

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

2/13/2012

304 E Grand River, Suite 201, Howell, Michigan 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **APPROVAL OF MINUTES**
Meeting Minutes Dated: January 9, 2012
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
Introduction of the new Livingston County 4-H Coordinator, Sarah McKinney
Ted Westmeier - Agency Goals for 2012
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-
- 07 **Information Technology**
RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY WEBSITE REDESIGN PROJECT TO PROCEED
-
- 08 **Emergency Medical Services**
RESOLUTION AUTHORIZING LIVINGSTON COUNTY EMS TO ENTER INTO THE CMS INNOVATIONS GRANT PROGRAM/MICHIGAN RURAL EMS NETWORK AGREEMENT- Health and Human Services/ Finance Committee
-
- 09 **Emergency Medical Services**
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH NYE UNIFORM FOR UNIFORMS – EMS /Health Human Services/ Finance
-
- 10 **Michigan Works**
RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! WORKFORCE INVESTMENT ACT SERVICE CENTER OPERATION PLAN FOR THE PERIOD JULY 1, 2011, TO JUNE 30, 2012
-
- 11 **Michigan Works**
RESOLUTION TO APPOINT PRIVATE SECTOR MEMBERS TO THE LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL
-
- 12 **Michigan Works**
RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL

(LIVINGSTON COUNTY MICHIGAN WORKS!) AS THE CERTIFIED ONE-STOP OPERATOR

- 13 Michigan Works**
RESOLUTION APPROVING THE SUBMISSION OF THE CALENDAR YEAR 2012 MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2012, TO DECEMBER 31, 2012
-
- 14 LETS**
RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN MIAMI, FL. APRIL 9-13, 2012 - L.E.T.S. /General Government
-
- 15 LETS**
RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT FOR FISCAL YEAR 2013 - L.E.T.S. / General Government
-
- 16 LETS**
RESOLUTION OF INTENT TO APPLY FO FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2013 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. / General Government
-
- 17 LETS**
RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S./General Government
-
- 18 LETS**
RESOLUTION AUTRHORIZING THE REORGANIZATION OF THE L.E.T.S. DEPARTMENT - L.E.T.S./General Government/Finance/Board
-
- 19 LETS**
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE - L.E.T.S. / General Government / Finance / Board
-
- 20 Car Pool**
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (Vehicles) - Motor Pool / General Government / Finance / Board
-
- 21 Information Technology**
RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL - INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
-

- 22 Information Technology**
RESOLUTION AUTHORIZING THE PURCHASE OF A THREE YEAR
SMARTNET MAINTANCE AGREEMENT FOR LIVINGSTON COUNTY
INFORMATION TECHNOLOGY'S CISCO TELEPHONY SOFTWARE,
HARDWARE AND CISCO EMERGENCY RESPONDER - INFORMATION
TECHNOLOGY/GENERAL GOVERNMENT
-

- 23. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 9, 2012 - 7:30 PM

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

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. DOLAN COMM. DRICK COMM. LA BELLE COMM. WILLIAMS

OTHERS:
BELINDA M. PETERS
CINDY MENDOZA
DARREN SPEER
MARK JOHNSON

PAUL MORRISON
LYNN MORISON
PAUL McNAMARA

KEVIN WILKINSON
JEFF BOYD
CAROL GRIFFITH

MAGGIE JONES
RON VAN HOUTEN
CAROL SUE JONCKHEERE

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:31 PM.**

2. **APPROVAL of MINUTES:** **MINUTES OF MEETING DATED DECEMBER 12, 2011:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: DRICK / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

3. **APPROVAL of AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: DRICK / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** None.

5. **CALL TO THE PUBLIC:** **LYNN MORRISON** - HOWELL MI: Mrs. Morrison is the owner of a breeding kennel in Cohoctah Township. Unhappy with new kennel fee instituted by Animal Control per a letter she received recently in the mail. Would like Two (2) questions answered: ① Is the letter for inspection fee for boarding kennels and rescue groups; and, ② Required purchase agreement and health guarantee.

**MOTION TO SCHEDULE REVIEW OF LIVINGSTON COUNTY ANIMAL CONTROL FEE
SCHEDULE AT NEXT GENERAL GOVERNMENT MEETING OF FEBRUARY 13, 2012.**

MOVED BY: LA BELLE / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

6. RESOLUTIONS for CONSIDERATION.

7. BUILDING SERVICES: RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY

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

8. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO HARRIS FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY TREASURER'S DEPARTMENT FOR THE YEAR 2012

**RECOMMEND MOTION TO: FINANCE
MOVED BY: LA BELLE / SECONDED BY: DRICK
ALL IN FAVOR - MOTION PASSED**

9. ADMINISTRATION: RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR THE COUNTY FINANCIAL OFFICER TO ATTEND THE GOVERNMENT FINANCE OFFICER ASSOCIATION (GFOA) ANNUAL CONFERENCE IN CHICAGO, ILLINOIS

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

10. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR TWO EMS MANAGEMENT STAFF

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

11. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E48)

12. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E50)

13. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E51)

14. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E60)

**MOTION TO RECOMMEND ALL AIRPORT RESOLUTIONS, #11, #12, #13
AND #14, TO: FINANCE**

MOVED BY: LA BELLE / SECONDED BY: DRICK

ALL IN FAVOR - MOTION PASSED

15. ADMINISTRATION: RESOLUTION AMENDING RESOLUTION #2009-07-218 TO INCREASE FINANCIAL ANALYST POSITION FROM 4 DAYS PER WEEK TO 5 DAYS PER WEEK

RECOMMEND MOTION TO: FINANCE

MOVED BY: LA BELLE / SECONDED BY: DRICK

AMEND MOTION TO RECOMMEND TO: PERSONNEL COMMITTEE

MOVED BY: LA BELLE / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

16. ADJOURNMENT:

MOTION TO ADJOURN AT 8:05 PM.

MOVED BY: LA BELLE / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

CAROL JONCKHEERE
RECORDING SECRETARY

PPHS Goals 2012

1. Emergency Preparedness – Continue to advance and improve the Livingston County Push Partner/Closed POD program and ensure that the Public Health Services Annex of the Livingston County Emergency Operation Plan is up to date and provides comprehensive response planning guidance in association with an all-hazards approach. Continue to engage the Public Health Volunteer Response team offering a variety of trainings, including online training options, and a mock exercise/hands on training; begin to expand membership to include local pharmacists on the team; and continue to engage the team with the social media options such as face book and the PHVRT webpage.
2. HAI Project – Participate in a NACCHO funded project to help identify the role of local health departments in Healthcare Associated Infections (HAI). Our efforts will include collaborating with community partners to assess the needs, challenges and gaps in HAI prevention; facilitate provider education related to prevention, surveillance and response; and increase public education on HAI awareness and prevention.
3. Improve the health status of mothers and children in the WIC program by implementing a breastfeeding peer counselor program to support breastfeeding mothers, by expanding staff training opportunities and by promoting client and community education about breastfeeding.
4. The infant mortality rate for Livingston County has increased from 5.7 per 1,000 births for a three year average in 2006-08 to 6.9 in 2007-09. LCDPH will engage the assistance from the University of Michigan Biostatician students to analyze data from birth abstracts and death certificates to help identify risk factors that may be associated with infant mortality.

EH Goals 2012

5. Indoor radon levels in Livingston County often exceed the recommended air quality levels established by the Environmental Protection Agency. LCDPH receive numerous calls from homeowners, realtors and builders with concerns regarding elevated radon levels and the options available to reduce radon. We intend to develop an educational campaign targeted primarily toward Real Estate professionals, home builders and homeowners and present information on radon reduction and new construction technology that has improved over the past few years. We will also encourage home builders to consider incorporating radon resistant technology for new construction.

6. The installation of geothermal heating and cooling systems represents a potential for conflict with onsite septic systems and drinking water wells in Livingston County. These systems may be installed in a number of different configurations and depending on the installation method may endanger our drinking water supplies if not properly constructed. Additionally, these systems need to be documented as they may reduce or eliminate suitable areas for onsite septic systems or other future addition construction proposals.

Our current procedure for permitting these systems is not straight forward and can be confusing for both clerical and contractors. Our goal is to create a more simplified application and permitting procedure; and to work more closely with the Livingston County and Green Oak Township Building Departments, Michigan Department of Environmental Quality, and geothermal contractors.

7. In 2011 EH identified three specific goals related to improving service delivery to the general public. All three goals are dependant upon Information Technology Department providing staff time and direction. The goals identified in 2011 have not been accomplished and will be carried over into 2012 and include:
 - a) Collection and receipting of one payment by the customer for services provided by Drain, EH and Building. Currently the customer must write out three individual checks to each department.
 - b) Completion of beta testing and transition to a new permitting software program called OpenFACILIS. This program is web based and will allow permit applications and collection of payments to be accomplished online.
 - c) Provide online capability for public viewing of EH scanned well and septic documents. We currently receive significant volume of calls requesting this information. With the upgrade of the new Laserfiche software program, a public portal does exist, however in order for this to be accomplished; a combination of staff resources from IT and the vendor is needed.

ANIMAL CONTROL GOALS 2012

8. Evaluate the current staffing structure and if necessary submit a reorganization plan for consideration by Human Resources, County Administration and the Board of Commissioners. We are experiencing an increase in abuse and neglect calls which is placing significant burdens on the time of our Animal Control Officers (ACO's). We are experiencing an increasing inventory of animals, increased adoptions and increased needs in the shelter operations.

9. The facilities at the shelter are in need of improvement. Funding has been placed in contingency to improve soundproofing in the dog kennel area, improve the outdoor kennels and construct a quarantine room for sick animals. We will be submitting additional information for future Board action.

10. We are planning to educate our residents about the state rules requiring dog licensing. This includes township newsletters, homeowners associations, mobile home parks, apartment complexes, and a possible dog census. We believe that less than 30% of the dogs in the county are properly licensed.

PUBLIC HEALTH ADMINISTRATION GOALS 2012

11. The Department of Public Health will develop a strategic plan for the next three to five years. National accreditation models require that a strategic plan be in place for the Department. The implementation of the Affordable Health Care Act might affect our future programming.

12. The Department of Public Health plans to totally integrate the financial operations with those of the County. We need to begin the process and hope to gain authorization to hire a Senior Accountant in the Department of Public Health that will be our first step toward full integration.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY WEBSITE PROJECT REDESIGN PROJECT TO PROCEED

WHEREAS, Livingston County’s co.livingston.mi.us website has been operational for 11 years with the same overall look and minimal structure change; and

WHEREAS, the current website structure is not “user-friendly”; and

WHEREAS, the County wants to provide an expedient way for Livingston County customers to find and use current information and services on-line; and

WHEREAS, enabling swift access to information along with the addition of new on-line services, increases county revenues and reduces staff time required for over the counter transactions; and

WHEREAS, County Administration and Information Technology have been collaborating with Oakland County (winner of several website design awards) who will host our new website, help with the deployment of new on-line services, and mentor Livingston County staff; and,

WHEREAS, Cleary University and other educational institutions have been identified as a potential partners to assist in the content migration; and,

WHEREAS, additional contractual services will be required for project management and website structure design, RFPs for these services will be submitted for approval to the board in the near future; and,

WHEREAS, Livingston County will be entering into an Intergovernmental Agreement with Oakland County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Livingston County Website Redesign Project to proceed.

AND BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes County Administration to enter into an Intergovernmental Agreement with Oakland County for services to be rendered for the Livingston County Website Redesign Project.

#

MOVED:
SECONDED:
CARRIED:

Background

The Internet has become a critical component of effective, cost efficient service delivery for government agencies of all sizes. Constituents have come to expect that governments will implement and maintain Web-based technology services that enable self-service access to government information. Web-based technology implementations have the potential to transform the relationship between government and the people it serves, while also achieving significant benefits in cost savings and cost avoidance for government agencies.

Livingston County would like to further increase the value and usefulness of its Web site resources through the incorporation of newer Web technologies that provide enhanced access and self-service functionality. To achieve this goal, the County is proposing a new public Web Site Portal, Content Management System, and E-commerce Service that will better serve the County's residents and other diverse audiences. These new services will provide easier public access to County information and online services, which will result in improved service, reduced costs, and potentially new revenue sources.

Major Objectives

The primary goals of the proposed Web site redesign project are focused on enhancing the accessibility and usability of the County's Web resources, for both constituents and County staff. These objectives include:

- Create a unified County Web site strategy and governance model that represents all operational Departments and provides advanced Web technology solutions.
- Implement comprehensive Web site information architecture and navigation, along with current and relevant information and content.
- Implement consistent Web site user interface design and functionality.
- Implement a delegated Web site content management system and streamlined workflow so that Departments are able to maintain their own Web content.
- Improve and expand the County's E-commerce capabilities and standardize the look and feel of existing Web applications
- Effectively launch and promote the new County Web Portal both internally and to the general public.
- Create and implement a sustainable long-term support and maintenance strategies.

Benefits

The proposed Web site redesign project includes new technologies and features designed to achieve maximum benefit for all internal and external Web site users. These benefits represent tangible and intangible improvements in service delivery, including:

- Increased accessibility and usability of the County Web site.
- Improved timeliness and accuracy of County Web site information.

- New opportunities for information and service discovery for residents, visitors, businesses, other governments, employees and others using the Web.
- Increased public awareness and usage of County government programs and services.
- Innovative new approaches to a more accessible, productive and cost-effective County government.
- Potential cost-avoidance and/or cost recovery through improved service delivery and expanded E-commerce services.
- Continued development of innovative government technology solutions.

Conclusion

Livingston County can benefit from the implementation of new Web-based technologies that support enhanced accessibility and service delivery. The proposed Web site redesign project includes components designed to facilitate the County's delivery of services to constituents, employees, local communities, businesses, and Web users throughout Michigan and around the world. By leveraging technology to create user-centric Web-based resources and opportunities for self-service, Livingston County can solidify its online presence while increasing operational efficiency and overall cost effectiveness.

Livingston County Department of Information Technology Project Scope and Approach

Project Name: Website Redesign

Project ID: LCAdmin001

Requesting Department: Livingston County Administration		
Leadership Group: Internal Services		Other Departments Affected (if any): All
Project Sponsor: Belinda Peters	Date Requested:	Cost Line Item #:
Request Type:	<i><u>New Development</u></i>	<i>Enhancement</i>
	<i>Planned System Maintenance or Upgrade</i>	
IT Project Lead: Diane Gregor		Other IT Department Contact: Candy Atkins
Project Manager/Leader: TBD – Outside Consultant?		
Account Number:	Account Description:	Customer Name:
Grant Funded? Yes <u>No</u>	Mandate? Yes <u>No</u>	
	Mandate Source:	

Project Goal

To implement a new Public Web Site Portal, Content Management System, and E-commerce Service that will better serve Livingston County’s citizens and other diverse audiences so that it will provide easier public access to County information and online services, which will result in improved service, reduced costs, and potentially new revenue sources.

Business Objective (1)

To perform overall strategic and project management activities so that project execution is timely with appropriate governance, quality and cost controls.

Major Deliverables

- Public Web Portal Strategy
- Governance Plan
- Detailed Project Plan, Schedule, and Return on Investment
- Risk Management Plan
- Communication Plan
- Issue Logs

Approach

- Solicit feedback from internal stakeholders to determine project estimates, resource availability, and governance requirements
- Create detailed Project Plan and Work Breakdown Schedule
- Detail anticipated costs and benefits (ROI)
- Create Risk Management Plan

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

- Develop protocol for communications and project reporting (Communication Plan)
- Develop Governance Plan
- Update Portal Strategy
- Create Issue Logs
- Present to IT Steering Committee for approval
- Manage project budget, resources and timeline

Business Objective (2)

Present current and relevant information on the Public Web Portal that is organized in an intuitive way so that information and online services may be easily accessed in order to be as self-service as possible.

Major Deliverables

- Requirements for Content and Taxonomy
- Request for Quote (if required)
- Detailed Taxonomy
- Content Inventory
- Updated content
- Web Content Standards
- Content Maintenance Plan

Approach

- Determine staffing/resources required
- Meet with stakeholders to gather and document requirements
- Evaluate solution alternatives based on requirements
- Conduct cost/benefit analysis of alternatives and recommend a solution
- Review/send RFP based on requirements (if required)
- Review proposals; select or decide to build a solution
- Create web content editorial team
- Review and revise content
- Create Taxonomy
- Present to IT Steering Committee for Approval
- Create web content standards guide
- Create content maintenance plan

Business Objective (3)

Improve the appearance, usability, functionality and accessibility of the County's Public Web Portal; and accurately track detailed statistical information related to its usage in order to conduct ongoing analysis of content and service consumption to determine any necessary strategic changes that may be needed based on data and trends.

Livingston County Department of Information Technology Project Scope and Approach

Project Name: Website Redesign

Project ID: LCAdmin001

Major Deliverables

- Requirements for Design, including Usability, Functionality and Accessibility
- Domain Name Strategy
- Web Design and Graphics
- Public Web Portal that is accessible in multi-format devices (i.e., mobile, etc.)
- Integrated Search
- Statistical Tracking Software
- Tracking and Reporting Methodology (metrics)
- Documentation related to Statistical Tracking Software
- Integrated functionality and features that may include Web 2.0 and interactive capabilities

Approach

- Meet with stakeholders to gather and document requirements
- Determine Domain Name Strategy
- Create Design based on requirements
- Present to IT Steering Committee for Approval
- Build/test Web Portal
- Implement Functionality Features based on requirements
- Make DNS changes as needed
- Implement/Document Statistical Tracking Software
- Determine/Document Tracking and Reporting Methodology (metrics)

Business Objective (4)

Delegate the County's Public Web Portal Content Maintenance function in order to publish more timely, relevant and accurate content in a sustainable management model.

Major Deliverables

- Requirements for Content Management
- Delegated Content Management System
- Inventory of all County Content Managers
- Training and Communication Plan
- Training
- Content Management Support Documentation and Standards

Approach

- Meet with stakeholders to gather and document requirements
- Create Inventory of Web Content Managers
- Create Training Plan
- Present to IT Steering Committee for Approval

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

- Implement Content Management System
- Communicate with County Content Managers
- Conduct Training and Hand-offs

Business Objective (5)

Improve and expand E-commerce and integrate/update existing County applications with new Public Web Portal Design in order to increase volume and use of County's online services.

Major Deliverables

- E-commerce System for taking payments online
- Back-end System for Administration of E-Commerce System and Reporting
- Inventory of Existing and Potential E-commerce Services
- Implement new E-commerce Services
- Administrative Training
- Graphics and Support Documentation related to application change requirements

Approach

- Meet with stakeholders to gather and document requirements
- Present to IT Steering Committee for Approval
- Implement E-commerce System
- Implement application changes
- Implement new E-commerce Service changes
- Create E-commerce System Training/Support Documentation
- Create documentation related to design changes on applications
- Conduct Training

Business Objective (6)

Launch and promote the County's new Public Web Portal through an awareness and education campaign both internally and externally.

Major Deliverables

- Requirements for launch and marketing
- Launch and marketing plan
- Launch and marketing materials as needed
- Executed launch and marketing campaign

Approach

- Meet with stakeholders to determine requirements

Livingston County Department of Information Technology Project Scope and Approach

Project Name: Website Redesign

Project ID: LCAdmin001

- Create Marketing Plan and inventory of Target Markets
- Create Marketing Materials

- Present to IT Steering Committee for Approval
- Implement Launch and Marketing Campaign

Business Objective (7)

Provide effective post-implementation support of the County's Public Web Portal in a sustainable manner in order to mitigate technical issues and maintain the integrity of content, structure, design, and progress tracking.

Major Deliverables

- Support Plan
- Maintenance Plan
- Disaster Recovery Plan
- Statistical Reporting Strategy and Solution

Approach

- Determine staffing/resources required
- Create Support Plan
- Create Maintenance Plan
- Create Disaster Recovery Plan
- Create Statistical Reporting Strategy and Solution
- Present to IT Steering Committee for Approval and Final Sign-Off
- Implement Support, Maintenance and Disaster Recovery Plans

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users

20 local cities, villages and townships

More than 180,000 Livingston County residents

All Livingston County website visitors external to the county

Divisions

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

All Livingston County departments.

Leadership Groups

Technology Committee

Risk

Business Environment

High - Project will dramatically change existing business processes or will negatively effect the business environment if implementation is unsuccessful.

Technical Environment

High - New or non-standard technology.

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the attached project plan. **TBD**

- A source system expert may be assigned to the project. This is an individual, usually from *IT*, or a contractor who is needed on the project for a small amount of time to provide knowledge of an existing computer system. He or she may consult with other team members, review deliverables, etc. However, the source system expert is not typically a full-time resource on the project and is not assigned major work tasks.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Belinda Peters	N/A

Facilities

- IT has room available for contracted staff (Project Manager, Cleary students, etc.) to work on this project.
- A training facility will be scheduled to accommodate the necessary training.

Technical

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

- The connection (VPN or other) needs to be determined between Oakland and Livingston County IT staff.

Funding

- New on-line services will provide additional convenience fees. Depending upon the actual service, it could be a new revenue source.
- The Board of Commissioners will determine the funding of this project.

Constraints

- Funding must be made available to purchase hardware and/or software as needed, provide training, consulting services, etc.
- Resources will need to be made available to execute the scope of this project.
- Staffing levels will need to be available to support the effort in a long-term manner.

Exclusions

- This project does not include an Intranet or Extranet capabilities.
- Expansion of social media beyond what already exists at the County.

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

PROJECT PHASE AUTHORIZATION

Phase(s):		
Total Estimated Application Services	Hours:	Cost:
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated Public Safety	Hours:	Cost:
Total Estimated Internal Services	Hours:	Cost:
IT Application Services Manager Approval:		Date:
IT Network Systems Manager Approval:		Date:
Public Safety Steering Committee Approval (if applicable):		Date:
Requesting Department Head Approval:		Date:
IT Management Approval:		
Approved:	Yes No	Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours:	Cost:
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours:	Cost:

**Livingston County
Department of Information Technology
Project Scope and Approach**

Project Name: Website Redesign

Project ID: LCAdmin001

PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Team Review:	Date:



LIVINGSTON COUNTY, MICHIGAN
INFORMATION TECHNOLOGY

304 E. Grand River, Suite 101 – Howell, MI 48843
Phone 517.548.3230 Fax 517.545.9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara, IT Director
Date: 2/8/2012
Re: Livingston County Website Redesign Project

Attached for your consideration is a resolution that asks for permission to proceed with the Livingston County Website Redesign Project. The goal of this project is to create a state of the art, award winning site that will increase county revenues and decrease over the counter transactions.

We've been collaborating with Oakland County, winner of numerous website awards, to host a redesigned, restructured website. Oakland County will assist us with the setup of the new environment as well as mentoring us through the transition process. We've also been in discussions with Cleary University; who has offered to assist us with the migration of the current website content to the new redesigned website.

As we proceed, we'll require additional contractual services for project management and website structure design that will require the RFP process. We will be bringing the RFPs forward for approval in the near future.

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

Oakland County -- Livingston County Web Redeign

Return on Investment Analysis

Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Tangible Benefits Subtotal:	95,116	126,821	126,821	126,821	126,821	126,821	729,221
Cost Avoidance Subtotal:	30,887	51,153	62,224	62,224	62,224	62,224	330,936
Costs:							
Development Services Cost Subtotal:	302,434	87,720	107,678	107,678	107,678	118,521	831,709
Infrastructure Subtotal:	2,065	2,065	2,065	2,065	2,065	2,065	12,390
Software Subtotal:	4,199	4,199	4,199	4,199	4,199	4,199	25,196
Training Subtotal:	14,000	250	250	250	250	250	15,250
Annual Statistics:							
Annual Total Savings	126,003	177,974	189,045	189,045	189,045	189,045	1,060,156
Annual Total Costs	322,698	94,234	114,192	114,192	114,192	125,035	884,545
Annual Return on Investment	(196,696)	83,739	74,853	74,853	74,853	64,010	175,612
Annual Costs/Savings Ratio	256.10%	52.95%	60.40%	60.40%	60.40%	66.14%	
Project Cumulative Statistics:							
Cumulative Total Savings	126,003	303,976	493,021	682,066	871,111	1,060,156	1,060,156
Cumulative Total Costs	322,698	416,933	531,125	645,317	759,509	884,545	884,545
Cumulative Return on Investment	(196,696)	(112,956)	(38,104)	36,749	111,602	175,612	175,612
Cumulative Cost/Savings Ratio	256.10%	137.16%	107.73%	94.61%	87.19%	83.44%	83.44%
Year Positive Payback Achieved				Year 4			Year 4
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	Date: _____						
Costs (including IT Resources) Reviewed By Information Technology Project Manager	Date: _____						

Oakland County -- Livingston County Web Redesign
Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier	Affects Project ROI?						Potential Savings Extensions					
								Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Projected new online services convenience fee revenue	Tangible Benefit			126,821	1	126,821		x	x	x	x	x	95,115.75	126,821.00	126,821.00	126,821.00	126,821.00	126,821.00	126,821.00
Reduce the number of over-the-counter transactions	Cost Avoidance			44,286	1	44,286		x	x	x	x	x	22,143.00	33,214.50	44,286.00	44,286.00	44,286.00	44,286.00	44,286.00
FlareHosting - ISP	Cost Avoidance			450	1	450		x	x	x	x	x	450.00	450.00	450.00	450.00	450.00	450.00	450.00
Current cost of website maintenance	Cost Avoidance			17,488	1	17,488		x	x	x	x	x	8,744.00	17,488.00	17,488.00	17,488.00	17,488.00	17,488.00	17,488.00
Increase efficiency and reduce redundancy	Intangible Benefit					0													
Improved customer satisfaction	Intangible Benefit					0													
Cross promotion of content among county and with related organizations	Intangible Benefit					0													
Improved usability	Intangible Benefit					0													
Leverage existing content	Intangible Benefit					0													
Improve brand awareness	Intangible Benefit					0													
Expand service offerings for clients and community stakeholders	Intangible Benefit					0													
Improve client accessibility to content and resources	Intangible Benefit					0													
Encourage community collaboration and information sharing	Intangible Benefit					0													
Allow global access to content, information, and products	Intangible Benefit					0													
Increase awareness of programs & services	Intangible Benefit					0													
Improve client ability and knowledge of planning processes and tools through education	Intangible Benefit					0													
Improve awareness of quality of life in Livingston County	Intangible Benefit					0													
Increase sales products and services	Intangible Benefit					0													
TBD	Intangible Benefit					0													
TBD	Intangible Benefit																		
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Oakland County -- Livingston County Web Redeisgn
Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
Projected new online services convenience fee revenue	95,116	126,821	126,821	126,821	126,821	126,821	729,221
<i>Tangible Benefits Subtotal:</i>	<i>95,116</i>	<i>126,821</i>	<i>126,821</i>	<i>126,821</i>	<i>126,821</i>	<i>126,821</i>	<i>729,221</i>
Cost Avoidance:							
Reduce the number of over-the-counter transactions	22,143	33,215	44,286	44,286	44,286	44,286	232,502
FlareHosting - ISP		450	450	450	450	450	2,250
Current cost of website maintenance	8,744	17,488	17,488	17,488	17,488	17,488	96,184
<i>Cost Avoidance Subtotal:</i>	<i>30,887</i>	<i>51,153</i>	<i>62,224</i>	<i>62,224</i>	<i>62,224</i>	<i>62,224</i>	<i>330,936</i>
Intangible Benefit:							
Increase efficiency and reduce redundancy							
Improved customer satisfaction							
Cross promotion of content among county and with related organizations							
Improved usability							
Leverage exisiting content							
Improve brand awareness							
Expand service offerings for clients and community stakeholders							
Improve client accessibility to content and resources							
Encourage community collaboration and information sharing							
Allow global access to content, information, and products							
Increase awareness of programs & services							
Improve client ability and knowledge of planning processes and tools through education							
Improve awareness of quality of life in Livingston County							
Increase sales products and services							
Savings Total:	126,003	177,974	189,045	189,045	189,045	189,045	1,060,156

Oakland County -- Livingston County Web Redeign
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier	Affects Project ROI?						Potential Cost Extensions					
								Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Additional IT and Staff Hours - Content maintenance	Development Services			25348	1	25,348		x	x	x	x	x	x	25,348.00	25,348.00	25,348.00	25,348.00	25,348.00	25,348.00
IT Hours - Project Manager	Development Services			2080	80	166,400		x						166,400.00					
IT Hours - Content migration	Development Services			197.6	40	7,904		x						7,904.00					
Bank fees for new on-line services	Development Services				1	0		x	x	x	x	x	x	27,266.00	40,900.00	54,533.00	54,533.00	54,533.00	54,533.00
Oakland County fees	Development Services			126821	1	126,821		x	x	x	x	x	x	12,650.00	18,976.00	25,301.00	25,301.00	25,301.00	36,144.00
User Hours - New Development	Development Services					0													
Contractor Professional Services	Development Services					0													
Taxonomy	Development Services			50000	1	50,000		x						50,000.00					
Web Publishing Kit (Includes VPN Costs)	Development Services			10370	1	10,370		x						10,370.00					
Support and Maintenance (Estimated 24 hours per year)	Development Services			104	24	2,496	1.000	x	x	x	x	x	x	2,496.00	2,496.00	2,496.00	2,496.00	2,496.00	2,496.00
Development Services Subtotal														302,434.00	87,720.00	107,678.00	107,678.00	107,678.00	118,521.00
Infrastructure																			
Server Hosting Costs	Infrastructure			415	1	415	1.000	x	x	x	x	x	x	415.00	415.00	415.00	415.00	415.00	415.00
Internet Bandwidth	Infrastructure			750	1	750	1.000	x	x	x	x	x	x	750.00	750.00	750.00	750.00	750.00	750.00
eCommerce Fee	Infrastructure			900	1	900	1.000	x	x	x	x	x	x	900.00	900.00	900.00	900.00	900.00	900.00
Infrastructure Subtotal														2,065.00	2,065.00	2,065.00	2,065.00	2,065.00	2,065.00
Software																			
SharePoint Cal's for Partners (\$67.73/cal)* 62	Software			67.73	62	4,199	1.000	x	x	x	x	x	x	4,199.26	4,199.26	4,199.26	4,199.26	4,199.26	4,199.26
Software Subtotal														4,199.26	4,199.26	4,199.26	4,199.26	4,199.26	4,199.26
Training																			
Content Migration Workshop(s) - Up to 16 Participants	Training			9000	1	9,000		x						9,000.00					
Content Manager Training (Estimated \$125/person* 40 students)	Training			125	40	5,000		x						5,000.00					
Content Manager Training (\$250/yr)	Training			250	1	250			x	x	x	x	x		250.00	250.00	250.00	250.00	250.00
Training Subtotal						0								14,000.00	250.00	250.00	250.00	250.00	250.00
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Oakland County -- Livingston County Web Redeisgn
Return on Investment Analysis

Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
Additional IT and Staff Hours - Content maintenance	25,348	25,348	25,348	25,348	25,348	25,348	152,088
IT Hours - Project Manager	166,400						166,400
IT Hours - Content migration	7,904						7,904
Bank fees for new on-line services	27,266	40,900	54,533	54,533	54,533	54,533	286,298
Oakland County fees	12,650	18,976	25,301	25,301	25,301	36,144	143,673
User Hours - New Development							
Contractor Professional Services							
Taxonomy	50,000						50,000
Web Publishing Kit (Includes VPN Costs)	10,370						10,370
Support and Maintenance (Estimated 24 hours per year)	2,496	2,496	2,496	2,496	2,496	2,496	14,976
Development Services Cost Subtotal:	302,434	87,720	107,678	107,678	107,678	118,521	831,709
Infrastructure:							
Server Hosting Costs	415	415	415	415	415	415	2,490
Internet Bandwidth	750	750	750	750	750	750	4,500
eCommerce Fee	900	900	900	900	900	900	5,400
Infrastructure Subtotal:	2,065	2,065	2,065	2,065	2,065	2,065	12,390
Software:							
SharePoint Cal's for Partners (\$67.73/cal)*62	4,199	4,199	4,199	4,199	4,199	4,199	25,196
Software Subtotal:	4,199	4,199	4,199	4,199	4,199	4,199	25,196
Training:							
Content Migration Workshop(s) - Up to 16 Participants	9,000						9,000
Content Manager Training (Estimated \$125/person*40 students)	5,000						5,000
Content Manager Training (\$250/yr)	0	250	250	250	250	250	1,250
Training Subtotal:	14,000	250	250	250	250	250	15,250
Costs Total:	322,698	94,234	114,192	114,192	114,192	125,035	884,545

Oakland County -- Livingston County Web Redesign

Return on Investment Analysis

Assumptions

Date	Assumption Description
	- Day-to-day Web Site Content Management is done by Livingston County.
	- Content Migration Workshop consists of 6 four hour sessions designed to guide your team through the migration process.
	- Taxonomy and full site Architecture (departments) is not included.
	- Assistance can be provided in negotiating contracts for Third Party Web Tools such as GovDelivery, Readspeaker, etc.
	- Does not include Application development and hosting.
	- Partner Status for Use of CALS thru Enterprise Agreement otherwise SPLA may apply.
	- On-going training depends on demand. On-going estimate is based on 2 additional classes per year.
	- Additional IT and staff hours for year one may be used for content review and migration.
	- Content migration to be done primarily (90%) by Cleary University interns at no cost to Livingston County.
	- FlareHosting ISP has been paid for 2012.
	- Additional gross enhanced access fee revenue is projected to reached \$126,821 over the course of three years. This is calculated at 50% for year one, 75% for year two and fully realized at 100% for year three.

Livingston County Payback and Enhanced Access Fees

To provide the Web publishing suite without eCommerce, the initial cost to Livingston County will be \$28,569.26. Annual costs for support and maintenance, server hosting, internet bandwidth and SharePoint CAL's currently anticipated to be \$7,860.26 per year.

Initial Cost

Web Publishing Kit (Includes VPN Costs)	\$10,370.00
SharePoint Cal's for Partners (\$67.73/cal)*62	\$4,199.26
Content Migration Workshop(s) - Up to 16 Participants	\$9,000.00
Content Manager Training (Estimated \$125/person*40 students)	\$5,000.00
	<u>\$28,569.26</u>

Ongoing Cost – no eCommerce

Support and Maintenance (Estimated 24 hours per year)	\$2496.00
Server Hosting Costs	\$415.00
Internet Bandwidth	\$750.00
SharePoint Cal's for Partners (\$67.73/cal)*62	\$4,199.26
	<u>\$7,860.26</u>

Upon transferring eCommerce to Oakland County in phase II of the project, the ongoing annual costs for server hosting, internet bandwidth and SharePoint CAL's as well as the \$900 eCommerce cost will be taken from the net enhanced access fees collected for these services. The annual costs to Oakland County will be paid from the net enhanced access fees before any revenue will be returned to Livingston County. Once the expenses to Oakland County have been covered, there will be a 35%-65% split of any additional fees collected between Oakland County and Livingston County for the first four years of the agreement. For year five and beyond there will be a 50%-50% split of any additional fees collected between Oakland County and Livingston County. The model for eCommerce fees will be recalculated annually. Reporting and payment will be calculated quarterly.

Ongoing Cost – with eCommerce

Support and Maintenance (Estimated 24 hours per year)	\$2496.00
Server Hosting Costs	\$415.00
Internet Bandwidth	\$750.00
SharePoint Cal's for Partners (\$67.73/cal)*62	\$4,199.26
eCommerce fee	\$900.00
	<u>\$8,760.26</u>

An example of the enhanced access fee model is referenced below:

EXAMPLE FOR YEAR ONE WITH ADJUSTED SHARE OF REVENUE

FIRST QUARTER

Gross Enhancement Fees Collected	\$25,000
Net Enhanced Access Fees Collected (43% of gross)	\$14,250
Oakland County Costs – see above	\$8,760
Net Revenue from Enhanced Access Fees	\$5,490
Oakland County Share 35%	\$1,921.50
Livingston County Share 65%	\$3,568.50

SECOND QUARTER

Enhancement Fees Collected	\$25,000
Net Enhanced Access Fees Collected	\$14,250
Oakland County Share	\$4,987.50
Livingston County Share	\$9,262.50

THIRD QUARTER

Enhancement Fees Collected	\$25,000
Net Enhanced Access Fees Collected	\$14,250
Oakland County Share	\$4,987.50
Livingston County Share	\$9,262.50

FOURTH QUARTER

Enhancement Fees Collected	\$25,000
Net Enhanced Access Fees Collected	\$14,250
Oakland County Share	\$4,987.50
Livingston County Share	\$9,262.50

+RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING LIVINGSTON COUNTY EMS TO ENTER INTO THE CMS INNOVATIONS GRANT PROGRAM/MICHIGAN RURAL EMS NETWORK AGREEMENT-
Health and Human Services/ Finance Committee**

WHEREAS, Livingston County EMS has applied for a CMS Innovations Grant in conjunction with multiple agencies under the Michigan Rural EMS Network Grant Application; and

WHEREAS, this Agreement has been thoroughly reviewed by civil counsel without objects to the form or substance of the agreement; and

WHEREAS, Michigan Rural EMS Network is the fiduciary for the grant funds; and

WHEREAS, Livingston County EMS will need to accept and expend Grant Funds as early as March 31st 2012; and

WHEREAS, the Agreement establishes required forms, terms and conditions for the agreeing parties consistent for use of grant funds as established by the CMS Grant Application; and

WHEREAS, the grant requires no funds be used by The County; and

WHEREAS, the grant will commence on March 31st if received and last for 3 years;

THEREFORE BE IT RESOLVED the Chair of the Livingston County Board of Commissioners is authorized to sign the contract with Michigan Rural EMS Network for the receipt grant funds

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

3950 W Grand River 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
Date: 02/06/2012
Re: Centers for Medicare/Medicaid Services (CMS) Grant

Livingston County EMS has entered into a memorandum of understanding to make application to CMS for a grant that will provide community health services in an effort to reduce costs to CMS and improve the overall health of the community. The grant award date is March 31st, 2012. The grant requires no matching funds or contributions from The County and can be used to supplement and enhance existing services. Since the goal of the grant is to receive the funds and begin services as near to the award as possible, Livingston County EMS would like permission to begin the process in the event we receive the award.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH NYE UNIFORM FOR UNIFORMS – EMS /Health and Human Services/ Finance

WHEREAS, Resolution # 2010-06-184 was approved on June 7, 2010, which authorized the issuance of a Blanket Purchase Order to Nye Uniform of Grand Rapids for the purchase of EMS uniforms through December 31, 2011;

WHEREAS, per the Request for Proposal (RFP) and the bidders response; pricing was to remain firm for 2 years which should have been through June 30, 2012 and not December 31, 2011; and

WHEREAS, in addition, there was an option to renew that was omitted in the original request for an additional 2 years at a rate not to exceed whichever is the lower of either the Consumer Price Index; All Urban Consumers – United States Average, as published by the U.S. Department of Labor for the previous 12-month period or up to 5% increase on the current pricing; and

WHEREAS, funds are available in the EMS 2012 budget for uniform replacement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to Nye Uniform, 1030 Scribner NW, Grand Rapids, MI 49504 for uniforms through June 30, 2012, for an amount not to exceed \$25,000.

BE IT FURTHER RESOLVED that the Livingston County of Board of Commissioners hereby approves the issuance of a Blanket Purchase Order for uniform purchases for the period of July 1, 2012, through June 30, 2014, to Nye Uniform for an amount not to exceed the availability of appropriated funds and at a rate of whichever is the lower of either the Consumer Price Index; All Urban Consumers – United States Average, as published by the U.S. Department of Labor for the previous 12-month period or up to a 5% increase on the current pricing.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

3950 W Grand River Howell MI 48855
Phone 517-546-6220 Fax 517-546-6220
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 02/06/2012
Re: Uniform Purchases

The attached resolution is a continuation of a resolution from last year with Nye Uniforms. It allows for EMS to continue purchasing at the EMS contract rates until the end of the agreement as long as the contract meets the CPI language in the resolution.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS!
WORKFORCE INVESTMENT ACT SERVICE CENTER OPERATION PLAN FOR THE
PERIOD JULY 1, 2011, TO JUNE 30, 2012**

WHEREAS, The Workforce Development Agency, State of Michigan (WDASOM) has transmitted allocations for the preparation and submission of a local plan for the utilization of Workforce Investment Act funding for operation of the Michigan Works! Service Centers for the time period July 1, 2011, through June 30, 2012; and

WHEREAS, The WDASOM requires a Michigan Works! Service Center Operation Plan for the period July 1, 2011, through June 30, 2012 be prepared in the amount of \$50,000; and

WHEREAS, The funding from this grant will be used to help cover general overhead costs at the Livingston County Michigan Works! Service Center; and

WHEREAS, The Michigan Works! Service Center Operation Plan must be approved by the Livingston County Workforce Development Council and the Livingston County Board of Commissioners; and

WHEREAS, The Livingston County Workforce Development Council approved of the plan at their meeting on 1/19/12.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the Workforce Investment Act Michigan Works! Service Center Operation Plan in the amount of \$50,000 for the period July 1, 2011 to June 30, 2012.

BE IT FURTHER RESOLVED That the Chair of the Livingston County Board of Commissioners be authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan.

MOVED:

SECONDED:

CARRIED:

TO: Livingston County Board of Commissioners
FROM: Bill Sleight, Michigan Works!
RE: WIA Service Center Operation Plan
DATE: January 19, 2012

The Workforce Development Agency, State of Michigan (WDASOM) has announced funding for Service Center Operations for the time period July 1, 2011, through June 30, 2012.

The WDASOM has identified \$2,710,090 in Appropriation Year (AY) 2011 to be used in support of local Service Center Operations statewide. Livingston County's share is \$50,000. These funds will be used to help cover general overhead costs of operating the Michigan Works! Livingston Service Center.

WIA funds allocated by a state to a local area for this program are available for expenditure for a one-year period, July 1, 2011, through June 30, 2012.

We are required to prepare and submit a Budget Information Summary (BIS) in order to obtain this funding totaling \$50,000. Last year's allocation was \$60,640.

The BIS and plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Workforce Development Council approved of the BIS at their meeting on 1/19/12. Attached is a resolution that authorizes the Council Chairperson to sign the plan.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPOINT PRIVATE SECTOR MEMBERS TO THE LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL

WHEREAS, Due to resignations, there are 2 vacant private sector openings on the Livingston County Workforce Development Council (WDC); and

WHEREAS, Nominations for these positions have been solicited in accordance with provisions of the Workforce Investment Act (WIA), Workforce Development Agency, State of Michigan policy and WDC Bylaws; and

WHEREAS, The WDC Executive Committee of the Livingston County Workforce Development Council has reviewed said nominations; and

WHEREAS, The WDC Executive Committee is recommending appointment of the following private sector member to fill one of the vacancies on the Workforce Development Council:

David Miller <i>Comerica Bank</i>	Private Sector	3 year - Term ends 6/30/14
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THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints the above listed Workforce Development Council member with the term and representative seat as outlined.

MOVED:

SECONDED:

CARRIED:

TO: Livingston County Board of Commissioners
FROM: Bill Sleight
RE: 2011 Contract – Michigan Prisoner Re-entry Initiative
DATE: January 23, 2012

Due to resignations over the last couple of years, there are two private sector vacancies on the Livingston County Workforce Development Council. The Workforce Investment Act (WIA) requires that 50% of all board members represent the private sector. Currently, there are 11 private sector members (out of 20), not including the 2 vacancies.

Nominations for these vacancies have been solicited from the local Chambers of Commerce. The Executive Committee of the Workforce Development Council (WDC) has reviewed the nominations and approved the following nominee:

David Miller <i>Comerica Bank</i>	Private Sector	3 year - Term ends 6/30/14
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While the WDC Executive Committee has made recommendations, the Board of Commissioners is not bound by these recommendations and can choose to appoint any or none of the nominees.

A resolution appointing individuals to the Workforce Development Council is also attached for your consideration.

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

**RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL
(LIVINGSTON COUNTY MICHIGAN WORKS!) AS THE CERTIFIED ONE-STOP
OPERATOR**

WHEREAS, The Workforce Investment Act (WIA) requires that all One-Stop operators be certified on a annual basis; and

WHEREAS, To accomplish this, the Chief Elected Official (CEO) in cooperation with the local WDB is to select the local One-Stop operator; and

WHEREAS, This selection and certification process will be conducted on an annual basis, in coordination with the recertification of the local Workforce Development Boards (WDBs); and

WHEREAS, The WDASOM must be notified of the entity selected to be the One-Stop operator and the process utilized for certification; and

WHEREAS, The Executive Committee of Livingston County Workforce Development Council will take up this action at their February 9, 2012 meeting that the Workforce Development Council (Livingston County Michigan Works!) be designated as the One-Stop operator.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby designates the Workforce Development Council (Livingston County Michigan Works!) as the One-Stop operator for the period January 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED that WDASOM be notified that the Workforce Development Council (Livingston County Michigan Works!) has been retained to be the One-Stop operator and staff will maintain documentation of the process utilized for certification.

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**MOVED:
SUPPORTED:
CARRIED:**

Memorandum

To: Livingston County Board Commissioners
From: William S. Sleight, Michigan Works!
Subject: One-Stop Operator
Date: January 25, 2012

The Workforce Investment Act (WIA) requires that a One-Stop operator be designated and certified in each workforce board region. To accomplish this, the Chief Elected Official (CEO) in cooperation with the local Workforce Development Board (WDB) is to select the local One-Stop operator. For our purposes, the role of the One-Stop operator is to coordinate the service providers in the Michigan Works! Service Center and to administer the Service Center.

This selection and certification process is to be conducted on an annual basis, in coordination with the recertification of the local Workforce Development Boards (WDBs). The Workforce Development Agency, State of Michigan (WDASOM), must be notified of the entity selected to be the One-Stop operator and the process utilized for certification.

Eligible One-Stop Operators can include any of the following entities:

- A Postsecondary educational institution;
- An Employment Service agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A private, nonprofit organization (including a community-based organization);
- A private for profit entity;
- A government agency; and
- Another interested organization or entity.

One-Stop operators may be a single entity or a consortium of entities and may operate one or more One-Stop centers. The CEO, in cooperation with the WDC, must certify the local One-Stop operator selected by utilizing one of the processes detailed below: Through a competitive process, or

- Under an agreement between the local board and a consortium of entities that includes at least three of the required One-Stop partners.
- The local board may be designated or certified as the One-Stop operator only with the agreement of the chief elected official and the Governor.

Currently, the Workforce Development Council (WDC) is designated as the One-Stop operator and staff of Livingston County Michigan Works! perform those functions associated with administering the Michigan Works! Service Center, including coordinating the services provided at the Service Center.

Because of the size of our current Michigan Works! Service Center, and because of the limited funds available for services, it is not practical to competitively bid these services to another entity.

The option of designating the Workforce Board as the one-stop operator would effectively continue our current system. Because the county staff performing these functions also serves as staff to the Workforce Development Council, we will need approval of the Governor to continue this arrangement.

The designation or certification must be made publicly, in accordance with the requirements of the Sunshine Provision in WIA Section 117(e), and must be reviewed whenever the certification of the local board is made. The sunshine provision states “the local board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.”

The Executive Committee of the Livingston County Workforce Development Council will take up this action at their February 9, 2012 meeting. Attached is a resolution for your consideration.

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE SUBMISSION OF THE CALENDAR YEAR 2012 MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2012, TO DECEMBER 31, 2012

WHEREAS, The Workforce Development Agency, State of Michigan (WDASOM) has issued a Policy Issuance (PI 11-17) requesting a document with applicable assurances, certifications, and stipulations for programs funded through the WDASOM; and

WHEREAS, The Michigan Works! System Plan was devised for this function; and

WHEREAS, Through this policy issuance, the WDASOM requires a Michigan Works! System Plan for the period January 1, 2012, through December 31, 2012 be prepared; and

WHEREAS, The Michigan Works! System Plan must be approved by the Livingston County Workforce Development Council and the Livingston County Board of Commissioners.

WHEREAS, The Executive Committee of the Livingston County Workforce Development Council will act on this plan at their February 9, 2012 meeting.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the Michigan Works! System Plan for the period January 1, 2012, to December 31, 2012.

BE IT FURTHER RESOLVED that the Chair is authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan.

#

MOVED:
SUPPORTED:
CARRIED:

Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Michigan Works!
RE: Calendar Year 2012 Michigan Works! System Plan
Date: January 25, 2012

The Workforce Development Agency, State of Michigan (WDASOM) has issued a Policy Issuance (PI) 11-17 whose purpose is to transmit instructions for the preparation of the Michigan Works! System Plan (MWSP) for the period January 1, 2012, through December 31, 2012.

According to PI 11-17, the MWSP was established as an instrument for the annual documentation of MWAs local administrative procedure and policy for the execution of employment and training programs, as well as for the transmission of assurances, certifications, and stipulations for such programs funded by the WDASOM.

The following MWSP components contained in this policy issuance must be adhered to and submitted for programs funded by WDASOM:

- Assurances, Certifications, and Stipulations
- Certification regarding lobbying and debarment, etc.
- MWSP Narrative, including the identification and certification of the local One-Stop operator.

We were required to submit a similar plan last year. In review of the requirements, the system has not changed significantly from last year to this year.

The plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Executive Committee of the Livingston County Workforce Development Council will act on this plan at their February 9, 2012 meeting.

Attached is a resolution for your consideration.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN MIAMI, FL. April 9 - 13, 2012 – L.E.T.S.

WHEREAS, it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and

WHEREAS, the Federal Transit Administration mandates every transit agency that is a direct recipient for Federal Funds to send their Drug and Alcohol Program Administrator and Deputy Administrator to the 7th Annual FTA Drug and Alcohol Program Conference being held in Miami, FL. April 9 –13, 2012; and

WHEREAS, this is the only Drug & Alcohol program being offered by the F.T.A. in CY 2012; and

WHEREAS, Federal and State grant funds are available and are approved for this use, along with fare box revenues, to pay 100% of the costs of attending this program.

THEREFORE BE IT RESOLVED THAT The Livingston County Board of Commissioners approves out of state travel for L.E.T.S. Operations Manager and L.E.T.S. Trainer to attend the Federal Transit Administration’s Drug and Alcohol Training and Certification Conference in Miami, FL from April 9 through April 13, 2012 with no funding being paid from the Livingston County General Fund or any other County funds.

BE IT FURTHER RESOLVED THAT there is no cost for the training itself, however, it is estimated that the total cost of lodging, Airfare and transfers, and food is not to exceed Two Thousand Four Hundred Fifty dollars (\$2,450) and is included in the L.E.T.S. 2012 Budget.

#

MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, MI 48855
Phone 517-546-6600 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: 1/16/2012
Re: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATINO CLASS AND CONFERENCE IN MIAMI, FL. APRIL 9 -13, 2012 – L.E.T.S. /General Government

Attached for your consideration and approval is a resolution to allow out of state travel for the Operations Manager and Driver Trainer to attend the 7th annual Federal Transit Administration (F.T.A.) National drug and alcohol training in Miami, Florida, April 9 – April 13, 2012.

As a direct recipient of Federal Funds, Livingston Essential Transportation Service is responsible to administer and monitor the Federal Drug and Alcohol program and mandates attendance every year at the Drug and Alcohol certification program.

The Federal Transit Administration's annual conference is coming up and they have notified us that they recommend attendance by both our Primary and Back up Drug & Alcohol Policy administrators. As with other departments within the County, we are looking toward the future and preparing to train for back up positions in all phases of our administration.

As was the case last year in St. Louis, MO. this F.T.A. training is limited, so we have made tentative plans to attend. Please note that the certification training and conference is at "No Cost" to Livingston County. Lodging, Airfare and Transfers, and food are at the attendee's (L.E.T.S.) expense. L.E.T.S. is a leader here in Michigan and nationally with its Drug and Alcohol policy.

According to FTA, this is the only training of its type currently being scheduled for 2012. The liability exposure on not following the Drug and Alcohol policy could be formidable. This is a certificate program which I think we should avail ourselves. Further, it has been suggested by

Page 2

Drug and Alcohol Out of State Training

our Attorney for Transit Issues that we have a back up on staff to administer the various phases of the policy in the absence of the primary administrator.

The total cost of this training is Federal and State Grant eligible as an allowable expense and not to exceed Two Thousand Four Hundred Fifty dollars (\$2,450). Thus all costs will be borne by Federal and State grant monies with any balance made up from local farebox revenue. L.E.T.S. did budget for this training in its 2012 budget.

Should you have any questions, I can be contacted at ext 7847 or 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT FOR FISCAL YEAR 2013 - L.E.T.S. / General Government

WHEREAS, L.E.T.S., the ARC of Livingston, Community Mental Health, and the Livingston Transportation Coalition on September 23, 2010 gathered a Forum and conducted a review of the original Public Transportation coordination plan including area transportation providers, citizens at large, senior centers, a SEMCOG representative, Livingston County United Way, local government leaders, and others were in attendance; and

WHEREAS, there have been no changes to the September 23, 2010 Public Transportation coordination plan with the most needed transportation was for extended weekday hours and more Saturday hours to get people to work and back home; and

WHEREAS, the county of Livingston has reviewed and approved the proposed FY 2013 Job Access and Reverse Commute budget and funding sources consisting of Federal funds of \$65,743 and State \$65,743 with local fare box of \$12,000 for total revenue sources of \$143,846 and total expenditures of \$143,846; and

WHEREAS, the grant if approved will run from October 1, 2012 through September 30, 2013 and if successful LETS can continue to apply every year until the grant is no longer available at which time the expenses will be incorporated in regular service.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby makes its intentions known to provide limited extended weekday hours and Saturday hours to provide public transportation service for Job Access and Reverse Commute (JARC) authorizes application for Federal and State financial assistance of Federal funds of \$65,743 and State funds of \$65,743.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board Chair to sign said application documents once recommended as to form by James Dunn, Legal Counsel for L.E.T.S.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby appoints Douglas Britz as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of the Job Access and Reverse commute (JARC) grant.

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MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, MI 48855
Phone 517-546-6600 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: 1/17/2012
**Re: Resolution of intent to apply for Federal Section 5316 Job Access
and Reverse Commute (JARC) grant for Fiscal Year 2013 –
L.E.T.S. / General Government**

Attached is a resolution for your consideration and approval for L.E.T.S. to apply for the Job Access and Reverse Commute (JARC) federal operating grant split 50% - 50 % between FTA and the State of Michigan, administered by the State of Michigan for FY 2013 (October 1, 2012 – September 30, 2013).

Prior to applying for funds, L.E.T.S. in coordination with the ARC of Livingston, and Livingston County Community Mental Health had to have public input which a review forum was held on September 23, 2010 including many local government officials, human service agencies, citizen's at large, other transportation providers among other interested parties to determine the most needed transportation for the citizens of Livingston County.

It was determined that a need still existed for extended weekday and Saturday hours which stood out as the most needed to provide transportation to people to get to and from home to their work sites. This operating grant is 100% Federal and State funded after deducting fare box revenue. Operating funds are split 50% - 50% between the Federal (\$65,743) and State (\$65,743) respectively. Farebox revenue is estimated to be \$12,000 for total revenue of \$143,486. the budget is balanced with expenditures of \$143,486.

The resolution before you is a requirement from the State of Michigan. This is a competitive grant and the future of the grant is expected for many years and it is expected to then become part of the regular service that LETS provides.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2013 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S.

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (ACT 51), the County of Livingston will provide a local transportation program for the State as established under Act 51 for the fiscal year of 2013 and therefore, apply for State Financial Assistance under provisions of Act 51; and

WHEREAS, it is necessary for the County of Livingston, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation has occurred during the past State Fiscal Year, and

WHEREAS, the 10e(18) accessibility plan amendment for this agency has been reviewed and approved by the Livingston County Board of Commissioners; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by the Livingston County Board of Commissioners; and

WHEREAS, the County of Livingston, has reviewed and approved the proposed 2013 budget and funding sources consisting of estimated Federal Funds – \$1,142,625; estimated State Funds – \$711,497; estimated Local Funds -\$274,000; estimated non transit revenues - \$69,136; for a Total Estimated Revenues of \$2,197,258 and total Estimated Expenditures of \$2,197,258; and capital requests of \$875,000 for new/replacement equipment.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby makes its intentions known to provide public transportation service and authorizes application for state financial assistance with this annual plan for Fiscal Year 2013, in accordance with Act 51.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners

authorize the Board chair to sign said application as recommended by James
Dunn, Legal Counsel for L.E.T.S.

BE IT FINALLY RESOLVED that the Livingston County Board of Commissioners

hereby appoints Douglas Britz as the Transportation Coordinator for all public
transportation matters and who is authorized to provide such information as
deemed necessary by the Commission or Department for its Administration of
Act 51 for the Fiscal Year 2013.

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MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, MI 48855
Phone 517-546-6600 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: 1/16/2012
**Re: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE
FISCAL YEAR 2013 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS
AMENDED - L.E.T.S. / General Government**

Attached is a resolution for your consideration and approval is the intention of L.E.T.S. to apply for financial assistance from the State of Michigan for FY 2013 under Act 51 of the Public Act of 1951, as amended.

The Operating grant application mirrors last year's except for minor changes in some amounts in revenues and expense to provide the services we are currently providing. Revenues are based on reimbursed Federal and State funds.

The proposed FY 2013 State budget and funding sources consists of estimated Federal Funds – \$1,142,625.; estimated State Funds – \$711,497.; estimated Local Funds (fare box) -\$274,000; estimated non-transit revenues - \$69,136; for a Total Estimated Revenues of \$2,197,258 and total Estimated Expenditures of \$2,197,258; and capital requests of \$875,000 for new/replacement equipment.

Please note that again there is no "Local Share" (General Fund) monies being requested in the FY 2013 budget. I anticipate that State of Michigan funding and Federal funding will cover 84.3% of our costs and the farebox will make up 12.4% and non transit revenue of 3.3%.

The resolution before you is a requirement of the State of Michigan. As stated, it is the same as in prior years except for the monetary amounts in each category, some changes in fund names/numbers and percentages adjusted for certain revenue funds.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2013 – L.E.T.S. / General Government

WHEREAS, L.E.T.S. is the eligible governmental agency representing SPECIALIZED SERVICES interests receiving funds under this contract for Livingston County; and

WHEREAS, SPECIALIZED SERVICES are public transportation services primarily designed for persons who are disabled or who are sixty (60) years of age or older; and

WHEREAS, This contract is to provide operating assistance funds from the Michigan Department of Transportation to SPECIALIZED SERVICES providers in Livingston County, as follows:

Specialized Services Recipients	
Hartland Senior Center	\$14,593
Brighton Community Education	\$14,593
Livingston County Community Mental Health	\$14,593
Catholic Social Charities	\$ 6,529
Special Ministries of Livingston County	\$ 9,554
TOTAL:	<u>\$59,862</u>

WHEREAS, Upon execution, this Contract shall cover the period commencing October 1, 2012, and extending through September 30, 2013.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the SPECIALIZED SERVICES Contract between the Michigan Department of Transportation and the County of Livingston, together with the above-stated provider contracts, for services from October 1, 2012, through September 30, 2013.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign said contracts upon review and recommendation of James Dunn, Legal Counsel for L.E.T.S.

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MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, MI 48855
Phone 517-546-6600 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: 2/1/2012
Re: RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2013 – L.E.T.S. / General Government

Attached for your review and consideration is a resolution authorizing a contract between MDOT and Livingston County - L.E.T.S. for Specialized Services Grant for FY 2013 including the authorization and signature of Board Chair of the 3rd party contracts to the sub-recipients. Once again, we are asking for \$59,862. which the same amount as last years' allocation. This is what MDOT anticipates will be available for Livingston County. All allocated monies come through L.E.T.S. as the "pass through" agent and are distributed to the sub-recipients named in the resolution.

L.E.T.S. has the fiduciary responsibility to apply for funding and to report on activity to MDOT including the distribution of funds to qualified Specialized Service participants. The Specialized Services recipients are the Hartland Senior Center, Brighton Community Education, Livingston County Mental Health, Catholic Social Services, and Special Ministries of Livingston County.

This is strictly a "pass through" from MDOT to the five (5) sub-recipients. We receive a quarterly check from MDOT and immediately have checks issued to the sub-recipients. There are no local dollars expended for these services as Specialized Services is only a State of Michigan program.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE REORGANIZATION OF THE L.E.T.S. DEPARTMENT– L.E.T.S./General Government/Finance/Board

WHEREAS, the current staff positions and staffing hours within the LETS Department have been evaluated over the past six months; and

WHEREAS, it is being recommended by the Department Director that a reorganization of personnel be implemented in order to provide adequate services transportation services; and

WHEREAS, the position of Senior Dispatcher has been held vacant since the promotion of the current Operation Manager; and

WHEREAS, the transportation department would like to fill the vacant Senior Dispatcher position with a current employee; and

WHEREAS, the vacated Dispatcher position will also be filled by a current employee; and

WHEREAS, the vacated driver position will be filled by a current temporary employee; and

WHEREAS, all positions will be filled per the new L.E.T.S. promotion policy; and

WHEREAS, the total cost of the reorganization of the department will be \$26,003 for 2012; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize the following positions for the LETS Transportation Department:

	Current	Proposed
Director	1	1
Fin Analyst	0.2	0.2
Admin Aide	0.5	0.5
Sr. Disp	0	1
Disp/Driver	3	3
Ops Mgr	1	1
Maint Spvsr	1	1
Mechanic	0.5	0.5
FT Driver	10	10
29hr driver	12	12
19hr driver	6	6

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners approves the following budget amendment to the Transportation Fund.

<u>Fund</u>	<u>Current Budget</u>	<u>Proposed Budget</u>
588	\$2,611,722	\$2,637,725

#

MOVED:

SECONDED:

CARRIED:



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

3950 W. Grand River, Howell, Mi 48855
Phone 517-546-6600 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: 2/1/2012

**Re: RESOLUTION AUTHORIZING THE REORGANIZATION OF THE
L.E.T.S. DEPARTMENT – L.E.T.S./General Government/Finance/Board**

Attached for your consideration and approval is a resolution requesting a reorganization of L.E.T.S. personnel to be implemented in order to provide adequate services transportation services.

The position of Senior Dispatcher has been held vacant since the promotion of the current Operation Manager. The L.E.T.S. Director is requesting to fill the vacant Senior Dispatcher position, and in addition fill the vacated Dispatcher position, and then the vacated driver position. All position to be filled will be in accordance with the L.E.T.S. approved promotion policy.

Since 2006, L.E.T.S. Transportation has increased their ridership by 115% while using the same Dispatch staff. L.E.T.S. had the Livingston County IT department do a phone study in 2011 on the amount of calls coming in through the L.E.T.S. 3 landlines and they averaged 360 per day. L.E.T.S. management is doing everything in their power to bring in ridership and contracts to secure the future of L.E.T.S. With the current contracts L.E.T.S. has like Livingston County Community Mental Health, LESA, Pathway, Adult Transition, Special Ministries, MPRI, and the Howell Senior Center to name a few, it takes an extra person and extra time to schedule all these contracts and riders.

The “Lead Senior Dispatcher” will delegate work and or tasks to the other office dispatchers. Even though this position will not have supervisory authority, this position will handle the scheduling of contract rides, group trips and making sure daily assignments and daily hours are assigned to each driver. They will assign dispatch duties to the other employees that are in the office, they will delegate who the call taker will be, who will make hourly changes in the software program and will handle drivers concerns that have to do with the drivers log. This

position will make sure that all driver positions are filled when an employee calls in sick or needs to leave early. The “Lead Senior Dispatcher” will also work hand in hand with the Director and the Operations Manager to make sure any and all tasks are completed by the days end. With 37 employees and no lead or supervisory position, LETS management feels a “Lead Senior Dispatch” position is imperative to the operations of LETS.

This reorganization was approved in the L.E.T.S. 2012 budget except for the vacated driver position. With that being said, due to increased services and contracts since the submission of the L.E.T.S. 2012, this position is necessary to keep pace with demand. The cost to L.E.T.S. will be \$26,003 for 2012 to keep this position and is an eligible cost that is reimbursed by the Federal Transit Administration and MDOT and the balance to come from farebox. Therefore an amendment to the L.E.T.S. 2012 budget is necessary and will be prepared to ensure compliance with the Uniform Budgeting and Accounting Act, as amended.

Should you have any questions regarding this matter please contact me contact me directly at 517-540-7847 or extension 7847.

LETS

YEAR	TOTAL ELIGIBLE EXPENSE	TOTAL MILES	TOTAL VEHICLE HOURS	COST PASS	COST MILE	COST HOUR	PASS VEH HR
2011	\$1,740,752	753,400	37,298	12.09	2.09	42.13	3.48
2010	\$1,799,146	695,822	34,874	15.34	2.59	51.59	3.36
2009	\$1,766,146	666,323	33,232	16.26	2.65	53.15	3.27
2008	\$1,776,833	721,191	35,645	17	2.46	49.85	2.93
2007	\$1,992,392	733,213	36,500	21.61	2.72	54.59	2.53
2011 VS 2007	-12.60%	-2.80%	2.20%	-44.00%	-23.00%	-22.80%	37.70%

PASS VEH MILE	ELDERLY RIDERS	DISABLED RIDERS	REGULAR RIDERS	TOTAL RIDES
0.17	15,743	69,516	46,055	131,314
0.17	17,301	64,978	35,006	117,285
0.16	17,103	62,986	28,536	108,625
0.14	18,578	55,659	30,263	104,500
0.13	17,050	53,247	21,898	92,195
30.80%	-8.30%	30.65%	110.30%	42.40%

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (vehicles) – L.E.T.S. /
General Government/Finance/Board**

WHEREAS, L.E.T.S. is requesting replacement of one (1) L.E.T.S. vehicle that has served its useful life based on age, mileage, and condition; and

WHEREAS, the recommended replacement vehicle is a (model year 2012) Ford Explorer 4 x 4 at a cost not to exceed \$23,550; and

WHEREAS, the Ford Explorer will be purchased from the State of Michigan purchasing contract from Gorno Ford of Woodhaven, MI; and

WHEREAS, monies were budgeted for CY 2012 for this vehicle; and

WHEREAS, L.E.T.S. will be purchasing this vehicles from a Federal transit Administration (FTA) grant (#MI-90-X635) that totals \$22,000 and L.E.T.S. will be reimbursed for 80% from the FTA and 20% from MDOT matching funds; and

WHEREAS, the additional \$1,550 that is required to purchase the vehicle will be provided from fare box revenue; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of one (1) MY 2012 Ford Explorer 4 x 4 at a cost not to exceed Twenty-Three Thousand Five Hundred and fifty dollars (\$23,550)

BE IT FURTHER RESOLVED that the cost of \$23,550 to L.E.T.S. for this vehicle will be reimbursed 80% from the FTA and a 20% match from MDOT from FTA grant # MI-90-X63 in the amount of \$22,000 and the additional \$1,550 will be provided from fare box revenue.

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

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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: 2/8/2012
Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (vehicles)
– L.E.T.S. / General Government / Finance / Board

Attached please find a resolution for your consideration and authorization for the L.E.T.S. Director to replace one (1) Vehicle that have served its useful life based on mileage and condition per MDOT.

The recommended replacement vehicle is a MY 2012 Ford Explorer 4 x 4 at a cost not to exceed \$23,550. The Ford Explorer will be purchased from the State of Michigan purchasing contract from Gorno Ford of Woodhaven, MI.

The funds were budgeted for the purchase of this vehicle for CY 2012. L.E.T.S. will be purchasing this vehicle from a Federal transit Administration (FTA) grant (#MI-90-X635) that totals \$22,000 and L.E.T.S. will be reimbursed for 80% from the FTA and 20% from MDOT matching funds. The additional \$1,550 that is required to purchase the vehicle will be provided by fare box revenue.

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

I am available at your convenience to discuss this purchase at 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (vehicles) - Motor Pool /
General Government / Finance / Board**

WHEREAS, the Livingston County Motor Pool Department is requesting replacement of fourteen (14) Motor Pool vehicles that have served their useful life based on age, mileage, and condition; and

WHEREAS, the recommended replacement vehicles are all model year 2012's as follows, one (1) Ford Fusion SE 4 door sedan For the Friend of the Court at a cost not to exceed \$17,000; Two (2) Ford Explorer 4 x 4 for the Sheriff's Department at a cost not to exceed \$47,100; one (1) GMC ½ ton Yukon XL 4 X 4 for the EMS Departments at a cost not to exceed \$37,700; two (2) Dodge Caravan mini-vans for the Sheriff's Department (jail) at a cost not to exceed \$42,000; and five (5) Chevrolet Caprice Police Interceptors for the Sheriff's Department Road Patrol at a cost not to exceed \$132,500; one (1) front wheel drive Ford Escape for the Sheriff's Department Detective Bureau at a cost not to exceed \$19,850; and two (2) Ford F-150 pickup trucks for the Building Department for a cost not to exceed \$34,000; and

WHEREAS, the Ford Explorers, Escape, and F-150's will be purchased from the State of Michigan purchasing contract from Gorno Ford of Woodhaven, MI; the Chevrolet Caprice police vehicles will be purchased from the Macomb County Contract from Shaheen Chevrolet of Lansing, MI; GMC Yukon XL will be purchased from the State contract from Red Holman Pontiac GMC of Westland, MI; The Dodge Caravan mini-vans will be purchased from the Macomb County Contract from Slingerland Dodge of Owosso, MI, and

WHEREAS, monies were budgeted for CY 2012 for all fourteen (14) vehicles; and

WHEREAS, the Motor Pool department will be purchasing these vehicles from Retained Earnings from the monthly lease program paid by the various departments; and

WHEREAS, the new vehicles were also included in the various Departments' CY 2012 budget except for one (1) Chevrolet Caprice Police Interceptor that is expected to be replaced due to a traffic division police vehicle accident that may be totaled and in the interest of time this vehicle has been added to the resolution for replacement and if the vehicle is not totaled then a new vehicle will not be ordered; and

WHEREAS, all vehicles will be charged back to those Departments by way of the monthly lease program.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners

hereby authorizes the purchase of fourteen (14) MY 2012 vehicles as follows;

one (1) Ford Fusion SE 4 door sedans at a cost not to exceed \$17,000; Two (2) Ford Explorer 4 x 4 at a cost not to exceed \$47,100; one (1) GMC ½ ton Yukon 4 X 4 at a cost not to exceed \$37,700; five (5) Chevrolet Caprice Police vehicles at a cost not to exceed \$132,500; one (1) front wheel drive Escape at a cost not to exceed \$19,850; two (2) Dodge Caravan mini-vans at a cost not to exceed \$42,000; and two (2) Ford F-150 pickup trucks for a cost not to exceed \$34,000

BE IT FURTHER RESOLVED that the cost of all fourteen (14) vehicles are not to exceed Three Hundred Thirty Thousand One Hundred and Fifty dollars (\$330,150), including one (1) Chevrolet Caprice Police Interceptor that is expected to be replaced due to a traffic division police vehicle accident that may be totaled and in the interest of time this vehicle has been added to the resolution for replacement and if the vehicle is not totaled then a new vehicle will not be ordered.

BE IT FURTHER RESOLVED that all fourteen (14) vehicles are to be leased back to the Various Departments from the Motor Pool.

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

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF CAR POOL

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 – Car Pool Director
Date: 2/8/2012
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (vehicles) -
Motor Pool / General Government / Finance / Board**

Attached please find a resolution for your consideration and authorization for the Motor Pool Director to replace fourteen (14) Motor Pool Vehicles that have served their useful life based on mileage and condition.

The recommended replacement vehicles are all model year 2012's as follows, one (1) Ford Fusion SE 4 door sedan for the Friend of the Court at a cost not to exceed \$17,000; Two (2) Ford Explorer 4 x 4 for the Sheriff's Department at a cost not to exceed \$47,100; one (1) GMC ½ ton Yukon XL 4 X 4 for the EMS Departments at a cost not to exceed \$37,700; two (2) Dodge Caravan mini-vans for the Sheriff's Department (jail) at a cost not to exceed \$42,000; and five (5) Chevrolet Caprice Police Interceptors for the Sheriff's Department Road Patrol at a cost not to exceed \$132,500; one (1) front wheel drive Ford Escape for the Sheriff's Department Detective Bureau at a cost not to exceed \$19,850; and two (2) Ford F-150 pickup trucks for the Building Department for a cost not to exceed \$34,000. The total purchase price of all fourteen (14) vehicles is not to exceed Three Hundred Thirty Thousand One Hundred and fifty dollars (\$330,150).

The Ford Explorers, Escape, and F-150's will be purchased from the State of Michigan purchasing contract from Gorno Ford of Woodhaven, MI; the Chevrolet Caprice police vehicles will be purchased from the Macomb County Contract from Shaheen Chevrolet of Lansing, MI; GMC Yukon XL will be purchased from the State contract from Red Holman Pontiac GMC of Westland, MI; The Dodge Caravan mini-vans will be purchased from the Macomb County Contract from Slingerland Dodge of Owosso, MI.

Vehicle Purchase

Page 2

The funds were budgeted for the purchase of all fourteen (14) vehicles for CY 2012. The Motor Pool department will be purchasing these vehicles from Retained Earnings from the monthly lease program paid by the various departments. In addition, the new vehicles were also included in the various Departments' CY 2012 budget and will be charged back to those Departments by way of the monthly lease program.

The resolution includes replacement of one (1) Chevrolet Caprice Police Interceptor that is expected to be replaced due to a traffic division police vehicle accident that may be totaled and in the interest of time this vehicle has been added to the resolution for replacement and if the vehicle is not totaled then a new vehicle will not be ordered.

Finally, the Motor Pool Director is hereby authorized to dispose of various department vehicles being replaced per the County Purchasing/Disposal Policy.

I am available at your convenience to discuss this purchase at 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL - INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

WHEREAS, the Livingston County Information Technology Department has the responsibility of providing the highest level of technology possible; and

WHEREAS, the Livingston County IT Data Center is currently 90% Virtual; and

WHEREAS, we have 80 Virtual servers spread out over 7 physical servers in a redundant configuration; and

WHEREAS, for these virtual servers, service maintenance is required to keep our Virtual Center running; and

WHEREAS, the “VMWare Software as a Service Support” (SaaS) includes technical support and product upgrades; and

WHEREAS, the cost for one year of maintenance support (SaaS) is \$19,060.76 paid to CDWG, which covers a list of all the services being provided; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a one year maintenance agreement with VMWare for the County’s VMWare Services renewal with a total amount not to exceed \$19,060.76.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara
Date: 2/7/2012
Re: VMWare Hardware/Software Maintenance Support Renewal

Attached for approval is a Resolution for a one year Maintenance agreement with VMWare for the Livingston County's VMWare services renewal.

The Livingston County Information Technology department has the responsibility of providing the highest level, and the most current technology possible, in the most economical way. Keeping our Virtual Center running with fewer interruptions is very important.

The County has 80 Virtual servers spread over 7 physical servers in a redundant configuration. These virtual servers require service maintenance to keep our Virtual center up to date and running.

The VMWare Software as a Service Support known as SaaS, includes technical support and product upgrades.

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



800.808.4239

Quote Information

Quote #: CNMC892

Status: Open

Quote Date: 2/2/2012

Contact: GREG JOLLIFF

Description: VMWARE RENEWAL QUOTE

Billed From Address

CDW Government Inc.
230 N. Milwaukee Ave.

Vernon Hills, IL 60061

(800) 594-4239

Billing Address

GREG JOLLIFF
ATTN: LIVINGSTON COUNTY

304 E GRAND RIVER AVE
HOWELL, MI 48843-2488

(517) 548-3230

Shipping Address

LIVINGSTON COUNTY
GREG JOLLIFF
304 E GRAND RIVER AVE

HOWELL, MI 48843-2488

Payment Method

Request Terms

Shipping Method

Electronic Drop Ship

Product	Contract	CDW	Mfg Part #	Qty	Price	Ext. Price
VMWARE VIEW 4 PRM START PSNS	Market	1955140	VU4-PR-STR-P-SSSCR	1	\$674.66	\$674.66
VMWARE VIEW 4 PRM 10P PSNS	Market	1955146	VU4-PR-10-P-SSS-CR	1	\$674.66	\$674.66
VMware Support and Subscription Production - technical support (renewal) -	Market	2482957	VS5-ENT-P-SSS-C-R	2	\$776.13	\$1,552.26
VMware Support and Subscription Production - technical support (renewal) -	Market	2482957	VS5-ENT-P-SSS-C-R	2	\$776.13	\$1,552.26
VMware Support and Subscription Production - technical support (renewal) -	Market	2482957	VS5-ENT-P-SSS-C-R	4	\$776.13	\$3,104.52
VMware Support and Subscription Production - technical support (renewal) -	Market	2482957	VS5-ENT-P-SSS-C-R	2	\$776.13	\$1,552.26
VMware Support and Subscription Production - technical support (renewal) -	Market	2482957	VS5-ENT-P-SSS-C-R	4	\$776.13	\$3,104.52
VMware Support and Subscription Production - technical support (renewal) -	Market	2482962	VCS5-STD-P-SSS-C-R	1	\$1,348.24	\$1,348.24
VMware Support and Subscription Production - technical support (renewal) -	Market	2507735	VCSRM5ENTPSSSCR	30	\$97.15	\$2,914.50
VMware Support and Subscription Production - technical support (renewal) -	Market	2507735	VCSRM5ENTPSSSCR	10	\$97.15	\$971.50
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMware Support and Subscription Production - technical support (renewal) -	Market	2485030	VS5-STD-P-SSS-C-R	1	\$265.48	\$265.48
VMWARE VIEW 4 ENT START PSNS	Market	1955130	VU4-EN-STR-P-SSSCR	1	\$9.25	\$9.25
VMWARE VIEW 4 ENT START PSNS	Market	1955130	VU4-EN-STR-P-SSSCR	1	\$9.25	\$9.25
					Sub-Total	\$19,060.76
					Shipping:	\$0.00
					Grand Total	\$19,060.76

This page was printed on 2/2/2012 8:30:43 AM.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF A THREE YEAR SMARTNET MAINTENANCE AGREEMENT FOR LIVINGSTON COUNTY INFORMATION TECHNOLOGY'S CISCO IP TELEPHONY SOFTWARE, HARDWARE, AND CISCO EMERGENCY RESPONDER WITH CDWG - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE

WHEREAS, the current three year agreement for CISCO SmartNet maintenance expires in March of 2012, and needs to be renewed; and

WHEREAS, the CISCO equipment will be in use in the Livingston County IT network for the foreseeable future; and

WHEREAS, the cost of the three year SmartNet agreement of \$95,957.67 set to be paid for on three annual payments of \$31,985.89 at 0% interest; and

WHEREAS, payments will be made to Key Government Finance, Inc. of Superior, Colorado; and

WHEREAS, the cost of the SmartNet yearly maintenance is included in the approved FY2012 budget in line item 636 258 931.000; and

WHEREAS, the SmartNet maintenance contract is with CISCO with service provided by their local representative CDWG.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of a three-year SmartNet maintenance agreement with CISCO and CDWG in the amount of \$95,957.67, will be paid for on three annual payments of \$31,985.89 at 0% interest; and

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign said maintenance agreement upon review of Civil Counsel

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara
Date: 2/9/2012
Re: CISCO IP Telephony Maintenance Renewal

The county's three year CISCO SmartNet maintenance for our IP Telephony contract expires March 2012 and needs to be renewed.

The agreement covers our IP Telephony Software, Hardware and Emergency Responder systems. We need to continue our maintenance contract for these services.

The word "maintenance" can be a little confusing when it is applied to CISCO equipment because while it does cover the replacement and repair of the physical devices it also covers upgrades to the software embedded in the equipment.

The renewed contract cost will be \$95,957.67 at 0% interest rate over the three year period paid to Key Government Finance, Inc., of Superior, Colorado. The county's annual cost will be \$31,985.89 .

The service for the contract will be provided by CDWG. CDWG has been providing this and other services to us for several years and we are satisfied with their timely response and technical service.

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



Key Government Finance, Inc.
1000 South McCaslin Boulevard
Superior, CO 80027-9456

Wednesday, February 08, 2012

Livingston County
Mr. Greg Jolliff
304 E. Grand River Ave., Suite 202
Howell, MI 48843

Re: Payment Plan Agreement

Dear Mr. Jolliff:

Enclosed, please find two (2) sets of payment plan agreement documents for your review and execution. (If these documents were emailed to you, please print out two (2) sets.) Execute both sets and return all of the originals to my attention. **The original sets of the executed documents are required prior to funding your transaction. To expedite the return of these documents, please overnight them to me using Key Government Finance's FedEx account #129905042, and send to:**

KEY GOVERNMENT FINANCE, INC. ATTN: SUZANNE HOFF
1000 S. MCCASLIN BLVD, SUPERIOR, CO 80027.

Only the person with Signing Authority should execute the documents. For verification of original documents, please execute in blue ink. Upon closing, Key Government Finance will return a fully executed original set for your files.

Please refer to the enclosed Document Checklist when preparing the documents.
Please contact either Susan Moore at 205-699-8131 or me at 720-304-1419 with any questions or concerns you may have.

Sincerely,

Suzanne Hoff
Account Manager

DOCUMENTATION CHECK

- Payment Plan Agreement
- Schedule to Payment Plan Agreement
- Exhibit A – Services Description
- Exhibit B – Purchaser’s Counsel’s Opinion
Exhibit B is the standard legal opinion used by Key Government Finance, Inc. This opinion will need to be processed by your attorney on their letterhead. Your attorney will want to review the Payment Plan Agreement.
- Exhibit C – Purchaser’s Certificate
- Invoicing Instructions
- Invoice for 1st Payment

Payment Plan Agreement, Dated 2/8/2012

Accepted by Seller: Key Government Finance, Inc. ("Seller") 1000 South McCaslin Blvd. Superior, CO 80027
By:
Name:
Title:

Agreed to by Purchaser: Livingston County ("Purchaser") 304 E. Grand River Ave., Suite 202 Howell, MI, 48843
By:
Name:
Title:

AGREEMENT: Purchaser has entered into that certain SMARTnet RENEWAL QUOTE FOR COUNTY OF LIVINGSTON, Dated 2/6/2012 (the "Services Contract"), with CDW (the "Vendor") for certain services set forth therein (the "Services") to be provided by Cisco Systems, Inc. ("Cisco") and said Services Contract provides a fixed pricing for multiple years of such Services should the Purchaser pay or cause to be paid to Cisco for multiple years of Services at the start of the Services Contract (the "Multi-Year Service Payment"). Seller agrees to assist Purchaser by making the Multi-Year Service Payment in return for Purchaser's entering into this Payment Plan Agreement, upon the terms and conditions set forth herein and as supplemented by the terms and conditions set forth in the Schedule. This Payment Plan Agreement together with the Schedule shall be defined as the Agreement.

TERM: The Term of this Agreement shall begin on the commencement date set forth in the Schedule to this Payment Plan Agreement and shall terminate upon payment of the final Installment Payment set forth in the Schedule, unless terminated sooner pursuant to this Agreement of the Schedule.

INSTALLMENT PAYMENTS: Purchaser shall promptly pay Installment Payments in the amounts, and on the dates specified, in the Schedule.

NO OFFSET: SUBJECT TO THE PARAGRAPH ENTITLED "NONAPPROPRIATION" HEREIN, THE OBLIGATIONS OF CUSTOMER TO PAY THE INSTALLMENT PAYMENTS DUE UNDER THE SCHEDULE AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, ANY DEFECTS, MALFUNCTIONS, BREAKDOWNS OR INFIRMITIES IN THE PROPERTY FOR WHICH THE SERVICES ARE BEING PROVIDED OR ANY ACCIDENT, CONDEMNATION OR UNFORESEEN CIRCUMSTANCES. THIS PROVISION SHALL NOT LIMIT PURCHASER'S RIGHTS OR ACTIONS AGAINST CISCO OR THE VENDOR. Purchaser shall pay when due all taxes and governmental charges assessed or levied against or with respect to the Services.

LATE CHARGES: Should Purchaser fail to duly pay any part of any Installment Payment or other sum to be paid to Seller under this Agreement on the date on which such amount is due hereunder, then Purchaser shall pay late charges on such delinquent payment from the due date thereof until paid at the rate of 12% per annum or the highest rate permitted by law, whichever is less.

INSURANCE FOR PROPERTY RELATED TO SERVICES: At all times during the Term, Purchaser shall, at Purchaser's own cost and expense, cause casualty and property damage insurance to be carried and maintained (or shall provide Seller with a certificate stating that adequate self-insurance has been provided) with respect to the property for which the Services are being provided (the "Maintained Property"), sufficient to protect the full replacement value of such Maintained Property. Purchaser shall furnish to Seller certificates evidencing such coverage throughout the Term.

TAXES: (a) To the extent applicable, Purchaser shall timely pay all assessments, license fees, taxes (including sales, use, excise, personal property, ad valorem, stamp, documentary and other taxes) and all other governmental charges, fees, fines, or penalties whatsoever, whether payable by Seller or Purchaser, on or relating to the Installment Payments or Services, or the use, ownership or operation thereof, and on or relating to this Agreement; excluding, however, Seller's net income taxes. Applicable sales and use taxes shall be paid with the Installment Payments unless Purchaser provides evidence of direct payment authority or an exemption certificate valid in the state where the Services are provided.

(b) Purchaser agrees that it will not list or report any Services for property tax purposes unless otherwise directed in writing by Seller. Upon receipt of any property tax bill pertaining to the Services from the appropriate taxing authority, Seller will pay such tax and invoice Purchaser for the expense. Purchaser will reimburse Seller for such expense on the next Installment Payment date. Purchaser shall be responsible for claiming or obtaining any exemption from property taxes to which Purchaser may be entitled under applicable law, and for informing Purchaser of any such exemption.

REPRESENTATIONS AND WARRANTIES OF PURCHASER: Purchaser hereby represents and warrants to Seller that: (a) Purchaser is a State, possession of the United States, the District of Columbia, or political subdivision thereof as defined in Section 103 of the Code and Treasury Regulations and Rulings related thereto. If Purchaser is incorporated, it is duly organized and existing under the Constitution and laws of its jurisdiction of incorporation and will do or cause to be done all things necessary to preserve and keep such organization and existence in full force and effect. (b) Purchaser has been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of its governing body (which resolution, if requested by Seller, is attached hereto), to execute and deliver the Services Contract and this Agreement and to carry out its obligations thereunder and hereunder. (c) All legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of the Services Contract and this Agreement. (d) The Maintained Property and the Services will be used by Purchaser only for essential governmental or proprietary functions of Purchaser consistent with the scope of Purchaser's authority and will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use. Purchaser's need for the Services is not expected to diminish during the term of the Agreement. (e) Purchaser has funds available to pay Installment Payments until the end of its current appropriation period and Purchaser covenants to include all Installment Payments due under the Schedule in its preliminary annual budget for submission to the governing body of the Purchaser. (f) The Purchaser shall comply at all times with all applicable requirements of the Code. The Purchaser shall maintain a system with respect to this Agreement, which tracks the name, and ownership interest of each assignee who has both the responsibility for administration of, and ownership interest in this Agreement. (g) Purchaser's exact legal name is as set forth on the first page of this Agreement. Purchaser will not change its legal name in any respect without giving thirty (30) days prior written notice to Seller.

INDEMNIFICATION: To the extent permitted by law, Purchaser shall indemnify and save Seller harmless from and against all claims, losses, costs, expenses, liability and damages, including legal fees and expenses, arising out of (a) any breach or default on the part of Purchaser in the performance of any of its obligations under this Agreement or the Services Contract, or (b) any act of negligence of Purchaser, or its successors or assigns, or any of its agents, contractors, servants, employees, or licensees with respect to the Services, (c) the acquisition, delivery, and acceptance of the Services. No indemnification will be made for negligence or breach of duty under this Agreement by Seller, its directors, officers, agents, employees, successors, or assignees. Purchaser's obligations under this Section shall remain valid and binding notwithstanding termination or assignment of this Agreement.

KEYCORP CONFIDENTIAL - This is counterpart # _____ of _____ manually executed counterparts. Only counterpart # 1 constitutes chattel paper

ASSIGNMENT BY PURCHASER: Without Seller's prior written consent, Purchaser may not, by operation of law or otherwise, assign, transfer, pledge, hypothecate or otherwise dispose of the Services, this Agreement or any interest therein. Purchaser agrees not to take any action with respect to the Maintained Property that would eliminate the need for the Services during the Term; provided that in the event of a Nonappropriation, as hereinafter defined, this restriction shall not apply.

ASSIGNMENT BY SELLER: Seller may assign, sell or encumber all or any part of this Agreement, the Installment Payments and any other rights or interests of Seller hereunder.

NONAPPROPRIATION: If sufficient funds are not appropriated to make Installment Payments under this Agreement, this Agreement shall terminate and Purchaser shall not be obligated to make Installment Payments under this Agreement beyond the then current fiscal year for which funds have been appropriated. Upon such an event, Purchaser shall, no later than the end of the fiscal year for which Installment Payments have been appropriated, cease receiving Services. If Purchaser fails to cease receiving Services, the termination shall nevertheless be effective but Purchaser shall be responsible for the payment of damages in an amount equal to the portion of Installment Payments thereafter coming due that is attributable to the number of days after the termination during which the Purchaser fails to cease receiving Services and for any other loss suffered by Seller as a result of Purchaser's failure to cease receiving Services as required. Purchaser shall notify Seller in writing within seven (7) days after the failure of the Purchaser to appropriate funds sufficient for the payment of the Installment Payments, but failure to provide such notice shall not operate to extend the term of this Agreement or result in any liability to Purchaser.

EVENTS OF DEFAULT: Purchaser shall be in default under this Agreement upon the occurrence of any of the following events or conditions ("Events of Default"), unless such Event of Default shall have been specifically waived by Seller in writing: (a) Default by Purchaser in payment of any Installment Payment or any other indebtedness or obligation now or hereafter owed by Purchaser to Seller under this Agreement or in the performance of any obligation, covenant or liability contained in this Agreement and the continuance of such default for ten (10) consecutive days after written notice thereof by Seller to Purchaser, or (b) any warranty, representation or statement made or furnished to Seller by or on behalf of Purchaser proves to have been false in any material respect when made or furnished, or (c) dissolution, termination of existence, discontinuance of the Purchaser, insolvency, business failure, failure to pay debts as they mature, or appointment of a receiver of any part of the property of, or assignment for the benefit of creditors by the Purchaser, or the commencement of any proceedings under any bankruptcy, reorganization or arrangement laws by or against the Purchaser.

REMEDIES OF SELLER: Upon the occurrence of any Event of Default and at any time thereafter, Seller may, without any further notice, exercise one or more of the following remedies as Seller in its sole discretion shall elect: (a) terminate the Agreement and all of Purchaser's rights hereunder as to any or all items of Services, including notifying Cisco to cease providing the Services to Purchaser, which shall be binding on Cisco and the Purchaser; (b) proceed by appropriate court action or actions to enforce performance by Purchaser of its obligations hereunder or to recover damages for the breach hereof or pursue any other remedy available to Seller at law or in equity or otherwise; (c) declare all unpaid Installment Payments and other sums payable hereunder during the current fiscal year of the Term to be immediately due and payable without any presentment, demand or protest and/or take any and all actions to which Seller shall be entitled under applicable law. No right or remedy herein conferred upon or reserved to Seller is exclusive of any right or remedy herein or at law or in equity or otherwise provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time. Purchaser agrees to pay to Seller or reimburse Seller for, in addition to all other amounts due hereunder, all of Seller's costs of collection, including reasonable attorney fees, whether or not suit or action is filed thereon. Purchaser and Seller hereby irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to this Agreement.

NOTICES: All notices, and other communications provided for herein shall be deemed given when delivered or mailed by certified mail, postage prepaid, addressed to Seller or Purchaser at their respective addresses set forth herein or such other addresses as either of the parties hereto may designate in writing to the other from time to time for such purpose.

AMENDMENTS AND WAIVERS: This Agreement and the Schedule executed by Seller and Purchaser constitute the entire agreement between Seller and Purchaser with respect to the Services and this Agreement may not be amended except in writing signed by both parties.

CONSTRUCTION: This Agreement shall be governed by and construed in accordance with the laws of the state in which Purchaser is located. Titles of sections of this Agreement are for convenience only and shall not define or limit the terms or provisions hereof. Time is of the essence under this Agreement. This Agreement shall inure to the benefit of and shall be binding upon Seller and Purchaser and their respective successors and assigns. This Agreement may be simultaneously executed in counterparts, each shall be an original with all being the same instrument.

Schedule to Payment Plan Agreement

This **Schedule** is entered into pursuant to Payment Plan Agreement dated as of 2/8/2012 between Seller and Purchaser.

1. Interpretation. The terms and conditions of the Payment Plan Agreement (the "Agreement") are incorporated herein.
2. Services Description. The Services subject to this Schedule are described in Exhibit A, attached hereto.
3. Term and Payments. Term and Installment Payments are per the table below. Purchaser shall have the option to prepay the Installment Payments due under this Schedule by paying the Concluding Balance shown in the table below, plus any other amounts due and owing at the time of prepayment, subject to per diem adjustment.
4. Expiration. Seller, at its sole determination, may choose not to accept this Schedule if the fully executed, original Agreement (including this Schedule and all ancillary documents) are not received by Seller at its place of business by 2/20/2012.
5. Multi-Year Services Payment. The Multi-Year Services Payment to Cisco Systems, Inc., shall be \$95,957.67.
6. Opinion of Counsel. Purchaser has provided the opinion of its legal counsel substantially in the form as attached as Exhibit B, hereto.
7. Commencement Date: 2/8/2012

The financing table below is net of the special financing promotion payment from CDW in the amount of \$5,339.11. This payment will be made by CDW to Seller.

Payment No.	Payment Due Date	Payment Made by CDW	Payment Made by Purchaser	Concluding Balance (with Installment Payment on Due Date)
1	8-Feb-2012	5,339.11		93,337.12
2	8-Mar-2012		31,985.89	60,810.52
3	8-Mar-2013		31,985.89	31,221.94
4	8-Mar-2014		31,985.89	0.00

IN WITNESS WHEREOF, Seller and Purchaser have caused this Schedule to be executed in their names by their duly authorized representatives.

Seller: Key Government Finance, Inc.
By:
Name:
Title:

Purchaser: Livingston County
By:
Name:
Title:

Attest By:
Name:
Title:

EXHIBIT A

Services Description

The Services are as set forth in that certain SMARTnet RENEWAL QUOTE FOR COUNTY OF LIVINGSTON, dated 2/6/2012 (the "Services Contract"), between Purchaser and CDW.

Contract Type	Contract Number	Quote Number	Service Description
ESW	NEW	3038725	Essential SW
UCSS			Unified Communications Software Subscription
SNT	3829615	3038725	8x5xNext Business Day
SNTP	3980357	3038725	Premium 24x7x4
UCS7	91487663	3038725	UCS7
ISV1	91484789	3038725	ISV1

EXHIBIT B

Purchaser's Counsel's Opinion

[To be provided on letterhead of Purchaser's counsel.]

[Address to Seller and Purchaser]

RE: Payment Plan Agreement between Key Government Finance, Inc. and Livingston County ("Purchaser"), in connection with the Payment Plan Agreement, and Schedule dated as of 2/8/2012, between Livingston County, as Purchaser, and Key Government Finance, Inc., as Seller, and any amendment or addendum thereto, if any (the "Payment Plan Agreement"), and the Services Contract, as such term is defined in the Payment Plan Agreement, between Vendor and Purchaser (together, the Payment Plan Agreement and Services Contract being referred to herein as, the "Agreement"). We have examined the law and such certified proceedings and other papers as we deem necessary to render this opinion.

Based upon the foregoing, we are of the opinion that, under existing law:

1. Purchaser is a public body corporate and politic, duly organized and existing under the laws of the State, and has a substantial amount of one or more of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) the police power.

2. Purchaser has all requisite power and authority to enter into the Agreement and to perform its obligations thereunder.

3. All proceedings of Purchaser and its governing body relating to the authorization and approval of the Agreement, the execution thereof and the transactions contemplated thereby have been conducted in accordance with all applicable open meeting laws and all other applicable state and federal laws.

4. The Agreement has been duly executed and delivered by Purchaser and constitutes a legal, valid and binding obligation of Purchaser, enforceable against Purchaser in accordance with the terms thereof, except insofar as the enforcement thereof may be limited by any applicable bankruptcy, insolvency, moratorium, reorganization or other laws of equitable principles of general application, or of application to municipalities or political subdivisions such as the Purchaser, affecting remedies or creditors' rights generally, and to the exercise of judicial discretion in appropriate cases.

5. As of the date hereof, based on such inquiry and investigation as we have deemed sufficient, no litigation is pending, (or, to our knowledge, threatened) against Purchaser in any court (a) seeking to restrain or enjoin the delivery of the Agreement; (b) questioning the authority of Purchaser to execute the Agreement, or the validity of the Agreement, or the payment of principal of or interest on, the Schedule; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement; or (d) affecting the provisions made for the payment of or security for the Agreement.

This opinion may be relied upon by Seller, its successors and assigns, and any other legal counsel who provides an opinion with respect to the Agreement and the Schedule.

Very truly yours,

By: _____

EXHIBIT C

Purchaser's Certificate

Re: Payment Plan Agreement, Key Government Finance, Inc. and Livingston County.

The undersigned, being the duly elected, qualified and acting _____ of the Livingston County ("Purchaser") do hereby certify, as of 2/8/2012, as follows:

1. Purchaser did, at a meeting of the governing body of the Purchaser held _____ by resolution or ordinance duly enacted, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Payment Plan Agreement (the "Agreement") by the following named representative of Purchaser, to wit:

NAME OF EXECUTING OFFICIAL (Official who signed the documents.)	TITLE OF EXECUTING OFFICIAL	SIGNATURE OF EXECUTING OFFICIAL
And/ Or		

2. The above-named representative of the Purchaser held at the time of such authorization and holds at the present time the office set forth above.

3. The meeting(s) of the governing body of the Purchaser at which the Agreement was approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, and the enactment approving the Agreement and authorizing the execution thereof has not been altered or rescinded. All meetings of the governing body of Purchaser relating to the authorization and delivery of the Agreement have been: (a) held within the geographic boundaries of the Purchaser; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the governing body; and (d) conducted in accordance with the charter of the Purchaser, if any, and the laws of the State.

4. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default or an Event of Nonappropriation (as such terms are defined in the Agreement) exists at the date hereof with respect to this Agreement.

5. The acquisition of the Services, under the Agreement, has been duly authorized by the governing body of Purchaser.

6. Purchaser has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Payments scheduled to come due during the current budget year under the Agreement and to meet its other obligations for the current budget year and such funds have not been expended for other purposes.

7. As of the date hereof, no litigation is pending, (or, to my knowledge, threatened) against Purchaser in any court (a) seeking to restrain or enjoin the delivery of the Agreement or of other agreements similar to the Agreement; (b) questioning the authority of Purchaser to execute the Agreement, or the validity of the Agreement, or the payment of principal or of interest on, the Agreement; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement; or (d) affecting the provisions made for the payment of or security for the Agreement.

Livingston County
Attest By:
Title:
SOMEONE OTHER THAN THE EXECUTING OFFICIAL(S) SHOWN ABOVE MUST SIGN HERE.

INVOICE INSTRUCTIONS

(The information you provide enables us to invoice you correctly.)

BILL TO ADDRESS:

BILLING CONTACT:

First, M.I. and Last Name:

Title:

Phone Number:

Fax Number:

PURCHASE ORDER NUMBER:

Invoices require purchase order numbers: YES _____ NO _____

Purchase Order Number:

FEDERAL TAX ID NUMBER:

ADDITIONAL INFORMATION NEEDED ON INVOICE:

INVOICE



Key Government Finance, Inc.
 1000 S. McCaslin Blvd.
 Superior CO 80027

Bill to: Livingston County Greg Jolliff 304 E. Grand River Ave., Suite 202 Howell, MI 48843	Invoice No.	Livingston -01
	Invoice Date:	2/8/12
	Payment Plan No.	TBD
	Purchase Order No.	
	Contract No.	
	CSA No.	
	ACT No.	
	Reference:	

Qty	Item	Description	Total
1	Installment Payment	Payment due 3/8/2012	\$31,985.89
		Tax	
		Balance Due	\$31,985.89

Please remit funds to: Key Government Finance, Inc. Attn: Suzanne Hoff 1000 S. McCaslin Blvd. Superior, CO 80027 Contact Phone: 720-304-1419	REMITTANCE INFORMATION	
	Date:	
	Amount Due:	
	Amount Enclosed:	

- Please remember to:
- 1) Make checks payable to Key Government Finance, Inc.
 - 2) Return a copy of this invoice with your payment.
 - 3) Keep a copy of this invoice for your records.
 - 4) Direct all inquiries to the contact listed above.

Comments: