	143,938.41	\$	1,201.22	\$	299.87	\$ 143,037.06
August	\$	143,037.06	\$	1,201.22	\$	297.99	\$ 142,133.84
September	\$	142,133.84	\$	1,201.22	\$	296.11	\$ 141,228.73
October	\$	141,228.73	\$	1,201.22	\$	294.23	\$ 140,321.74
November	\$	140,321.74	\$	1,201.22	\$	292.34	\$ 139,412.85
December	\$	139,412.85	\$	1,201.22	\$	290.44	\$ 138,502.08
	Sub-Total	\$	14,414.64	\$	3,609.43	\$	10,805.21
2019							
January	\$	138,502.08	\$	1,201.22	\$	288.55	\$ 137,589.40
February	\$	137,589.40	\$	1,201.22	\$	286.64	\$ 136,674.83
March	\$	136,674.83	\$	1,201.22	\$	284.74	\$ 135,758.35
April	\$	135,758.35	\$	1,201.22	\$	282.83	\$ 134,839.96
May	\$	134,839.96	\$	1,201.22	\$	280.92	\$ 133,919.65
June	\$	133,919.65	\$	1,201.22	\$	279.00	\$ 132,997.43
July	\$	132,997.43	\$	1,201.22	\$	277.08	\$ 132,073.29
August	\$	132,073.29	\$	1,201.22	\$	275.15	\$ 131,147.22
September	\$	131,147.22	\$	1,201.22	\$	273.22	\$ 130,219.23
October	\$	130,219.23	\$	1,201.22	\$	271.29	\$ 129,289.30
November	\$	129,289.30	\$	1,201.22	\$	269.35	\$ 128,357.43
December	\$	128,357.43	\$	1,201.22	\$	267.41	\$ 127,423.62
	Sub-Total	\$	14,414.64	\$	3,336.18	\$	11,078.46
2020							
January	\$	127,423.62	\$	1,201.22	\$	265.47	\$ 126,487.87
February	\$	126,487.87	\$	1,201.22	\$	263.52	\$ 125,550.16
March	\$	125,550.16	\$	1,201.22	\$	261.56	\$ 124,610.51
April	\$	124,610.51	\$	1,201.22	\$	259.61	\$ 123,668.89
May	\$	123,668.89	\$	1,201.22	\$	257.64	\$ 122,725.31
June	\$	122,725.31	\$	1,201.22	\$	255.68	\$ 121,779.77
July	\$	121,779.77	\$	1,201.22	\$	253.71	\$ 120,832.26
August	\$	120,832.26	\$	1,201.22	\$	251.73	\$ 119,882.77
September	\$	119,882.77	\$	1,201.22	\$	249.76	\$ 118,931.31
October	\$	118,931.31	\$	1,201.22	\$	247.77	\$ 117,977.86
November	\$	117,977.86	\$	1,201.22	\$	245.79	\$ 117,022.43
December	\$	117,022.43	\$	1,201.22	\$	243.80	\$ 116,065.01
	Sub-Total	\$	14,414.64	\$	3,056.03	\$	11,358.61
2021							
January	\$	116,065.01	\$	1,201.22	\$	241.80	\$ 115,105.59
February	\$	115,105.59	\$	1,201.22	\$	239.80	\$ 114,144.17
March	\$	114,144.17	\$	1,201.22	\$	237.80	\$ 113,180.75
April	\$	113,180.75	\$	1,201.22	\$	235.79	\$ 112,215.33
May	\$	112,215.33	\$	1,201.22	\$	233.78	\$ 111,247.89
June	\$	111,247.89	\$	1,201.22	\$	231.77	\$ 110,278.43
July	\$	110,278.43	\$	1,201.22	\$	229.75	\$ 109,306.96
August	\$	109,306.96	\$	1,201.22	\$	227.72	\$ 108,333.46

September	\$ 108,333.46	\$ 1,201.22	\$ 225.69	\$ 975.53	\$ 107,357.94
October	\$ 107,357.94	\$ 1,201.22	\$ 223.66	\$ 977.56	\$ 106,380.38
November	\$ 106,380.38	\$ 1,201.22	\$ 221.63	\$ 979.59	\$ 105,400.79
December	\$ 105,400.79	\$ 1,201.22	\$ 219.58	\$ 981.64	\$ 104,419.15

Sub-Total \$ 14,414.64 \$ 2,768.78 \$ 11,645.86

2022

January	\$ 104,419.15	\$ 1,201.22	\$ 217.54	\$ 983.68	\$ 103,435.47
February	\$ 103,435.47	\$ 1,201.22	\$ 215.49	\$ 985.73	\$ 102,449.74
March	\$ 102,449.74	\$ 1,201.22	\$ 213.44	\$ 987.78	\$ 101,461.96
April	\$ 101,461.96	\$ 1,201.22	\$ 211.38	\$ 989.84	\$ 100,472.12
May	\$ 100,472.12	\$ 1,201.22	\$ 209.32	\$ 991.90	\$ 99,480.22
June	\$ 99,480.22	\$ 1,201.22	\$ 207.25	\$ 993.97	\$ 98,486.25
July	\$ 98,486.25	\$ 1,201.22	\$ 205.18	\$ 996.04	\$ 97,490.21
August	\$ 97,490.21	\$ 1,201.22	\$ 203.10	\$ 998.12	\$ 96,492.09
September	\$ 96,492.09	\$ 1,201.22	\$ 201.03	\$ 1,000.19	\$ 95,491.90
October	\$ 95,491.90	\$ 1,201.22	\$ 198.94	\$ 1,002.28	\$ 94,489.62
November	\$ 94,489.62	\$ 1,201.22	\$ 196.85	\$ 1,004.37	\$ 93,485.25
December	\$ 93,485.25	\$ 1,201.22	\$ 194.76	\$ 1,006.46	\$ 92,478.79

Sub-Total \$ 14,414.64 \$ 2,474.28 \$ 11,940.36

2023

January	\$ 92,478.79	\$ 1,201.22	\$ 192.66	\$ 1,008.56	\$ 91,470.24
February	\$ 91,470.24	\$ 1,201.22	\$ 190.56	\$ 1,010.66	\$ 90,459.58
March	\$ 90,459.58	\$ 1,201.22	\$ 188.46	\$ 1,012.76	\$ 89,446.82
April	\$ 89,446.82	\$ 1,201.22	\$ 186.35	\$ 1,014.87	\$ 88,431.94
May	\$ 88,431.94	\$ 1,201.22	\$ 184.23	\$ 1,016.99	\$ 87,414.96
June	\$ 87,414.96	\$ 1,201.22	\$ 182.11	\$ 1,019.11	\$ 86,395.85
July	\$ 86,395.85	\$ 1,201.22	\$ 179.99	\$ 1,021.23	\$ 85,374.62
August	\$ 85,374.62	\$ 1,201.22	\$ 177.86	\$ 1,023.36	\$ 84,351.27
September	\$ 84,351.27	\$ 1,201.22	\$ 175.73	\$ 1,025.49	\$ 83,325.78
October	\$ 83,325.78	\$ 1,201.22	\$ 173.60	\$ 1,027.62	\$ 82,298.15
November	\$ 82,298.15	\$ 1,201.22	\$ 171.45	\$ 1,029.77	\$ 81,268.39
December	\$ 81,268.39	\$ 1,201.22	\$ 169.31	\$ 1,031.91	\$ 80,236.48

Sub-Total \$ 14,414.64 \$ 2,172.33 \$ 12,242.31

2024

January	\$ 80,236.48	\$ 1,201.22	\$ 167.16	\$ 1,034.06	\$ 79,202.42
February	\$ 79,202.42	\$ 1,201.22	\$ 165.01	\$ 1,036.21	\$ 78,166.20
March	\$ 78,166.20	\$ 1,201.22	\$ 162.85	\$ 1,038.37	\$ 77,127.83
April	\$ 77,127.83	\$ 1,201.22	\$ 160.68	\$ 1,040.54	\$ 76,087.29
May	\$ 76,087.29	\$ 1,201.22	\$ 158.52	\$ 1,042.70	\$ 75,044.59
June	\$ 75,044.59	\$ 1,201.22	\$ 156.34	\$ 1,044.88	\$ 73,999.71
July	\$ 73,999.71	\$ 1,201.22	\$ 154.17	\$ 1,047.05	\$ 72,952.65
August	\$ 72,952.65	\$ 1,201.22	\$ 151.98	\$ 1,049.24	\$ 71,903.42
September	\$ 71,903.42	\$ 1,201.22	\$ 149.80	\$ 1,051.42	\$ 70,852.00
October	\$ 70,852.00	\$ 1,201.22	\$ 147.61	\$ 1,053.61	\$ 69,798.39
November	\$ 69,798.39	\$ 1,201.22	\$ 145.41	\$ 1,055.81	\$ 68,742.58
December	\$ 68,742.58	\$ 1,201.22	\$ 143.21	\$ 1,058.01	\$ 67,684.57

Sub-Total \$ 14,414.64 \$ 1,862.74 \$ 12,551.90

2025

January	\$ 67,684.57	\$ 1,201.22	\$ 141.01	\$ 1,060.21	\$ 66,624.36
February	\$ 66,624.36	\$ 1,201.22	\$ 138.80	\$ 1,062.42	\$ 65,561.94
March	\$ 65,561.94	\$ 1,201.22	\$ 136.59	\$ 1,064.63	\$ 64,497.31
April	\$ 64,497.31	\$ 1,201.22	\$ 134.37	\$ 1,066.85	\$ 63,430.46

May	\$ 63,430.46	\$ 1,201.22	\$ 132.15	\$ 1,069.07	\$ 62,361.39
June	\$ 62,361.39	\$ 1,201.22	\$ 129.92	\$ 1,071.30	\$ 61,290.09
July	\$ 61,290.09	\$ 1,201.22	\$ 127.69	\$ 1,073.53	\$ 60,216.55
August	\$ 60,216.55	\$ 1,201.22	\$ 125.45	\$ 1,075.77	\$ 59,140.79
September	\$ 59,140.79	\$ 1,201.22	\$ 123.21	\$ 1,078.01	\$ 58,062.78
October	\$ 58,062.78	\$ 1,201.22	\$ 120.96	\$ 1,080.26	\$ 56,982.52
November	\$ 56,982.52	\$ 1,201.22	\$ 118.71	\$ 1,082.51	\$ 55,900.01
December	\$ 55,900.01	\$ 1,201.22	\$ 116.46	\$ 1,084.76	\$ 54,815.25
Sub-Total	\$ 14,414.64	\$ 1,545.32	\$ 12,869.32		

2026

January	\$ 54,815.25	\$ 1,201.22	\$ 114.20	\$ 1,087.02	\$ 53,728.23
February	\$ 53,728.23	\$ 1,201.22	\$ 111.93	\$ 1,089.29	\$ 52,638.94
March	\$ 52,638.94	\$ 1,201.22	\$ 109.66	\$ 1,091.56	\$ 51,547.39
April	\$ 51,547.39	\$ 1,201.22	\$ 107.39	\$ 1,093.83	\$ 50,453.56
May	\$ 50,453.56	\$ 1,201.22	\$ 105.11	\$ 1,096.11	\$ 49,357.45
June	\$ 49,357.45	\$ 1,201.22	\$ 102.83	\$ 1,098.39	\$ 48,259.06
July	\$ 48,259.06	\$ 1,201.22	\$ 100.54	\$ 1,100.68	\$ 47,158.38
August	\$ 47,158.38	\$ 1,201.22	\$ 98.25	\$ 1,102.97	\$ 46,055.40
September	\$ 46,055.40	\$ 1,201.22	\$ 95.95	\$ 1,105.27	\$ 44,950.13
October	\$ 44,950.13	\$ 1,201.22	\$ 93.65	\$ 1,107.57	\$ 43,842.56
November	\$ 43,842.56	\$ 1,201.22	\$ 91.34	\$ 1,109.88	\$ 42,732.68
December	\$ 42,732.68	\$ 1,201.22	\$ 89.03	\$ 1,112.19	\$ 41,620.48
Sub-Total	\$ 14,414.64	\$ 1,219.87	\$ 13,194.77		

2027

January	\$ 41,620.48	\$ 1,201.22	\$ 86.71	\$ 1,114.51	\$ 40,505.97
February	\$ 40,505.97	\$ 1,201.22	\$ 84.39	\$ 1,116.83	\$ 39,389.14
March	\$ 39,389.14	\$ 1,201.22	\$ 82.06	\$ 1,119.16	\$ 38,269.98
April	\$ 38,269.98	\$ 1,201.22	\$ 79.73	\$ 1,121.49	\$ 37,148.49
May	\$ 37,148.49	\$ 1,201.22	\$ 77.39	\$ 1,123.83	\$ 36,024.66
June	\$ 36,024.66	\$ 1,201.22	\$ 75.05	\$ 1,126.17	\$ 34,898.50
July	\$ 34,898.50	\$ 1,201.22	\$ 72.71	\$ 1,128.51	\$ 33,769.98
August	\$ 33,769.98	\$ 1,201.22	\$ 70.35	\$ 1,130.87	\$ 32,639.11
September	\$ 32,639.11	\$ 1,201.22	\$ 68.00	\$ 1,133.22	\$ 31,505.89
October	\$ 31,505.89	\$ 1,201.22	\$ 65.64	\$ 1,135.58	\$ 30,370.31
November	\$ 30,370.31	\$ 1,201.22	\$ 63.27	\$ 1,137.95	\$ 29,232.36
December	\$ 29,232.36	\$ 1,201.22	\$ 60.90	\$ 1,140.32	\$ 28,092.04
Sub-Total	\$ 14,414.64	\$ 886.20	\$ 13,528.44		

2021

January	\$ 28,092.04	\$ 1,201.22	\$ 58.53	\$ 1,142.69	\$ 26,949.35
February	\$ 26,949.35	\$ 1,201.22	\$ 56.14	\$ 1,145.08	\$ 25,804.27
March	\$ 25,804.27	\$ 1,201.22	\$ 53.76	\$ 1,147.46	\$ 24,656.81
April	\$ 24,656.81	\$ 1,201.22	\$ 51.37	\$ 1,149.85	\$ 23,506.96
May	\$ 23,506.96	\$ 1,201.22	\$ 48.97	\$ 1,152.25	\$ 22,354.71
June	\$ 22,354.71	\$ 1,201.22	\$ 46.57	\$ 1,154.65	\$ 21,200.06
July	\$ 21,200.06	\$ 1,201.22	\$ 44.17	\$ 1,157.05	\$ 20,043.01
August	\$ 20,043.01	\$ 1,201.22	\$ 41.76	\$ 1,159.46	\$ 18,883.55
September	\$ 18,883.55	\$ 1,201.22	\$ 39.34	\$ 1,161.88	\$ 17,721.67
October	\$ 17,721.67	\$ 1,201.22	\$ 36.92	\$ 1,164.30	\$ 16,557.37
November	\$ 16,557.37	\$ 1,201.22	\$ 34.49	\$ 1,166.73	\$ 15,390.64
December	\$ 15,390.64	\$ 1,201.22	\$ 32.06	\$ 1,169.16	\$ 14,221.49
Sub-Total	\$ 14,414.64	\$ 544.08	\$ 13,870.56		

2022

January	\$	14,221.49	\$	1,201.22	\$	29.63	\$	1,171.59	\$	13,049.89
February	\$	13,049.89	\$	1,201.22	\$	27.19	\$	1,174.03	\$	11,875.86
March	\$	11,875.86	\$	1,201.22	\$	24.74	\$	1,176.48	\$	10,699.38
April	\$	10,699.38	\$	1,201.22	\$	22.29	\$	1,178.93	\$	9,520.45
May	\$	9,520.45	\$	1,201.22	\$	19.83	\$	1,181.39	\$	8,339.07
June	\$	8,339.07	\$	1,201.22	\$	17.37	\$	1,183.85	\$	7,155.22
July	\$	7,155.22	\$	1,201.22	\$	14.91	\$	1,186.31	\$	5,968.91
August	\$	5,968.91	\$	1,201.22	\$	12.44	\$	1,188.78	\$	4,780.12
September	\$	4,780.12	\$	1,201.22	\$	9.96	\$	1,191.26	\$	3,588.86
October	\$	3,588.86	\$	1,201.22	\$	7.48	\$	1,193.74	\$	2,395.12
November	\$	2,395.12	\$	1,201.22	\$	4.99	\$	1,196.23	\$	1,198.89
December	\$	1,198.89	\$	1,201.22	\$	2.50	\$	1,198.72	\$	-
		Sub-Total	\$	14,414.64	\$	193.32	\$	14,221.32		
		Total	\$	216,219.60	\$	36,069.77	\$	180,149.83		

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2014 APPROVED BUDGET FOR THE AIRPORT OPERATING FUND – AIRPORT

WHEREAS, the Livingston County Airport has identified the need to amend the 2014 budget to align airport revenues with expenses; and

WHEREAS, fuel revenues and expenses have both increased over budget projections; and

WHEREAS, the hangar rental revenue was not included in the original airport budget; and

WHEREAS, the Airport is requesting the budget be amended to reflect these adjustments in revenues and expenditures as follows:

<u>Revenue Line Item</u>		<u>Current</u>	<u>Change</u>	<u>Requested</u>
58105400-0000-642002	Fuel & Oil Sales	\$669,580	\$238,000	\$907,580
58105400-0000-667000	Hangar Rent	\$0	\$244,188	\$244,188
58105400-0000-676020	Aviation Fuel Tax	\$37,300	\$18,000	\$55,600
58105400-0000-671000	Other Revenue	\$2,000	<u>\$9,000</u>	\$11,000
			Total	\$509,188
<u>Expense Line Item</u>		<u>Current</u>	<u>Change</u>	<u>Requested</u>
58105400-0000-749000	Gasoline & Oil	\$654,750	\$60,000	\$714,750
58105400-0000-747000	Equipment Supplies	\$23,931	\$3,000	\$26,931
58105400-0000-819000	Other Contract Svcs	\$62,000	\$8,500	\$70,000
58105400-0000-860000	Travel (fuel)	\$2,167	\$3,500	\$5,667
58105400-0000-931000	Equip Repair & Mx	\$16,388	\$13,500	\$29,888
58105400-0000-974000	Equip Purchase	\$150,000	<u>-\$90,000</u>	\$59,100
			Total	-\$2,400

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the budget amendment to the 2014 approved Airport budget.

#

**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW MEDICAL EXAMINER FOR LIVINGSTON COUNTY – MEDICAL EXAMINER / HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, according to our contract with Sparrow Health Systems all new Medical Examiner and Deputy Medical Examiners must be approved by the Board of Commissioners and;

WHEREAS, Dr. Joyce deJong, the Livingston County Medical Examiner has retired and Dr. Michael Markey M.D. has been hired to replace Dr. deJong as the Medical Examiner for Livingston County and;

WHEREAS, this appointment has been recommended for approval by the Health and Human Services Committee and Finance Committee

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointment of Dr. Michael Markey M.D. as the Medical Examiner while employed with Sparrow Health Systems.

#

#

#

**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF MEDICAL EXAMINER

1911 Tooley Road Howell MI 48855
Phone 517-546-6220 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd, Director
Date: 11/25/2014
Re: Appointment Medical Examiner

Dr. Joyce deJong has retired and is moving on. She is no longer with Sparrow Health Systems Medical Examiner Department. Dr. Michael Markey M.D. has taken her place and in accordance with our contract needs to be appointed as the Medical Examiner for Livingston County by the Board of Commissioners. The department fully supports the appointment of Dr. Markey and looks forward to working with him in the future.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING REPLACEMENT OF AMBULANCE - EMS / FINANCE / FULL BOARD

WHEREAS, the Livingston County EMS was involved in a motor vehicle accident resulting in the vehicle being a constructive total loss; and,

WHEREAS, Livingston County EMS has full coverage insurance for replacement of the ambulance and any equipment damaged in the accident not to exceed \$134,951.00; and,

WHEREAS, Funding for the replacement of the ambulance will be from MMRMA less the deductible; and

WHEREAS, Livingston County EMS requests authority to coordinate with MMRMA for the replacement of the ambulance; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the replacement of one ambulance MMRMA, for a total cost to the insurance carrier not to exceed \$134,951.00.

#

MOVED:
SECONDED:
CARRIED:



Unit #:
14-M056

DEALER: MEDIX
CUSTOMER: Livingston County EMS
 Street or P.O. Box 1911 Tooley Road
 City, State, Zip Howell, MI 48855
VIN#:

Chassis Model Yr		2015
MEDIX Model		Type III-AD 170- MSV II
CHASSIS		Ford E-450 XL Cutaway, 6.8L Gas, 158" WB, 14,500 GVWR
BODY		170"L x 96"W x 72" Interior Headroom
QTY	STD/OPT	Description
1	14-M2-FG	Chassis & Conversion
01- Flooring & Interior Colors		
1	STD	Cabinets: Laminated Wood- (Specify Color)
1	100040	Cabinet Laminate: Gloss Gray
	CABINET SHOP NOTE	NOTE: USE THE HORIZONTAL GRADE LAMINATE SHEETS, DO NOT USE THE VERTICAL SHEETS
1	STD	Upholstery: (Specify Color) Color: BLACK Brand: EVS
1	STD	EVS Cushions & Corner Padding
1	STD	Flooring: Lonseal- LonPlate (Diamond Plate) (Specify Color) Color: BLACK 443TX
02- Body & Chassis		
	NOTE Weld Shop	See Special Streetside Wall and Floor Prints to accommodate Deletion of Compartment #3. Also, Compartment #2 will require a smooth aluminum cover (same liner sprayed as the compartment) for the protruding sharps/trash from the action area. Weld shop will need to add backer plates on the back and right hand walls of compt. #2 for O2 brackets also.
	NOTE	Do NOT drill standard ICC/Marker light holes. The standard lights have been replaced on this unit, see option below.
1	STD	All Exterior compartments & interior door panels coated with light gray colored Herculiner material.
1	800280	Walk-Thru DELETE- Add Pass-Thru window- Type II and Type III only - (KEEP OPEN, NO LEXAN CLOSE-OFF WINDOW, TRIM OUT OPENING) - Lower edge of opening to be cut down 5" more than standard - Keep a 2" lip above the P/T base cabinet.
1	STD	Compartment Lights: Optronics ILL36CB LED Compartment lights- ALL Models
		Locate: (1) Ceiling of Compt #1; (2) in Compt #2- (1) URH, (1) LLH; (2) in Compt #4/5; (1) in Compt #6.
	NOTE	DO NOT Install Drip Rails on this Vehicle- SHIP LOOSE. Customer will apply vinyl graphics wrap and then add drip rails.

1	STD	Compartment #1 SS Forward: Smooth Aluminum body, O2 Universal "M" or "H" cylinder storage, Door w/gas strut hold-open, Sealed access to paddle handle in door panel. Stainless steel sill protector.
1	99-0609	Shelf-Smooth Aluminum, DA finish; FIXED. Will have a turn up lip on the outboard edge; turn down lips on the other three sides for bolting to the compartment walls. The right hand back corner will require a chamfer to allow for the O2 hoses coming down from the ceiling. This edge may need to be trimmed out if too close to the hose. See print 33-102104
		Locate in compt. #1 above O2, make sure it is located above the O2 viewing window trim as well.
1	STD	Compartment #2 SS Center: Smooth Aluminum body, Open Storage, Double doors w/gas strut hold-opens. (1) Adjustable aluminum shelf w/DA finish. Sealed access to paddle handles in door panel, Stainless steel sill protector.
1	DEL	DELETE STANDARD Compartment #3 SS Rear: 3/4 Height, Smooth Aluminum body, Inside/Outside access.
2	STD	Rear Entry Doors: Dual door system w/exterior/interior, locking paddle handles; fixed glass windows and Cast Grabber hold-opens. Sealed access to paddle handles in door panels. Stainless steel sill protector. Two-piece interior door panel.
1	STD	Compartment #4/5 CS Forward: NO body above floor, ALS Cabinet w/Inside/Outside access, Full height, single Door w/gas strut hold-open. Bottom section aluminum body w/roll-out battery tray for (2) batteries w/removable, latching door. Sealed access to paddle handle in door panel. Stainless steel sill protector.
1	99-0578	Grab Handle, Aluminum Anti-Slip, 18" Hansen GHRU09ALAN-18
		Locate: Beside Curbside Entry Door
1	STD	Curbside Entry Door: Single door system w/exterior/interior, locking paddle handles; window w/fixed glass; Gas strut hold-open. Sealed access to paddle handles in door panel. LED Step well light. Stainless steel sill protector. Two-piece interior door panel.
1	STD	Curbside Entry Door Stepwell: One-piece construction; (1) .125" smooth aluminum welded into door opening coated with Herculiner material. Stainless steel threshold trim. Dri-Dek insert on floor.
1	STD	Compartment #6 CS Rear: Smooth Aluminum body, Vertical backboard storage w/(2) seat belts restraints (1) in upper Backboard section, (1) lower across Backboard and Stair Chair Section. Door w/gas strut hold-open. Sealed access to paddle handles in door panel, Stainless steel sill protector.
1	STD	Divider: Aluminum w/DA finish, vertical in back Board Compartment
		Locate: Compartment #6
3	99-0250	Shelf, Smooth Aluminum w/lip, DA finish, Adjustable for Backboard Divider
		Locate: Compartment #6 forward of divider
1	STD	All Entry Door paddle handle and rotary latching components meet the FMVSS 206 30g Test Requirement

1	200200	Power Door Locks: All Entry and Compartment Doors, wired to OEM door lock system. Includes switch by Curbside Entry Door interior in the standard 4-position bezel w/the disable switch and on the Curbside Wall at rear in separate single switch bezel.
1	200230	Stealth Switch for Power Door Lock System
		Locate: Driver's side front grille.
1	STD	Running Boards: Aluminum diamond plate w/splash guards
1	200277	Running Boards: Grip Punched, Chevy/GMC, Ford, Type III
1	STD	Fender Flares: Stainless Steel
1	99-0545	Tow Eyes, Frame-Mounted Through Rear Kick Plate, Ford/Chevy Cutaway. PNs: K2032, BC0013, 34-101744, 33-101914.
1	STD Modified	Rear Bumper: Cast corner pods w/Dock bumper pads, Center grip-strut flip-up step, powder coated steel frame
1	99-0390	Rear Bumper Pods, Cast Aluminum w/Medix Logo- ILOS ADP Pods
2	STD	IV Hangers: (2) Cast black rubber fold-down over knee area of Cot and Squad Bench
1	STD Modified	Mirrors, OEM: (1) on interior windshield
1	OPT	Mirrors, Velvac, Heated, remote, 2020XG model 716346 w/turns on the arms, ILOS (2014 MY chassis)
		Locate: (1) on each cab door.
4	STD	Wheel Covers: Stainless steel covers w/Valve Extenders
4	STD	Stone Guards: Lower body corners, ADP
1	STD	Kick Plate, Rear: ADP, below rear doors across to corner posts
1	STD	Rub Rails: C-Channel, tapered ends, Lower Body off-set mount with neoprene spacers.
1	STD	Fuel Fill Bezel: Cast aluminum
1	STD	Fuel Fill Scuff Plate: Stainless steel, below fuel fill bezel
1	STD	Undercoating: Per Ford QVM Guidelines
2	99-0384	Hurricane Strap- Lower Cab Door Ford E-350/450
		Locate: Lower cab doors to lower A-Pillar structure
	03-	Brake, Turn & Back-Up Lights
1	OPT	Brake, Turn & Back-Up Lights: 6x4 B/T/BU M6-Series LEDs. (2) M6BTTC, (2) M6TC, (2) M6BUW, all with M6FC Flanges.
1	99-0600	DOT Marker Lights: Delete Standard Optronics LEDs w/rubber grommet bezels and replace with Whelen OS LEDs; (7) OSA00MCR Amber- (5) on front of body as Marker lights, (2) side facing on rear extrusions as Turn Signals; (7) OSR00MCR Red- (5) on rear of Body as Marker lights, (2) side facing as Turn Signals. These are steady burn models.
		Special Instructions: Must drill 1/2" center hole instead of 3/4"; drill (2) holes for #6 screws for mounting; BEFORE paint, loop wires and pull back through holes and position for retrieval after paint for final install of lights. See Scott R or Art B BEFORE this process is attempted and BEFORE unit goes to paint.
2	OPT	Turn Signals: IATS, Whelen 6x4 M6-Series, M6TC w/M6FC flanges
		Locate: Front of Body below outer Red M-Series LED Warning Lights.
	04-	Electrical, Power Distribution, Control Center & Interior Lighting

1	400005	Battery Switch, Automatic: TST CDR-357- ILOS Cole-Hersee. Located in Electrical Cabinet.
2	STD	Batteries: OEM, 650 C.C.A. Locate: (1) Under hood, (1) In roll-out tray in Compartment #4/5
1	99-0142	Battery, Additional, OEM, 650 C.C.A. w/Dual Roll-out Tray (NO Emergency Start Switch required)
	Per Livingston	Locate: In dual battery tray in Compartment #5. Std battery under hood is to be isolated as "Chassis Only" battery. (2) batteries in tray are to be "Conversion Only". Low Voltage battery isolation circuit required. Requires 200-amp continuous duty solenoid and isolator, Power Engineering PST-SBI-3112. No manual override switch required. See print 31-24-E10031.
1	STD Modified	Front Console/ Switch Panel: DELETE Standard ABS Formed console body attached to engine cover. Switch panel: <u>Type I style</u> Engraved black plastic with (12) LED lighted switches for Emergency Master, Primary/Secondary Modes, Light Bar, Siren/Horn, Left, Rear and Right Floods, Back-Up Alarm, Module Disconnect. Sirens mounted in engraved panel below switches, side by side.
1	99-0602	Front Console: Formed Aluminum, Powder-coated black for MSV II. See Print 44-M2-Proto. Install Type I Front Switch panel: Positron #MX01479. Also install aluminum, powder coated to match, doghouse cover/collar around the front of the console to meet up with the OEM engine cover. See print# 44-102339. (this was not done on the first two Livingston units)
1	400210	Sequencer/Load Manager, Kussmaul #091-32 Locate: Electrical Cabinet
2	STD Modified	Antenna, Radio Coax Cables: (1) From Dome Light #1 to Electrical Cabinet; (1) From Dome Light #2 to Electrical Cabinet w/Power & Ground for each. Label ends in Electrical Cabinet "Ant #1", "Ant #2". Leave two (2ft) foot tail at each end.
1	OPT	OMG Gateway 2030 System. Verizon 3G/4G LTE
		Locate: The Tri-Band antenna shall run from Dome Light #3 to Electrical Cabinet; The Dual Band antenna shall run from Dome Light #5 to Electrical Cabinet. Label "Ant #3, "Ant #4".
1	OPT	Install Customer Supplied CAT-5 Ethernet Cable. See Wade for parts. Locate: Front Console to Electrical Cabinet.
11	99-0522	Dome Light: Whelen LED, 18-diodes w/chrome flange MX80EHZA , 2-banks of four (4) lights; 1-bank of three (3) lights centered over cot, switched separately with Hi/Lo functions- ILOS
1	STD	Action Area Light: 16", 12 VDC LED Strip light, 18 diodes and On/Off switch on rear control panel
1	99-0014	Light, Indicator, Red LED- for Shoreline system Locate: Above Shoreline inlet to indicate vehicle is charging. (NOT just for power on) - Disconnect the indicator light with ignition is on.
1	400230	Shoreline: Auto Eject, 125 VAC, 20-Amp, 60 Hz straight-blade inlet w/hinged, weatherproof cover- ILOS
		<u>NOTE: Order Shoreline with a WHITE cover.</u>

2	STD	Switch, Momentary Disable: For Scene/Load Lights. (1) Located on Curbside Wall in 4-position plastic bezel: MX01518. (1) Located on Rear Curbside wall in standardized position, no bezel required, vertical S.S. trim is punched for switch.
1	400260	Timer, Rotary Style
		Locate: In Standardized position on Curbside Wall by Entry Door.
1	STD	Timer: 5-minute check-out, wired to CS High mode dome lights
1	400160	Inverter, Vanner 20-1050CUL- 1000watt, Wired Ignition HOT; Delete switch in rear panel.
		Locate: In Lower Walk-Thru Cabinet "E". Accessible thru removable door behind Technician's Seat. Line bottom of cabinet with same flooring as in ALS.
2	STD Modified	12 VDC Outlets: (1) in Action Area, (1) in ALS Cabinet- very top section at bottom right hand corner, DELETE STANDARD (1) in 2nd Action Area
3	STD Modified	125 VAC Outlets: Duplex, located (1) in Action Area, (1) in ALS- bottom section, upper right hand corner, (1) on Curbside Wall above foot of Squad Bench.
4	400100	Duplex Outlet, 125 VAC- IATS
		Locate: (1) in Pass-Thru Cabinet-upper right hand corner on back wall; (1) in Electrical Cabinet upper right hand corner; (1) In ALS Cabinet beside Std Outlet; (1) in Action Area Overhead Cabinet on Right Wall.
1	99-0604	Add (1) six outlet surge protector, hard wired into the 125vac outlet in the Pass-Thru base cabinet below. Drill a hole in the countertop close as possible to the corner that meets the ALS. Install on a DA'd aluminum plate - on the ALS wall.
		Locate: Below P/T window at top of the base cabinet, near the bulkhead wall. Will be installed on the ALS wall horizontally. See print F.
1	400150	DELETE Standard Battery Charger (when adding Inverter with integral charger)
1	STD	Spotlight: 400,000 CP handheld, hard wired, w/momentary On/Off switch, located in cab
1	STD Modified	Rear Switch Panel: Engraved black plastic panel with (14) LED lighted switch positions for Dome Lights (3), Vacuum (1), Vent (1), A.A. Light (1), DELETE Inverter Switch , AC/Heat (1), Fan Speed (1), Spare switches, Thermostat and digital clock w/Mode Buttons. MX01516.
1	400190 Modified	Radio Speakers- Patient Compartment w/Fader control. Located in CEILING, rear of dome lights. See print. Fader control located to the right of the standard 12v. & 125v outlets in the action area. NOTE: Use special speakers for ceiling: Jensen 5" Dual Cone Entry level speaker, model #1102094W. Add aluminum backer plates to roof: (2)-9 3/4" x 1/8" x 4" and (2)-10 1/2"x1/8"x4".
1	OPT	Road Safety System, Zoll- Model RS-4000 system
		Pre-wire for and install harness and components where applicable. Locate: Interface Module in Cabinet "D1"; Do Not use Spotter switches.
1	99-0344	Event Recorder System: Digital Ally DVM 250Plus
		Locate: Interface Module in Cabinet "D1". Includes (3) cameras in kit: (1) forward facing in cab, (1) facing the driver in the cab and (1) on rear exterior wall over rear doors - CENTER camera under rear Amber M7 light.
3	OPT	Light, Warning: Whelen M7RC LED w/flange, Red

		PN- M7RC, M7FC Flange
		Lens Color: CLEAR
		Locate: In lower, outer corner of interior door panel of Curbside Entry door and both Rear doors. Wire to flash when doors are Open.
	05-	Warning Lights & Sirens
1	DEL	DELETE Standard Light Bar, Front: Whelen 4500, Halogen
		Delete Light Bar and all Medix standard Halogen Warning Lights. Add LED lights with chrome flanges in all standard locations.
1	OPT	All Whelen M-Series LED Lighting Package
4	OPT	Light, Warning: Whelen M9RC LED w/flange, Red.
		PNs- M9RC, M9FC Flanges
		Lens Color: CLEAR
		Locate: Front of Body In <u>R-R/C-R-R/C-R-R</u> R/C-R pattern. Outer (2) lights and (1) Center light flash on K-Spec flasher. Inner (4) lights flash independently on Light Bar switch in front console.
3	OPT	Light, Warning: Whelen M9D++ LED w/flange, Red/White.
		PNs- M9D++, M9FC Flange
		Lens Color: CLEAR
		Locate: Front of Body In <u>R-R/C-R-R/C-R-R/C-R</u> pattern. Outer (2) lights and (1) Center light flash on K-Spec flasher. Inner (4) lights flash independently on Light Bar switch in front console. Install RED Leds on the left of each light head.
4	OPT	Light, Warning: Whelen M9RC LED w/flange, Red.
		PNs- M9RC, M9FC Flanges
		Lens Color: CLEAR
		Locate: (2) on each side of Body in upper corners.
2	OPT	Light, Warning: Whelen M9BTTXC LED w/flange, Red.
		PNs- M9BTTXC, M9FC Flanges
		Lens Color: CLEAR
		Locate: (2) Mid-Body - <u>Wire to Pri/Sec Modes with Brake/Tail lights Override</u>
2	OPT	Light, Warning: Whelen M9K LED w/flange Red/Amber Split
		PNs- M9K, M9FC Flanges
		Lens Color: CLEAR
		Locate: Rear of Body in Upper Corners, Install red leds on the left of each light head.
1	OPT	Light, Warning: Whelen M7AC LED w/flange, Amber.
		PN- M7AC, M7FC Flange
		Lens Color: CLEAR
		Locate: Center Rear of Body. Align centers with M9 LED centers.
2	OPT	Light, Warning: Whelen M7RC LED w/flange, Red
		PN- M7RC, M7FC Flange
		Lens Color: CLEAR
		Locate: Rear of Body between Corner Red/Amber and Scene Lights. Align centers with M9 LED centers.
1	NOTE	<u>Brake, Turn & Back-Up Lights:</u> 6x4 B/T/BU M6-Series LEDs.
		PNs- (2) M6BTTC, (2) M6TC, (2) M6BUW, all with M6FC Flanges.

		Locate: ILOS Brake, Turn, Back-Up lights- Rear of Body.
2	OPT	Light, Warning: Whelen M7D++ LED w/flange, Red/White
		PNs- M7D++, M7FC Flanges
		Lens Color: CLEAR
		Locate: Front fenders for Intersection Lights. Install RED Leds forward on each side.
2	DEL	DELETE STANDARD Lights, Warning, Grille: Whelen 5x2 Red LED, on center grille bar, w/Clear lenses and flanges.
2	99-0405-1	Light, Warning: Whelen ION, WIONSMCR, Red LED- ILOS
		Lens Color: CLEAR
		Locate: Front upper grille bar to work as Grille Lights
2	DEL	DELETE Standard Lights, Warning, Above Wheel Wells: Whelen 7x3 Red Halogen, (1) each rear wheel well.
4	OPT	Lights, Scene: M9LZC 9x7 LED w/M9FC Flange
		Locate: (2) Each Side of Body
2	OPT	Lights, Load: M7ZC 7x3 LED w/M7FC Flange
		Locate: (2) Rear of Body. Align centers with M9 LED centers.
1	99-0106	Scene Lights: Rear side scene lights ON in Reverse
1	STD	Flasher: Dual mode flasher for Warning Light system, Vanner 9860GCPE
1	500420	Wig-Wag Headlamps, Sound-Off - (<u>includes one switch in front panel, P/N: MX09048</u>)
2	STD	Siren Speakers: dual 100 Watt drivers mounted through the front bumper
1	99-0178	Siren, Whelen 295 HFS2 ILOS
		Wire STD Siren to Driver's side Speaker, locate siren head on the driver's side of the console.
1	99-0178	Siren, Whelen 295 HFS2 IATS
		Locate: 2nd Siren head beside Primary siren in formed aluminum console. Wire Primary siren to Driver's side speaker; Wire secondary Siren to Passenger's side speaker.
	06-	Oxygen, Vacuum & Miscellaneous Items
3	STD Modified	Oxygen Outlets: Quick-connect style, 1-in Action Area, 1-over Squad Bench, 1- in Ceiling in Standardized position.
1	STD Modified	Suction Aspirator System: SSCOR disposable container mounted ON Action Area panel w/SSCOR gauge and quick-connect; GAST vacuum pump mounted in Lower Walk-Thru Cabinet "E" w/access thru removable panel behind Technician's Seat.
1	OPT	Oxygen Cylinder Retention: Bracket for ALUMINUM "M" or "H" cylinder, adjustable w/3-spring buckle straps and top collar, powder-coated Safety Yellow color- in Compartment #1. See assembly print 66-A11379
3	600065	Bracket, O2 Cylinder, Portable, Medix M-14J w/mounting plate, for D-cyl or Jumbo D-cyl

		<p>Locate: In Compartment #2 above mid-point shelf- See Print B for location. Not installed on shelf, install (2) brackets on back wall spaced out from right hand wall a little in order to clear the third bracket. Install the third bracket on the right hand wall. All brackets should be approx./min. of 21" from the ceiling to the bottom of the brackets in order to remove the bottles. The offset in the back of the brackets should clear the lip on the shelf when installed. Reference units 14-M040-41.</p>
		<p>NOTE: Weld 1/2" x 4" backer plate vertically on back wall of can from center to rear of can and from top to bump stop. Make sure to add backer behind right hand wall.</p>
1	STD	O2 Regulator: Amvex, 50psi, pre-set
2	OPT	Flowmeter, LSP Constant Flow, Allied Healthcare L233 with quick connect Ohmeda adapter from Amvex p/n: AD-OHUO-M2
		Locate: SHIP LOOSE
	07-	AC / Heat
1	STD	HVAC System: High capacity Free Blow combination Heat-AC system, multi-speed fan and thermostatic control in Action Area. HVAC unit mounted in Front bulkhead over Walk-Thru.
	08-	Cabinets, Hardware & Miscellaneous Items
1	STD	Main Streetside Wall Cabinets: Specify required configuration-
		Custom Cabinet Configuration- CPR Seat w/NO 2nd Action Area
		Main Wall aisle-facing Cabinets will have (1) adjustable laminated wood shelf in each and sliding Lexan doors with full height extruded handles. Stainless steel trim on lower face. See Prints for Configuration.
1	800090	Corian Countertop- 1st Action Area, Color: Gray Mist HL-027 w/Eclipse HL-039 top and perimeter accent lips. To extend over the edge of cabinet main
1	OPT	Rear Main Cabinetry: Upper, Middle and Lower Cabinets w/sliding Lexan doors with full height extruded handles. Cabinets A1, A2, A3 are 18"H x 36.5"W x 17"D. Each Cabinet to have (1) Adjustable Shelf.
4	99-0029	Inventory Control Locks on sliding door cabinets- Footman loops on cabinet face and hole drilled in grab handle for wire tie
		Locate: Cabinets A1, A2, A3, B- See Print E.
1	STD	Action Area Overhead Cabinet: Full-height and depth aisle-facing cabinet w/sliding Lexan doors and full height extruded handles.
1	OPT	Cabinet in forward Action Area. Recessed into A.A. wall. Cabinet to be full height of Action Area, 4.375" Deep and 12" wide w/1- fixed shelf at mid point, single 1/2" Acrylic door hinged on right hand side w/non-locking round SouthCo latch. See Print 43-A11109.
	NOTE	The above A.A. Cabinet will require special print for Action Area panel

1	STD Modified	Action Area and <u>Switch Panel</u> : Laminated, sealed countertop and vertical panel with Suction system collection canister, Vacuum gauge, (2) Oxygen outlets, (1) 12VDC Outlet, (1) 125VAC Outlet and radio volume control. DELETE Inverter Switch. Switch panel includes (14) switch positions, Thermostat and digital clock w/Mode Buttons. MX01516. <u>Extends over to Corner Cabinet.</u>
1	OPT	Sharps and Waste recessed in action area countertop with (2) Red polycarbonate hinged lids, located closest to the edge near the workbench face. See print H. Hinge both lids on the edge closest to the action area panel.
		NOTE: Compartment #2 will require a smooth alum (same liner sprayed as the compartment) cover for this protruding sharps/trash.
1	DEL	DELETE Standard Angled Cabinet overhead, forward of CPR Seat
1	STD Modified	CPR Seat, ONLY: CPR seat w/hinged, latching lid, storage under seat w/TriMark latch, EVS formed back rest and seat cushion; DELETE 2nd Action Area w/(1) 12VDC outlet, (1) 125VAC outlet
1	DEL	DELETE Standard Angled Cabinet overhead, rear of CPR Seat
1	DEL	DELETE Standard Sharps/Waste Tilt-Out Cabinet
1	DEL	DELETE Standard Inside/Outside access to Compartment #3- Compartment #3 Deleted.
4	OPT	Glove Box Holder: Boundtree #290001, White, Baked Enamel- 5.5" x 10" x 3.75".
		Locate: Stacked vertically, two over two with 12" separation between upper and lower pairs on Rear Main Wall face below Exhaust Vent- See Print E. Install so there is space to slide a glove box in from the top of the bottom two brackets.
1	800168	EVS Technician's Seat w/Child Restraint System; Rear facing automotive style chair with Type II lap/shoulder belt mounted on swivel base- ILOS
1	STD	Seat Base: EVS SB-2 Swivel Base for EVS Technician's Seat
2	STD	Front Bulkhead Cabinets: Electrical Cabinet located above Tech Seat w/round SouthCo latching, vented door; HVAC cabinet and filtered air return above Walk-Thru.
1	STD Modified	Walk-Thru Cabinets: Upper cabinet- Split into "D1" /"D2" open storage w/ top hinged, round SouthCo latching doors; DELETE Standard opening on Lower cabinet "E", add removable, vented panel for "E" behind the Technician's Seat. This space will be for Inverter and Vacuum pump.
1	99-0036	Cabinet: Walk-thru Cabinet "D" divided into "upper"/"lower"- upper to have locking door, lower to have non-locking door
1	99-0080	Cabinet: Additional, Pass-thru area with (2) Non-Locking Wood doors on mod side, (1) adjustable shelf. Cabinet will close off standard access to Walk-Thru Cabinet "E". Cabinet is to be open from back side into the cab. This opening shall be trimmed out only and allow the driver to access this cabinet from the cab side. No doors required on the cab side of this cabinet. Cover top of cabinet w/LonPlate Flooring-same as in the ALS and on the floor.

1	OPT	ALS Cabinet, Custom: Lower Section- Open storage w/(1) adjustable shelf w/LonPlate flooring on shelf and on floor. Bottom of opening to have 1-inch retaining lip. Middle Section- Clear opening of min. 14.5-inches high w/dual WOOD doors & non-locking SouthCo latches. Upper Section- WOOD door, top-hinged with gas strut hold-open and locking SouthCo latch, min. of 15 inches opening height.
3	99-0123	Key Lock- Lock cylinder keyed for 345 Key
		Locate: Upper and Middle doors on ALS Cabinet.
1	STD	Glove Box Holders: (3) w/hinged, powder-coated steel door, in pad above Curbside Entry Door
1	99-0546	Cargo Net @ Head of Squad Bench- Type III-AD 170 MSV II PN: 86-101723
1	STD Modified	Squad Bench:
	1	Full length hinged lid w/TriMark latch for access to interior storage
	2	Full length upholstered seat cushion. DELETE Sharps/Waste Area ; full width upholstered back rest cushion
	3	(2) Belted seating positions w/(3) short bottom straps for 2nd Patient restraint
	4	Stainless steel trim on lower face.
1	DEL	DELETE Standard Sharps/Waste Drop-in style.
1	STD	Cabinet, Squad Bench Overhead: w/ (2) flip-up 1/2" Acrylic doors with round SouthCo latches.
1	800040	Inside/Outside Access to Compartment #6: With single 1/2" Acrylic hinged door w/round SouthCo latch
		Locate: On LH side of Compartment #6 interior cabinet wall for access to shelves in Compartment #6
1	STD	Cabinet, Rear Overhead: Cabinet over rear door opening w/ (1) flip-up 1/2" Acrylic door w/round SouthCo latch.
1	STD	Assist Rail: 1.25" Stainless steel w/radiused ends, overhead off-set toward Streetside.
3	STD	Grab handles: 12" x 1.25" dia. stainless steel mounted on each rear entry and curbside entry door
3	STD	Reflective Striping- Alternate Red/White chevron pattern on smooth aluminum kick panel-mounted on each rear entry and curbside entry door
8	STD	Reflective Striping, Door Open Protection: .50" Red reflective striping around interior door pan of all body doors.
	09-	Cots & Miscellaneous Items
1	STD	Cot Mount: Select- Stryker 6377, Dual Position, Removable
		Cot Model: STRYKER
	10-	Paint & Lettering
1	STD	Paint: Body all OEM White
1	OPT	Livingston Co. Graphics & Lettering Package
		Graphics to be installed at Customer's facilities. Truck will ship from Medix all White. Graphics package is done by customer's graphics company-see quote.
1	STD	Star-Of-Life Decal Pkg: Ship Loose is Standard
1	1000100	Roof Star ONLY, INSTALLED
		SHIP LOOSE
2	STD	Fire Extinguisher: (2) 5 lb.- Ship Loose is Standard

		Final Price: \$134,951 FOB Elkhart, IN

TOTAL ORDER		
--------------------	--	--

I have reviewed this Order and find it to be acceptable and ready to build.

_____ **Date:** _____
 Dealer Signature

I have reviewed this Order and find it to be acceptable and ready to build with the addition of the attached, approved changes.

_____ **Date:** _____
 Dealer Signature

Due to on-going product improvements and the changing requirements of the ambulance industry, MEDIX Specialty Vehicles, Inc. reserves the right to change product specifications and related products without prior notice and without any obligation to change prior products or parts. ALL PATENTS RIGHTS RESERVED.



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd, Director
Date: 11/24/2014
Re: Ambulance Replacement and Equipment

Recently Livingston County EMS was involved in a motor vehicle accident. It has been determined by our insurance carrier that in fact the ambulance is totaled. The accident did not result in injuries or damaged equipment. The damage occurred while the vehicle was near stopped and it was struck in the rear corner of the patient compartment by a semi-truck. Our coverage on the ambulances is for full replacement.

We are therefore requesting authorization to replace the ambulance and any equipment deemed non usable for patient care. We are insured for a total not to exceed \$134,951.00.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE CREATION OF ONE (1) ADDITIONAL FULL TIME ADMINISTRATIVE TECHNICAL SUPERVISOR - EMS / HEALTH AND HUMAN SERVICES / FINANCE / FULL BOARD

WHEREAS, the EMS department has been supporting the EMS Public Safety IT vacancy with a supervisor qualified to do the work; and

WHEREAS, the EMS department currently funds the IT position in its budget; and

WHEREAS, the EMS department already has an Administrative Technical Specialist job description that can fulfill the EMS Public Safety IT roll; and

WHEREAS, funding for this position is available in the EMS budget; and

WHEREAS, this Resolution has been recommended for approval by Health & Human Services Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establishes a resolution approving the creation of one (1) additional full time Administrative Technical Supervisor in the EMS Department.

Position Control - Munis [Livingston County] > Position Control			
Position #	Description	Stat	# Emps
65100116	ADMIN TECHNICAL SPE	P	0

#

#

#

**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd
Date: 11/20/2014
Re: Additional Technical Supervisor

Currently EMS has been supporting the public safety sector with a supervisor that is backfilling an IT opening. EMS has funded a public safety IT position for over a year. The supervisor filling that position is qualified and willing to stay on in a shared supervisory IT role under the Technical Supervisor job description. The funding will currently exist in the 2014 and 2015 budgets. The position will change from solely reporting to IT to a shared position with IT and EMS reporting responsibilities with a primary focus in public safety mobile technology support.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CONTRACTS FOR 2015 FOR THE REMONUMENTATION AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – REGISTER OF DEEDS / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, the Livingston County Survey Plan has determined a need for the Monumentation or Remonumentation of all the public land survey corners in Livingston County, in accordance with P.A. 345, 1990; and

WHEREAS, partial funding for the Monumentation or Remonumentation of all the public land survey corners in Livingston County has been provided by P.A. 346, 1990.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Grant Administrator to contract for the Remonumentation and Coordinate Determination of approximately 70 corners as proposed in the 2014 Grant Agreement for a total amount not to exceed \$120,000 (surveyor contracts).

BE IT FURTHER RESOLVED that no more than \$20,979 shall be taken from the Livingston County Survey Remonumentation Fund 245-278 as the County's contribution to the Grant Agreement and the Grant from the State of Michigan for its share totals \$126,552 for a total program not to exceed \$147,531 (total program budget).

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners and the Grant Administrator are hereby authorized to sign said State Grant and consultant surveyor contracts upon review and approval of Civil Counsel.

**MOVED:
SECONDED:
CARRIED:**

MEMORANDUM REGARDING 2015 SURVEY & REMONUMENTATION PROGRAM

2015 SURVEY & REMONUMENTATION PROGRAM:

The State Survey Commission has performed an audit of Livingston County's Remonumented Corners. We will review miscellaneous corners that have been reported as damaged or missing. This maintenance is necessary due to the corner monument being disturbed by construction, grading, plowing or vandalism. We will contract with a surveyor to perform this portion of the program throughout the county.

Primarily, the focus of the 2015 program will follow the state's recommendation to establish state plane coordinates on our previously monumented section corners. Following the state's directives, the County Survey Program will continue State Plane Coordinate Determination on approximately 70 Section Corners. We will have a surveyor with significant GPS (Global Positioning System) experience oversee this project and work with the County Representative to facilitate the project. We will have approximately 5 local contractors perform the actual fieldwork and report to the GPS manager.

The total budget for 2015 is **(\$147,531)**. The grant from the state is projected to be \$126,552. The County's contribution continues to come exclusively from the Remonumentation Fund (245) and will be approximately \$20,979.



Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 12/3/2014
**Re: RESOLUTION AUTHORIZING CONTRACTS FOR 2015 FOR THE
REMONUMENTATION AND STATE PLANE COORDINATE
DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN
LIVINGSTON COUNTY – Register of Deeds / General Government –
Finance – Full Board**

December 3, 2014

Livingston County Board of Commissioners
Livingston County
Howell, MI 48843

Re: Survey & Remonumentation Resolutions

Dear Board

The Survey & Remonumentation Program for 2015 has been prepared for review by the Board of Commissioners. You have received the proposed resolutions for our program. These resolutions are intended to do the following:

- Appoint the following people for leading the Remonumentation Program:
County Representative: Jack Smith, P.S.
Grant Administrator: Sally Reynolds
- Allow for contracting Surveying companies to do the Remonumentation work and establishing the value for these contracts.

We would like these items on the General Government agenda as soon as possible. If there are any questions prior to the meeting, please let me know.

Thank you for your attention to this matter.

Very truly yours,

Sally Reynolds,
Register of Deeds

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A PURCHASE ORDER FOR ROWE ENGINEERING AS THE FACILITATOR OF THE GPS PORTION OF THE 2015 REMONUMENTATION STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – REGISTER OF DEEDS / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Rowe Engineering, the only company with the necessary resources to be able to complete the work as the GPS facilitator for the 2014 Remonumentation State Plane Coordinate determination of the public land survey corners in the Livingston County Survey Plan; and

WHEREAS, the 2012 and 2013 Livingston County Remonumentation coordinate determination projects were able to gather data for more corners than were initially anticipated, greatly increasing the densification of the control network for all future contract work; and

WHEREAS, the facilitator tasks included coordination with County Representative and individual contractors, preparation of standards and data; reduction and input of data submitted; determination of final adjusted State Plane Coordinate values; and publication of final technical reports to the County and State; and

WHEREAS, Rowe Engineering, as the facilitator of the GPS program for the 2012 to 2014 programs, performed all tasks in a timely and exemplary manner to the satisfaction of the requirements of the County and State.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Purchase Order in the amount of \$14,000.00 to Rowe Engineering as GPS Facilitator of the 2015 Remonumentation State Plane Coordinate Determination of the public land Survey corners in Livingston County.

BE IT FURTHER RESOLVED that the competitive bid process per the Purchasing Policy be waived.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, supporting documents, and contracts/ agreements related to the grant application and subsequent award or future Amendments upon review by Civil Counsel.

#

**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 12/3/2014
**Re: RESOLUTION AUTHORIZING A PURCHASE ORDER
FOR ROWE ENGINEERING AS THE FACILITATOR OF
THE GPS PORTION OF THE 2015
REMONUMENTATION STATE PLANE COORDINATE
DETERMINATION OF THE PUBLIC LAND SURVEY
CORNERS IN LIVINGSTON COUNTY – Register of Deeds /
General Government – Finance – Full Board**

Board of Commissioners

Being fully aware of the Purchasing Department requirement of requesting RFP's for anything over \$10,000 I would like to request that procedure be waived in this instance, due to the very nature of this Purchase Order.

Rowe engineering, the only company with the necessary resources, was the facilitator of the GPS program for the 2012 to 2014 programs and performed all tasks in a timely and exemplary manner to the satisfaction of the requirements of the County and State.

Rowe was contracted for the initiation of the extensive Remonumentation GPS coordinate determination project for the 2012 program year, but the extent of the tasks required for facilitation of the project was relatively unknown.

The 2012 to 2014 Livingston County Remonumentation coordinate determination projects were successful and we were able to gather data for more corners than were initially anticipated, greatly increasing the densification of the initial control network for all future contract work.

The tasks required of the facilitator include:

- Coordination of project requirements and work areas with the County Representative.
- Preparation of standards and data submission requirements with the individual contractors.
- Reduction and input of data as submitted by the individual contractors.
- Determination of final adjusted State Plane Coordinate values.
- Publication of final technical reports to the County and State.

With Rowe having set up the control network in 2012; has set the standards for how data has to be submitted by individual contractors; and has the data in a form for the technical reports to the County and State; we would like to

ask that Rowe Engineering again be the GPS facilitator of the 2015 Remonumentation Program and approving the \$14,000.00 expenditure for that position.

Sally Reynolds, Register of Deeds

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY
REMONUMENTATION PLAN 2015 – REGISTER OF DEEDS / GENERAL GOVERNMENT /
FINANCE / FULL BOARD**

WHEREAS, under 1990 PA 345, and the approved Livingston County Survey Plan, the Livingston County Board of Commissioners must appoint a Grant Administrator (“Grant Administrator”) for all surveying projects approved and initiated by the State Survey and Remonumentation Commission (“Commission”); and

WHEREAS, the Survey and Remonumentation Committee has recommended the appointment of a Grant Administrator (Administrator) who will perform the duties of the County Grant Administrator; and

WHEREAS, the Grant Administrator has agreed that he/she, or any firm or corporation, with which he/she is associated, will not be a Monumentation Surveyor (as defined in the approved Livingston County Survey Plan) in any county in the State of Michigan; and

WHEREAS, the Administrator has agreed to provide the County with the services it requires which include the following:

The Administrator’s duties as Grant Administrator shall include:

Submitting annually a grant application and supporting documents to the Commission by December 31.

Selecting Monumentation Surveyor(s) in compliance with Qualification Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June 1987).

Submitting proposed County Monumentation Surveyor Contracts to the Livingston County Board of Commissioners for its approval and its authorization for execution.

Recommending payment to the Monumentation Surveyor(s) as provided by the contract.

Submitting other documentation as required by the Commission.

WHEREAS, for purposes of compensation for 2015, the Grant Administrator shall be reimbursed on a biweekly fixed fee basis for the time expended, which shall include required secretary/technician services. The biweekly fixed fee and additional reimbursement for necessary expenses shall be as follows:

- As part of the biweekly fixed-fee compensation, the Grant Administrator shall furnish his/her own office work space, telephone and vehicle; and
- The Grant Administrator shall be reimbursed for: (1) required expendable office

supplies; (2) long-distance telephone calls; (3) mileage (at the current Livingston County rate); (4) lodging (when it is necessary to be out of the County); and (5) miscellaneous applicable out-of-pocket expenses; and

- For the calendar year of 2015, the Grant Administrator shall be paid Three hundred fifty-three and 84/100 (\$353.84) per biweekly pay period (\$9,200 per year); and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints Sally Reynolds as Grant Administrator for Livingston County Survey and Remonumentation Plan for 2015 with the terms and conditions as outlined above.

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 12/3/2014
Re: RESOLUTION APPOINTING THE GRANT
ADMINISTRATOR OF THE SURVEY
REMONUMENTATION PLAN – 2015 /Register of Deeds -
General Government – Finance – Full Board

December 3, 2014

Livingston County Board of Commissioners
Livingston County
Howell, MI 48843

Re: Survey & Remonumentation Resolutions

Dear Board:

The Survey & Remonumentation Program for 2015 has been prepared for review by the Board of Commissioners. You have received the proposed resolutions for our program. This particular resolution is intended to appoint Sally Reynolds as the Grant Administrator and her wages to fulfill that position as Grant Administrator for the 2015 Remonumentation Program.

If there are any questions prior to the meeting, please let me know.

Thank you for your attention to this matter.

Very truly yours,

Sally Reynolds, Register of Deeds

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY

REMONUMENTATION PLAN – 2015 - Register of Deeds / General Government – Finance – Full Board

WHEREAS, under 1990 PA 345, and the approved Livingston County Survey Plan, the Livingston County Board of Commissioners must appoint a County Representative (“County Representative”) for all surveying projects approved and initiated by the State Survey and Remonumentation Commission (“Commission”); and

WHEREAS, the Survey and Remonumentation Committee has recommended entering into a contract for County Representative, as an Independent Contractor, commencing January 1, 2015 and terminating on December 31, 2015; and

WHEREAS, the County Representative may be a Monumentation Surveyor (as defined in the approved Livingston County Survey Plan), he/she hereby agrees that he/she will not perform any of the functions of the County Grant Administrator as defined in the approved Livingston County Survey Plan; and

WHEREAS, the Contractor is a surveyor licensed to practice in the State of Michigan and has agreed to provide the county, on an independent contractor basis, with the services it requires which include the following:

In addition to any duties assigned to county representatives by law and the approved Livingston County Survey Plan, the Contractor as County Representative shall establish requirements and procedures to implement the following:

- A. Research the history of corners and horizontal and vertical control stations.
- B. Field verify whether corners are “Existent”, “Lost”, or “Obliterated”.
- C. Set a marker at all corners following the Peer Group’s ratification. The location of said corners shall be established in accordance with the procedures set forth in the “Manual of Instructions for the Survey of Public Lands of the United States”, prepared by the Bureau of Land Management of the United States Department of Interior (Technical Bulletin 6, or subsequent editions).
- D. Recover all existing horizontal and vertical control stations.
- E. Establishing, scheduling meetings of, and chairing a Peer Group which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the Open Meetings Act, 1976 PA 267. Creating and maintaining a filing system for each corner, which contains all survey information compiled.
- F. Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to, the following:

1. For the current-year projects, a description of the work area

-
-
- completed, the work area projected to be completed by December 31, and work area remaining to be completed.
2. A general work-progress report for all previously awarded contracts.
 3. The Work Program for the following year. The Work Program will indicate (a) the area where the Public Land Survey corners and Property-controlling corners are proposed to be monumented and/or remonumented with the next contract year; (b) the area where the Public Land Survey corners and Property-controlling corners are to be researched in the next contract year; (c) the area where horizontal and vertical control stations are to be researched and located; and (d) the area where horizontal and vertical coordinates are to be established.
- G. Creating and maintaining a filing system for horizontal and vertical geodetic monumentation information obtained from National Geodetic Survey, United States Geological Survey and other sources.
- H. Coordinating the densification of horizontal and vertical geodetic monumentation with the Commission's Geodetic Advisor.
- I. Schedule and chair the meetings of the Survey & Remonumentation Committee.
- J. Ascertain, through periodic on-site inspections and determine that the work performed under monumentation contracts has been satisfactorily completed before recommending to the Grant Administrator that final payment to be made by the Livingston County Board of Commissioners.
- K. Review and revise the Livingston County Survey Plan as determined by the State Commission and County Survey & Remonumentation Committee for approval by the County Board of Commissioners and State Survey Commission.

WHEREAS, for purposes of compensation for 2015, the County Representative shall be considered as an Independent Contractor to be reimbursed on a monthly fixed-fee basis for the time expended, this shall include required secretary/technician services. The monthly fixed-fee and additional reimbursement for necessary expenses shall be as follows:

- As part of the weekly fixed-fee compensation, the County Representative shall furnish his/her own office work space, telephone and vehicle; and
- The County Representative shall be reimbursed for (1) required expendable office supplies; (2) long distance telephone calls; (3) mileage (at the current Livingston County rate); (4) lodging (when it is necessary to be out of the County); and (5) miscellaneous applicable out-of-pocket expenses; and
- For the calendar year of 2014, the County Representative shall be paid One thousand six hundred sixty-six and 66/100 dollars (\$1666.66) per month, [Twenty thousand Dollars (\$20,000) per year]; and

If, due to unexpected circumstances, it is deemed to be in the best interest of Livingston County to exceed the \$20,000 maximum, approval by the Livingston County Board of Commissioners will be required.

WHEREAS, after careful consideration, the Survey & Remonumentation Committee recommends the appointment of Jack Smith as County Representative of the Livingston County Survey and Remonumentation Plan.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints Jack Smith, as County Representative, for Livingston County Survey and Remonumentation Plan and authorizes a contract commencing January 1, 2015 and terminating December 31, 2015, with the term and conditions as outlined above.

BE IT FURTHER RESOLVED that the Chair is authorized to sign said contract as prepared by Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF REGISTER OF DEEDS

200 E GRAND RIVER, HOWELL, MI 48843
Phone 517.540.8823 Fax 517.546.5966
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 12/3/2014
Re: RESOLUTION APPOINTING COUNTY REPRESENTATIVE
OF THE SURVEY REMONUMENTATION PLAN – 2015 -
Register of Deeds / General Government – Finance – Full Board

December 3, 2014

Livingston County Board of Commissioners
Livingston County
Howell, MI 48843

Re: Survey & Remonumentation Resolutions

Dear Board:

The Survey & Remonumentation Program for 2015 has been prepared for review by the Board of Commissioners. You have received the proposed resolutions for our program. This particular resolution is intended to appoint Jack Smith, PC as County Representative, and approve his wages to fulfill that position as County Representative for the 2015 Remonumentation Program.

If there are any questions prior to the meeting, please let me know.

Thank you for your attention to this matter.

Very truly yours,

Sally Reynolds, Register of Deeds

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT TO PURCHASE AN IMAGING APPLICATION FOR THE FRIEND OF THE COURT AND CIRCUIT COURT CLERK – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, the Friend of the Court and the Circuit Court Clerk have a need for an Enterprise Content Management (ECM) imaging solution in order to improve efficiency; and

WHEREAS, this application will allow the Friend of the Court and the Circuit Court Clerk’s Office to electronically scan and store domestic relations documents that will lead to cost savings and improved support enforcement through the efficient use of the state-of-the-art Hyland OnBase ECM solution provided by ImageSoft Incorporated; and

WHEREAS, the State of Michigan Department of Information Technology has approved the Hyland OnBase ECM software and hardware solution as compatible with the Michigan Child Support Enforcement System (MiCSES), the application used by the Friend of the Court; and

WHEREAS, the State of Michigan Office of Child Support has approved the Hyland OnBase ECM software solution proposed by the Livingston County Friend of the Court as being eligible for 66% reimbursement through the Cooperative Reimbursement Program (CRP); and

WHEREAS, Gartner Consulting recommended using the Hyland OnBase software and 17 other Michigan counties including Jackson, Genesee, Ingham and Washtenaw currently use the software in the Friend of the Court environment; and.

WHEREAS, the Hyland OnBase ECM solution will streamline and automate many of the Friend of the Court and Circuit Court Clerk’s workflow processes, giving constituents and employees the ability to retrieve allowed case files and other pertinent information in seconds, versus the hours it takes currently; and.

WHEREAS, a dedicated Information Technology Application Developer is highly recommended by ImageSoft, as a best practice to lead the Friend of the Court and Circuit Court Clerk Hyland OnBase implementation. Upon completion of this project, the Application Developer will be needed to lead other County department Hyland OnBase implementations and provide primary ongoing support.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes entering into a contract with ImageSoft for software and implementation services; and the purchase of additional hardware, at a cost not to exceed \$300,850 of which \$122,091 is for Circuit Court Clerk and \$178,759 for Friend of the Court, for the purpose of supplying and installing the Hyland OnBase imaging system.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the creation and hiring of an Application Developer to assist in the implementation and ongoing support of the Hyland OnBase ECM solution. This position has been planned for in the 2015 budget.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments or transfers to effectuate the above.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign any agreements or documents as needed for this project upon review of Civil Counsel.

#

#

#

MOVED:
SECONDED:
CARRIED:

Premise Software					FOC	Clerk	Total
	Product	Unit Cost	# Units	Cost			
Local Government Licensing Bundle -- Modules comprising the bundle include: Multi-User Server (1), Unity Client Server (1), EDM Services (1), Application Enabler (single application) (1), Full-Text Indexing Server for Autonomy IDOL (1) and Virtual Print Driver (1).	GV-B-MU2	\$16,000	1	\$16,000	\$ 10,285.71	\$ 5,714.29	\$ 380.95
Local Government Named User Client	GV-B-MU2-CTIPN1	\$400	42	\$16,800	\$ 10,800.00	\$ 6,000.00	\$ 400.00
Local Government Workflow Named User Client SL	GV-B-MU2-WLIPN1	\$700	42	\$29,400	\$ 18,900.00	\$ 10,500.00	\$ 700.00
Local Government Concurrent Client	GV-B-MU2-CTIPC1	\$650	4	\$2,600		\$ 2,600.00	\$ 61.90
Local Government Workflow Concurrent Client SL	GV-B-MU2-WLIPC1	\$1,000	4	\$4,000		\$ 4,000.00	\$ 95.24
Local Government Distributed Disk Services	GV-B-MU2-DSIP1	\$2,000	1	\$2,000	\$ 1,285.71	\$ 714.29	\$ 47.62
Local Government Application Enabler	GV-B-MU2-AEIP1	\$6,000	2	\$12,000	\$ 7,714.29	\$ 4,285.71	\$ 285.71
Local Government Production Document Imaging (TWAIN)	GV-B-MU2-TIIPW1	\$2,000	1	\$2,000	\$ 1,285.71	\$ 714.29	\$ 47.62
Local Government Production Document Imaging (TWAIN)(2+)	GV-B-MU2-TIIPW2	\$800	1	\$800	\$ 514.29	\$ 285.71	\$ 19.05
Document Composition	ADIP1	\$20,000	1	\$20,000	\$ 12,857.14	\$ 7,142.86	\$ 476.19
Document Import Processor	DPIPW1	\$5,000	1	\$5,000	\$ 3,214.29	\$ 1,785.71	\$ 119.05
					\$ -	\$ -	
	Software Discount (10%)			-\$11,060	\$ (7,110.00)	\$ (3,950.00)	\$ (263.33)
OnBase Annual Software Maintenance	OBMAINT	\$22,120	1	\$22,120	\$ 14,220.00	\$ 7,900.00	\$ 526.67
ImageSoft Software							
TrueSign™ (Integrated Electronic Signature) - provides a tool for signing documents electronically that produces an image with an actual signature. Allows users to mark document with a "sign here" flag, and allows signing by proxy. Includes electronic seals and stamps. Includes signing license for up to 50 users.	IS-ISIGN	\$10,000	1	\$10,000	\$ 6,428.57	\$ 3,571.43	\$ 238.10
iDocConverter – Converts various file formats to TIFF or PDF. Works with Word, HTML, Text, and PDF (check for latest supported formats, does not perform OCR). This license supports a single processing server.	IS-IDCV	\$5,000	1	\$5,000	\$ 3,214.29	\$ 1,785.71	\$ 119.05
ImageSoft Annual Software Maintenance	ISMAINT	\$3,000		\$3,000	\$ 1,928.57	\$ 1,071.43	\$ 71.43
	Premise Software Subtotal			\$139,660	\$ 85,538.57	\$ 54,121.43	Total
Professional Services							
	Product	Unit Cost (hours)	# Units (hours)	Cost			
Planning & Initiation			12	\$1,980	\$ 1,272.86	\$ 707.14	\$ 47.14
Conduct Planning and Initiation Activities		\$165	12				
Business Analysis and Design			70	\$11,550	\$ 7,425.00	\$ 4,125.00	\$ 275.00
Prepare for On-site Discovery		\$165	6				
Conduct On-site Business Analysis and Discovery		\$165	16				
Functional Specification Creation and Delivery		\$165	30				
Conduct Internal Scope Review of FS		\$165	12				
Conduct Customer Review of FS		\$165	6				

Solution Certification Training								
Hyland Facilitated - Classes available in Cleveland, Irvine or Remote								
OnBase System Administration Certification Training					\$2,800	1		
OnBase Workflow Administration Training					\$2,800	1		
Assist User Acceptance Testing (UAT)						40	\$6,600	\$ 3,600.00 \$ 2,000.00 \$ 133.33
Assist On-Site UAT Testing and Go-live Preparation					\$165	40		
Production Rollout (Go-live)						44	\$7,260	\$ 4,242.86 \$ 2,357.14 \$ 157.14
Create Test Environment					\$165	8		
Promote System to Production					\$165	4		
Perform Go-Live of System					\$165	16		
Post Go-Live Transition to Support					\$165	16		
Project Management						80	\$13,200	\$ 8,485.71 \$ 4,714.29 \$ 314.29
Conduct Project Management Activities					\$165	80		
ImageSoft Customer Care (Annual \$4,528 Year 2 and beyond)							Included	
Services Subtotal							\$91,070	\$ 58,545.00 \$ 32,525.00 Total
Total								
Grand Total							\$230,730	
Pricing valid for 120 days								

Travel & Expenses Estimation				
	Unit Cost	# Units	Cost	
Estimated Travel Expenses (Rebilled at Cost)				\$0
Hotel	\$150	0		
Daily Meal and Incidental Allowance	\$50	0		
Car Rental w/ Fuel	\$130	0		
Travel & Expense Estimation				\$0

FOC	Clerk	Total	
\$ 144,083.57	\$ 86,646.43	\$ 230,730.00	Total

Equipment Estimation				
	Unit Cost	# Units	Cost	
Clerk Equipment				\$24,345
Bar Code Labelers	\$618	2	\$1,236	

Medium Scanners		\$7,703	3	\$23,109
FoC Equipment			5	\$18,425
Bar Code Labelers		\$618	1	\$618
Medium Scanners		\$7,703	2	\$15,406
Printer/Scanner (MFP)		\$679	1	\$679
Desktop Scanner		\$1,722	1	\$1,722
Equipment total				\$42,770

FOC	Clerk	Total	
\$18,425	\$24,345	\$ 42,770.00	Total

Project Totals

				Cost
Clerk Totals				\$122,091
Premise Software				\$54,121
Services				\$32,525
Hardware				\$24,345
Contingency				\$11,099
FoC Totals				\$178,759
Premise Software				\$85,539
Services				\$58,545
Hardware				\$18,425
Contingency				\$16,251
Project total				\$300,850

RESOLUTION

NO: 2014-12-003 GH

LIVINGSTON COUNTY

DATE: December 8, 2014

RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME NETWORK ASSISTANT IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT

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

WHEREAS, the IT department currently maintains over 650 computers, 90 servers and provides IT services to all County departments, Handy Township and LESA; and

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

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

WHEREAS, the position being requested is an authorized position in the current FY 2014 I.T. Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full-time Network Assistant to fill the position that is now vacant.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
22800106	NETWORK ASSISTANT	A	0	1.000

#

#

#

MOVED:

SECONDED:

CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Rich Malewicz

Title of Position to be Filled: Network Assistant

Salary: \$44,054.23

Position Control#: 22800106

Annual Cost of Budgeted Position (incl. fringe benefits): \$63,315

Projected Cost for the next five years (incl. fringe benefits): \$321,432

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position John Geisa

When did the position become vacant? September 22nd, 2014

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.

This position is critical to ensure the continuity of infrastructure and to ensure timely service delivery to the county customers.

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

Jan., 2009: 13 Jan., 2010: 12 Jan., 2011: 14 Jan., 2012: 14 Jan., 2013: 14

3. 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?

At this point this technique is not possible as we are short five positions.

4. Specifically list three reasonable options **or detriments to the department** if your request to replace a position is denied.

1. Employee burnout\ decrease in morale
2. Increase in contracted services
3. Decrease services to the County- extended wait time

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

We have attempted to hire temporary employees but have been unsuccessful for the last 3 months.

7. 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)?

Overtime usage has gone up as well as our dependency on outside vendors which unfortunately come at a premium cost.

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

The two employees remaining do not have the skill set to be cross trained in this area.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Yes

RESOLUTION

NO: 2014-12-004 GH

LIVINGSTON COUNTY

DATE: December 8, 2014

RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME SENIOR NETWORK ADMINISTRATOR IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT

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

WHEREAS, the position became vacant on October 27, 2014 due to a promotion; and

WHEREAS, the IT department currently maintains over 650 computers, 90 servers and provides IT services to all County departments, Handy Township and LESA; and

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

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

WHEREAS, the position being requested is an authorized position in the current FY 2014 I.T. Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full-time Senior Network Administrator to fill the position that is now vacant.

Position Control - Munis [Livingston County] > Position Control

Position #	Description	Stat	# Emps	CY FTE	E
22800105	SR NETWORK ADMIN	A	0	1.000	

#

MOVED:

SECONDED:

CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Rich Malewicz

Title of Position to be Filled: Senior Network Administrator

Salary: \$52,341.26

Position Control#: 22800105

Annual Cost of Budgeted Position (incl. fringe benefits): \$73,262

Projected Cost for the next five years (incl. fringe benefits): \$331,379

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position Ken Langley

When did the position become vacant? October 27th, 2014

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.

This position is critical to ensure the continuity of infrastructure and cyber security operations.

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

Jan., 2009: 13 Jan., 2010: 12 Jan., 2011: 14 Jan., 2012: 14 Jan., 2013: 14

3. 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?

At this point this technique is not possible as we are short five positions.

4. Specifically list three reasonable options **or detriments to the department** if your request to replace a position is denied.

1. Employee burnout\ decrease in morale
2. Increase in contracted services
3. Decrease services to the County- extended wait time

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

We have attempted to hire temporary employees but have been unsuccessful for the last 3 months.

7. 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)?

Overtime usage has gone up as well as our dependency on outside vendors which unfortunately come at a premium cost.

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

The two employees remaining do not have the skill set to be cross trained in this area.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Yes

RESOLUTION

NO: 2014-12-005 GH

LIVINGSTON COUNTY

DATE: December 8, 2014

RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME SENIOR PUBLIC SAFETY TECHNOLOGY SPECIALIST IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT

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

WHEREAS, the IT department currently maintains over 650 computers, 90 servers and provides IT services to all County departments, Handy Township and LESA; and

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

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

WHEREAS, the position being requested is an authorized position in the current FY 2014 I.T. Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full-time Senior Public Safety Technology Specialist to fill the position that is now vacant.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
22800114	SR PUBLICSAFETY TECH	A	0	1.000

#

#

#

MOVED:

SECONDED:

CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Rich Malewicz

Title of Position to be Filled: Sr. Public Safety Technician

Salary: \$48,019.51

Position Control#: 22800114

Annual Cost of Budgeted Position (incl. fringe benefits): \$68,074

Projected Cost for the next five years (incl. fringe benefits): \$326,192

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position Paul Taylor

When did the position become vacant? September 29th, 2014

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.

This position is critical to ensure the continuity of infrastructure and to ensure timely service delivery to the public safety county customers.

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

Jan., 2009: 13 Jan., 2010: 12 Jan., 2011: 14 Jan., 2012: 14 Jan., 2013: 14

3. 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?

At this point this technique is not possible as we are short five positions.

4. Specifically list three reasonable options **or detriments to the department** if your request to replace a position is denied.

1. Employee burnout\ decrease in morale
2. Increase in contracted services
3. Decrease services to the County- extended wait time

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

We have attempted to hire temporary employees but have been unsuccessful for the last 3 months.

7. 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)?

Overtime usage has gone up as well as our dependency on outside vendors which unfortunately come at a premium cost.

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

The two employees remaining do not have the skill set to be cross trained in this area.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Yes