

PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT

2/25/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

AGENDA

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Meeting minutes dated: January 28, 2013

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION:

07 Sheriff

RESOLUTION TO APPROVE THE CONTRACTS WITH THE TOWNSHIPS OF HARTLAND, TYRONE, AND PUTNAM FOR LAW ENFORCEMENT SERVICES - Public Safety/Finance/Board

08 Sheriff

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL THREE (3) PART-TIME VACATED OFFICE ASSISTANT (E) POSITIONS – Sheriff

09 Sheriff

RESOLUTION AUTHORIZING A RENEWAL OF AN AGREEMENT FOR PREVENTATIVE MAINTENANCE ON THE L-1 IDENTITY SOLUTION FINGERPRINT MACHINES - Public Safety/Finance/Board

10 Sheriff

RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT IN-CAR VIDEO RECORDING SYSTEM'S EVIDENTIARY SERVER/ RAID STORAGE, SWITCH, DATA MIGRATION, AND INSTALLATION - Sheriff's Department / Finance Committee

11 Planning

RESOLUTION TO ADOPT AN ORDINANCE FOR THE CREATION OF A PLANNING COMMISSION FOR LIVINGSTON COUNTY, MICHIGAN – LIVINGSTON COUNTY PLANNING DEPARTMENT/LIVINGSTON COUNTY PLANNING COMMISSION

12 Drain Commissioner

RESOLUTION AUTHORIZING THE CREATION OF AN ASSISTANT
SANITARY FACILITIES OPERATOR POSITION - Drain Commissioner

13 Central Dispatch

RESOLUTION AUTHORIZING A CONTRACT WITH MAPLENET WIRELESS FOR CONSTRUCTION OF A MICROWAVE RADIO LINK BETWEEN THE 9-1-1 CENTERS OF INGHAM AND LIVINGSTON COUNTIES – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS

14 Central Dispatch

RESOLUTION AUTHORIZING BOARD CHAIR TO SIGN A TOWER USE AGREEMENT WITH OCEOLA TOWNSHIP – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS

15. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 28, 2013 – 6:00 P.M.

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

PUBLIC SAFETY

RON VAN HOUTEN DAVID DOMAS KATE LAWRENCE _____

OTHERS:

<u>WILLIAM VAILLIENCOURT</u>	<u>LT. ERIC SANBORN</u>	<u>LT. MIKE KINASCHUK</u>
<u>ROBERTA BENNETT</u>	<u>JIM ROWELL</u>	<u>SYDNEY O'SHAY - WHMI</u>
<u>CINDY CATANACH</u>	<u>ROBERT SPAULDING</u>	<u>BELINDA PETERS</u>
<u>UNDER SHERIFF MIKE MURPHY</u>	<u>DON ARBIC</u>	<u>COMM. DOLAN</u>
<u>COMM. GRIFFITH</u>	<u>COMM. CHILDS</u>	
<u>COMM. WILLIAMS</u>	<u>COMM. GREEN</u>	

1. **CALL TO ORDER:** Meeting called to order by: **COMM. RON VAN HOUTEN** at 6:05 p.m.
2. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED NOVEMBER 26, 2013:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE

ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: LAWRENCE / SECONDED BY: DOMAS

ALL IN FAVOR - MOTION PASSED

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

6. RESOLUTIONS FOR CONSIDERATION:

- 7. PROSECUTOR - RESOLUTION APPROVING THE ELIMINATION OF ONE PART-TIME ADMINISTRATIVE AIDE AND TRANSFERRING HOURS AMONG CURRENT ADMINISTRATIVE AIDE POSITIONS**

RECOMMEND MOTION TO THE: BOARD
Moved BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

- 8. DRAIN COMMISSIONER - RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH EQ THE ENVIRONMENTAL QUALITY COMPANY FOR HOUSEHOLD HAZARDOUS WASTE COLLECTIONS FOR 2013/2014**

RECOMMEND MOTION TO THE: BOARD
Moved BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

9. MOTION TO MODIFY AGENDA:

MOTION TO MODIFY THE AGENDA: MOVE THE BUILDING DEPARTMENT RESOLUTION BEFORE CENTRAL DISPATCH
Moved BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

- 10. BUILDING INSPECTIONS - RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY BUILDING DEPARTMENT TO ASSUME RESPONSIBILITY FOR ADMINISTRATION AND CODE ENFORCEMENT OF THE TRADE PERMITS FOR THE CITY OF BRIGHTON**

RECOMMEND MOTION TO THE: BOARD
Moved BY: DOMAS / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

- 11. CENTRAL DISPATCH - RESOLUTION AUTHORIZING A NON-PRECEDENT SETTING, ONE-TIME ONLY DONATION OF VACATION DAYS TO A 9-1-1 CENTRAL DISPATCH DEPARTMENT EMPLOYEE BY ALL COUNTY EMPLOYEES VOLUNTEERING TO PARTICIPATE**

RECOMMEND MOTION TO THE: BOARD
Moved BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

12. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING THE PURCHASE OF A CENTRALIZED WARNING SIREN ACTIVATION SYSTEM**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

13. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING CHAIR TO SIGN A TOWER ENGINEERING COMPANY AGREEMENT FOR PROFESSIONAL SERVICES FOR A TOWER STRUCTURAL ANALYSIS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

14. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING THE 9-1-1 DIRECTOR TO SIGN PURCHASE ORDERS FOR PROMOTIONAL MATERIALS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

15. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER (BPO) TO PSYBUS PSYCHOLOGICAL CONSULTANTS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

16. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING WAIVER OF THE PURCHASING POLICY AND THE ISSUANCE OF A BLANKET PURCHASE ORDER (BPO) IN THE AMOUNT OF \$30,000 TO FIFER INVESTIGATIONS, LLC FOR CONDUCTING APPLICANT BACKGROUND INVESTIGATIONS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

17. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING THE PURCHASE OF MINI-THERMAL IMAGING MONOCULARS FOR THE SHERIFF DEPARTMENT TACTICAL TEAM**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

18. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING THE PURCHASE OF A SECURITY LOCK SYSTEM FOR COUNTY BUILDINGS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

19. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING CONTRIBUTION TO THE INSTALLATION OF AN EMERGENCY POWER SUPPLY FOR THE BRIGHTON WIDE AREA NETWORK HUB**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

20. **SHERIFF - RESOLUTION AUTHORIZING THE REFURBISHMENT OF THE SHERIFF DEPARTMENT TACTICAL AMBULANCE BY MCCOY MILLER (FORMERLY MARQUE AMBULANCE)**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

21. **JAIL - RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT WITH RDK COLLECTIONS FOR INMATE BILLING AND COLLECTIONS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

22. **JAIL - RESOLUTION AUTHORIZING A CONTRACT WITH ESSENTIAL LEARNING LLC TO PROVIDE ONLINE TRAINING TO CORRECTIONS STAFF**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

23. **JAIL - RESOLUTION AUTHORIZING A CONTRACT WITH MID MICHIGAN MAINTENANCE AND LOCK CORP. TO PROVIDE MAINTENANCE FOR LOCKS FOR THE FACILITY**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

24. JAIL - RESOLUTION AUTHORIZING AN AGREEMENT WITH RQAQ TO PROVIDE CONSULTATION AND RECOMMENDATIONS FOR THE PROPOSED EXPANSION OF THE COUNTY JAIL

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

25. DISCUSSION: Sheriff's Contracts

- **Under Sheriff Mike Murphy reviewed the history of the contracted road patrol services provided to Hartland, Tyrone and Putnam Township. He provided hand outs showing the costs (manpower and vehicles) associated with providing the road patrol to these townships. In the past few years, the Townships have needed the County to subsidize some of their costs due to the townships losing revenues. After further questions and answers a motion was made:**

MOTION TO AUTHORIZE UNDER SHERIFF MIKE MURPHY TO ENGAGE IN NEGOTIATIONS AND A CONTRACT (APPROVED BY CIVIL COUNSEL) WITH HARTLAND, TYRONE AND PUTNAM TOWNSHIPS FOR ROAD PATROL SERVICES FOR 3 YEARS USING THE PRICING OF A 1 YEAR DEPTY, 3 YEAR DEPUTY AND 5 YEAR DEPUTY
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

26. ADJOURNMENT:

MOTION TO ADJOURN AT 7:35 P.M.
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

KELLI HAWORTH
RECORDING SECRETARY

RESOLUTION

NO: 2013-03-

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE CONTRACTS WITH THE TOWNSHIPS OF HARTLAND, TYRONE AND PUTNAM FOR LAW ENFORCEMENT SERVICES - Sheriff Department

WHEREAS, the Hartland and Tyrone Township contracts for law enforcement services will expire on March 31, 2013; and

WHEREAS, the Putnam Township contract for law enforcement services will expire on June 30, 2013; and

WHEREAS, the proposed Hartland and Tyrone contracts covers services and sets an annual fee from April 1, 2013 through March 31, 2015; and

WHEREAS, the proposed Putnam Township contract covers services and sets an annual fee from July 1, 2013 through June 30, 2015; and

WHEREAS, the Townships of Hartland and Tyrone shall each pay 50% of the total cost to perform these services; and

WHEREAS, the Townships of Hartland, Tyrone and Putnam shall make payments quarterly to Livingston County during said period.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract as referenced above for law enforcement services with the Township of Hartland to be effective April 1, 2013 through March 31, 2015 with each of the townships to pay said amount in accordance with the following payment schedule:

- April 1, 2013 – March 31, 2014 \$153,425.00
- April 1, 2014 – March 31, 2015 \$160,789.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract as referenced above for law enforcement services with the Township of Tyrone to be effective April 1, 2013 through March 31, 2015 with each of the township to pay said amount in accordance with the following payment schedule:

- April 1, 2013 – March 31, 2014 \$153,425.00
- April 1, 2014 – March 31, 2015 \$160,789.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract as referenced above for law enforcement services with the Township of Putnam to be effective July 1, 2013 through June 30, 2015 with the township to pay said amount in accordance with the following payment schedule:

- July 1, 2013 – June 30, 2014 \$73,049.00
- July 1, 2014 – June 30, 2015 \$76,356.00

BE IT FURTHER RESOLVED that Civil Counsel prepare said contracts and the Chair of the Board and the Sheriff be authorized to sign said contract agreements.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Infrastructure & Development and Public Safety Committee
Finance Committee
Board of Commissioners

From: Belinda M. Peters

Date: February 19, 2013

Re: Resolution to Approve the Contracts with the Townships of
Hartland, Tyrone, and Putnam for Law Enforcement Services

It is recommended that the Board of Commissioners authorize contracts with Hartland, Tyrone and Putnam Townships to provide law enforcement services to the townships for a two year period.

The contract cost for Hartland and Tyrone would be \$306,850 and each township will pay 50% on the contract costs (\$153,425.00) for the first year (April 1, 2013 to March 31, 2014).

The contract cost for Hartland and Tyrone would be \$321,578.00 and each township will pay 50% on the contract costs (\$160,789.00) for the second year (April 1, 2014 to March 31, 2015).

The contract cost for Putnam Township would be \$73,049 for the first year (July 1, 2013 to June 30, 2014) and \$76,356 for the second year (July 1, 2014 to June 30, 2015).

This is the original proposal offered by the Sheriff's Office. It is the authority of the Board of Commissioners to authorize the price for service contracts. However, these contract rates were offered to the communities during 2012 and the communities have already placed in their budget these costs of service. It is recommended that these contracts be limited to two years to give the Board of Commissioners the opportunity to review policy and determine the cost sharing arrangements they want to offer in the future.

The current contracts expire March 31, 2013 for Hartland and Tyrone Townships. The prior contract was a five year contract and provided 16 hours of service to Hartland and Tyrone Townships for dedicated road patrol services priced at a one-year deputy rate. Mid contract the level of service was increased from 16 hours per day to 24 hours per day with no change to the contract costs. The contract for Putnam Township expires June 30, 2013 and provides for 8 hours of dedicated service 5 days a week.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL THREE (3) PART-TIME VACATED OFFICE ASSISTANT (E) POSITIONS – Sheriff

WHEREAS, The Sheriff's Department recently lost three (3) part time Office Assistants due to two promotions and one transfer to another department; and

WHEREAS, the Sheriff's Department has determined the need to replace these positions in order to maintain an acceptable level of service to the citizens we serve; and

WHEREAS, funding for this position is approved and included in the 2013 operating budget; and

WHEREAS, per the County's Vacancy Review Policy, if another Office Assistant position should become available during the 2013 budget year, it may be filled without first obtaining the approval of the Board of Commissioners.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of three (3) part-time office assistant positions within the Livingston County Sheriff's Department and approves the filling of future part-time authorized Office Assistant vacancies within the 2013 budget year.

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MOVED:

SECONDED:

CARRIED:



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
DATE: February 20, 2013
SUBJECT: RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL
THREE (3) PART-TIME VACATED OFFICE ASSISTANT (E) POSITIONS.

The intent of this communication is to formally request an exception to the hiring freeze and authorization to fill three (3) part time Office Assistant (E) positions. This would allow us to fill a vacancies created by the promotion of Amy King and Tanisha Lee (to Intake Specialists) and the transfer of Carolyn Young to the Courts.

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid law enforcement personnel.

If you have any questions or concerns, please do not hesitate to contact me at 540-7911.

Thank you for your consideration and support of this important adjustment to our operation.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Sheriff Robert J. Bezotte**

Title of Position to be Filled: **Office Assistant (E)** Salary: **\$25,466.01 annually**
Three (3) Part Time **\$12.2432 hourly**

Annual Cost of Budgeted Position: **\$13,720 (w/ benefits)**

Projected Cost for the next five years: **\$68,600 (w/ benefits)**

New Position/Classification (Yes/No): **NO**

If No: Name of Employee Last Occupying this Position: **Amy King ; Tanisha Lee ; Carolyn Henry**

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

Name of Employee on Leave:

Date of Expected Return:

When did the positions become vacant? **February 8, 2013**

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

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

This position, if assigned to Sheriff Reception, directs all incoming calls Monday thru Friday, 8:00 AM thru 4:00 PM (an average of 125 calls daily) in addition to interacting with lobby traffic (an average of 55 contacts per day). Lobby contacts include requests for law enforcement assistance, PBT's, property pick up (or delivery), vehicle release, court-ordered DNA testing, court-ordered fingerprints, applicant fingerprints, applications for handgun purchase permits, hand-gun registrations, payment of bonds, proofs of incarceration, sex offender registration, background checks for military, adoption and employment. This position, if assigned to Jail Reception, directs all incoming calls Monday thru Friday, 8:00 AM thru 8:00 PM; inmate visitation on Saturday, 8:00 AM thru 4:00 PM; payment of bonds; and lobby contacts with court personnel, probation, clergy, and attorneys.

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

Mandated services include fingerprinting, court-ordered DNA testing, hand gun purchase permits/registrations, sex offender registration, collection of bond payments, and delivery of personal property confiscated during investigations.

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

Civilian Positions:

Jan – 2008	Jan – 2009	Jan – 2010	Jan - 2011	Jan - 2012
8	9*	9*	9*	9*

- **Of the 9 civilian employees, one is assigned full time to our Property Room and Fleet management**

Please explain changes:

Due to budget cutbacks, we have reduced our civilian support staff from 12 full-time employees (2005) to 6 full-time and 10 part-time.

Please explain changes:

We began 2005 with 12 civilian employees. We laid-off two Community Service Workers (Salary Grade F) and two Data Entry Clerks (Salary Grade F) in October of that year due to budget cutbacks, which brought our civilian support staff to 8 employees.

In 2008, again, due to budget cutbacks, we laid off three office assistant's (Salary Grade E), dropping our support staff to 5 employees.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

This will not be feasible unless we assign Deputies and/or Corrections Officers to the above-mentioned tasks, consequently paying increased wages and benefits.

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

We could pay a Deputy (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

We could pay a Deputy (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

We could pay a Deputy (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

Please refer to item 3. above

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

We cannot afford to lose additional civilian positions

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

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

NO, tasks cannot be shared with other counties or local government.

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

NONE

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

YES, as long as they comply with our hiring protocol

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

No, tasks are cyclical

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

We are requesting part-time employees

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

No. We have drastically cut our "service" hours

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

Yes, all civilian employees are cross trained

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A RENEWAL OF AN AGREEMENT FOR PREVENTATIVE MAINTENANCE ON THE L-1 IDENTITY SOLUTION FINGERPRINT MACHINES.

WHEREAS, The Sheriff's Department has determined a need to renew the yearly maintenance agreement (Resolution # 2012-03-100) on two L-1 Identity Solutions fingerprint machines as the current agreement has expired; and

WHEREAS, The cost to cover the annual maintenance would be \$6,175.00 per machine. This cost would include technical support for both hardware and software and all parts and components necessary for the service and maintenance of the system; and

WHEREAS, an annual expense to maintain the equipment for as long as the department owns the equipment will be necessary as these machines are essential to operations; and

WHEREAS, these following charges were budgeted for in the 2013 approved budget in line items 101.301.819.052 and 101.351.819.050; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the issuance of a Purchase Order so the Sheriff may enter into a one year agreement with Identix Incorporated for maintenance on both machines at a total cost of \$12,350.00.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF SHERIFF DEPARTMENT

150 S. Highlander Way, Howell, MI 48843
Phone 540-7903 Fax 545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners

From: Lt. Eric Sanborn

Date: 02/20/2013

Re: RESOLUTION AUTHORIZING THE RENEWAL OF THE AGREEMENT
FOR PREVENTATIVE MAINTENANCE ON THE L-1 IDENTITY
SOLUTION FINGERPRINT MACHINES.

Attached is a resolution for your consideration of approval for a renewal of a maintenance agreement with Identix Inc. on the two L-1 Identity Solution fingerprint machines. These machines are used on a 24/7 basis and it is imperative that the machines work on a continual basis.

The L-1 Identity fingerprint machines are used to comply with court order fingerprints, newly lodged inmates, CPL, and other various agencies requesting individual's fingerprints.

The maintenance agreement included telephone technical support for system hardware and software and Identix shall furnish all parts and components necessary for the service and maintenance of the system. Identix will also make available any updates to those customers with maintenance agreements.

The total cost for the maintenance agreement would be \$12,350.00 for two machines and cover the period of one year. The current maintenance agreement for the machines has expired.

As L-1 Identity Solutions is a sole source provider, no additional quotes were obtained.

Attached for your review is a copy of services rates for machines not cover under L-1 Identity Solutions warranty.

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

Lt. Eric J Sanborn
Livingston County Sheriff Dept

L1 Identity Solutions: Biometrics Division Customer Service Time and Material Rates

Non-Contract Labor Rates

<u>Item</u>	<u>Labor Rate</u>
On-Site Support for Customers/End Users	\$200.00 per hour plus expenses*
On-Site Support for L1 Identity Solutions: Biometrics Division Partners/Resellers	\$135.00 per hour plus expenses*
Help Desk Technical Support and Repair Services	\$130.00 per hour plus materials
Help Desk Technical Support and Repair Services Partners/Resellers for L1 Identity Solutions: Biometrics Division Partners/Resellers	\$80.00 per hour plus materials

* All Labor has 1 hour minimum. Additional expenses, see below.

*Additional Expense Rates

<u>Activity</u>	<u>Labor Rate</u>
Travel Time	\$80.00 per hour
Mileage	\$.65 per mile
Air Fare	Actual expense
Per Diem (Overnight Stay Only)	Actual expense

Included in Per Diem are Meals, Rental Vehicle, Parking, Toll, and Lodging

Additional Services

<u>Service</u>	<u>Labor Rate</u>
Pre-Maintenance Site Inspection	\$850.00 Flat fee plus expenses*
Training Full Day	\$850.00 Flat fee plus expenses*
Training Half Day	\$425 Flat Fee plus expenses
Replacement Parts	Refer to current price list

System Modifications

<u>Modification</u>	<u>Labor Rate</u>
IP Address and other minor configuration changes	Applicable Rates above ¹
Customization Changes requiring Engineering Assistance	Quote, see PCR Process ¹

¹ FS Supervisors will provide Level of Effort (man-hours, travel costs, etc.)

Shipping Charges

The policy for shipping Non-Contract Repair Parts to the Customer from the Bloomington, MN Factory or the Ontario, CA Parts Depot is as follows:

1. Pricing for Repairable Replacement Parts is established with the understanding that the "Failed" Repairable Part will be returned to the Factory as "Trade In". Notify Customer of this prior to shipment.
2. Customer will be billed for all Repairable Parts Returns that are not returned to the factory within 14 working days.
3. Customers may choose to send Repairable Parts to Factory on a "Repair and Return" basis and will be billed at the established Repair Services Rate, plus any necessary repair parts.

All Customer orders beyond the original systems purchase order should take into consideration these rates when pricing. "Non-Contract Labor" refers to all labor provided to Customers/Companies without a Warranty or Maintenance Agreement in place. It also refers to any services not covered by a specific Maintenance Agreement.

Prices are Subject to Change without Notice

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT IN-CAR VIDEO RECORDING SYSTEM'S EVIDENTIARY SERVER/ RAID STORAGE, SWITCH, DATA MIGRATION, AND INSTALLATION - Sheriff's Department / Finance Committee

WHEREAS, the Sheriff's Department has determined a need to replace the in-car video recording system's evidentiary server/ RAID storage unit for the road patrol division with a new Dell R720 server with 5 TB of RAID 6 storage; and

WHEREAS, the current server/ RAID unit (Purchased under Resolution 2008-01-007) is approaching "end of life" where L-3 Communications Mobile-Vision, Inc. will no longer cover the equipment on an Extended Maintenance Agreement (EMA) after February 24th, 2013; and

WHEREAS, the Sheriff Department would also be purchasing an 8 port gigabit switch, paying to have the old proprietary video evidence migrated to the new storage unit, and pay for the one day installation and training on the company's software; and

WHEREAS, there are sufficient funds within Fund 266- Federal Equitable Sharing (DEA) special revenue fund to cover the project cost of \$18,088.73.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of an in-car video camera system evidentiary server/ RAID storage from L.3 Communications for a sum not to exceed \$18,088.73 (which includes switch, data migration, installation, training, and shipping)

BE IT FURTHER RESOLVED that the funding for same will be from Fund 266 Federal Equitable Sharing (DEA) Special Revenue fund which the purchase of this equipment and services are allowable for use in this capacity.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY QUOTATION TABULATION WORKSHEET

Central Purchasing

304 E. Grand River, Howell, MI 48843

Phone: (517) 552-5002

Fax: (517) 546-7266

Vendor Information: Name, Address, Phone, Fax & E-mail

Vendor A	Vendor B	Vendor C
GTSI Corporation 2553 Dulles View Dr Suite 100 Herndon, VA 20171 800.999.GTSI (Gov Cont# 4400001197)	L-3 Communications Mobile-Vision, Inc. 90 Fanny Rd. Boonton, NJ 07005 800.336.8475 Fax 973.257.3024	Dell Corporation Dell.com

Description of Item(s):	Vendor Price		
	A	B	C
Dell Power Edge R720 server w/ 5 TB RAID 6 storage	\$14,795.52	\$14,203.35	\$17,544.00
Dell Power Connect 2808 Gigabit switch	N/A	\$135.38	\$89.00
1 day on site installation and training	N/A	\$2,950.00	\$599.00 (No Training)
Data migration from old RAID unit	\$1,359.36	\$750.00	N/A
SHIPPING/FREIGHT:	N/A	\$50.00	N/A

Vendor Selected	Quantity	Unit Cost	Total Cost
L-3 Communications Mobile-Vision, Inc.	1	\$18,088.73	\$18,088.73

Terms	Delivery	F.O.B.	Purchase Order #
		<input type="checkbox"/> Shipping	

Reason(s) order was placed with successful vendor:

- Lowest Price
 Quality
 Best Delivery
 Service
 Sole Source
 Best Design
 Other _____

Comment L-3's quote covered everything. They are the only ones that can provide training on their proprietary software.

Authorized Signature: _____ Date: _____



LIVINGSTON COUNTY, MICHIGAN
SHERIFF DEPARTMENT

150 S. Highlander Way
Howell, Michigan 48843-2323
517.540.7912

Memorandum

To: Livingston County Board of Commissioners
From: Sgt. Robert Marshall
Date: February 15, 2013
Re: Resolution authorizing purchase of a replacement In-Car Digital Video Recording System's evidentiary server/ RAID storage from the Federal Equitable Sharing (DEA) special revenue fund

The Sheriff Department has determined a need to replace the aging in-car video recording system's evidentiary server/ RAID storage unit (Purchased under Resolution 2008-01-007) for the road patrol division. The server is approaching "end of life" and will no longer be covered under the Extended Maintenance Agreement (EMA) from L-3 Communications Mobile-Vision, Inc. This system stores the evidentiary in-car digital video uploaded from all of our marked patrol cars. This system is also used to play back and burn video evidence for criminal cases and FOIA requests.

Along with the Dell R720 server and 5 TB RAID 6 storage unit, we will be purchasing a new 8 port gigabit switch, paying to have the old proprietary video evidence migrated to the new RAID storage, and paying for the one day installation and training on the new server and proprietary software.

I requested quotes from L-3 Communications, Dell, and GTSI (Government contract #4400001197). L-3 Communications came back with the lower quote overall with a total of \$18,088.73. We will be using funding from the Federal Equitable Sharing (DEA) special revenue fund. The statute governing this special revenue fund authorizes the purchase of this equipment and services for use in this capacity. This purchase has been reviewed by the Purchasing staff and is in compliance with the Purchasing Policy.

Therefore, I am requesting that the attached resolution be approved. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.



Mobile-Vision, Inc.

90 Fanny Rd, Boonton, NJ 07005
T. 800-336-8475 F. 973-257-3024

QUOTE

Number AAAQ8649
Date Jan 21, 2013

Sold To

Livingston County Sheriff's Department

Robert Marshall
150 S Highlander Way
Howell, MI 48843-1954
USA

Phone 5175407912
Fax 5175461744

Ship To

Livingston County Sheriff's Department

Robert Marshall
150 S Highlander Way
Howell, MI 48843-1954
USA

Phone 5175407912
Fax 5175461744

Line	Qty	SKU	Description	Unit Price	Ext. Price
Salesperson MAUSER					
P.O. Number					
Ship Via UPS GROUND					
Terms NET 30					
1			End of Life Quote		
2	1		MISC Server - Custom Build per customers specifications (PowerEdge R720)	\$14,203.35	\$14,203.35
3	1	MVD-DES-BTO	Load and Set-up of L-3 Application on Client Software at L-3 Depot: Configuration, Set-up and Checkout on Approved Client Hardware	\$750.00	\$750.00
4	1	MVD-DET-BT1	1 Day On-Site Installation (full day of install and 2 hour quick training)	\$2,950.00	\$2,950.00
5	1	LSCMPSWH8P	Dell Power Connect 2808	\$135.38	\$135.38

SubTotal \$18,038.73
Tax TBD
S&H \$50.00
Total **\$18,088.73**

Signing below is in lieu of a formal Purchase Order.
 Your signature will authorize acceptance of both pricing and product:
 Signed: _____ Date: _____

L-3 Shipping Terms are FOB Boonton, NJ. By Signing below you agree to waive your shipping terms and ship this order FOB Boonton, NJ.
 Signed: _____ Date: _____

Credit Terms: Net 30 Days. State/Local Fee and Taxes are not included

Quotation is valid for 60 days from date issued. These commodities, technology or software were exported from the United States in accordance with the Export Administration regulations. Diversion contrary to US law is prohibited.

Robert Marshall

From: DellOnlineSales@Dell.com
Sent: Wednesday, January 23, 2013 09:05
To: Robert Marshall
Subject: Dell Computer - Saved Quote Information 1016285467564

Your E-Quote has been saved.

Dear SGT ROBERT MARSHALL:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 30 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

To retrieve this E-Quote:

1. Log on to your Premier page for State and Local Government Retail Store
2. Click into your online store.
3. Select "Retrieve" E-Quote from the top section of the page.
4. Select E-Quote Number: 1016285467564

Premier.dell.com log-in: <http://premier.dell.com>

A read-only view of this E-Quote is provided below:

E-Quote Information

E-Quote number: 1016285467564

E-Quote name: R720

Description: VIDEO SERVER

Customer Name: State and Local Government Retail Store

E-quote Name	R720	E-Quote Description	VIDEO SERVER
Saved By:	SGT ROBERT MARSHALL	Phone Number:	(517) 540-7912
	RMarshall@co.livingston.mi.us	Purchasing Agent:	
Saved On:	Wednesday, January 23, 2013	Notes/Comments:	
Expires On:	Friday, February 22, 2013	Additional Comments:	
Premier	State and Local Government		

Ship to Address:
 SGT ROBERT MARSHALL
 LIVINGSTON COUNTY SHERIFF
 DEPT
 150 S Highlander Way
 Howell, MI 48843 1954

Bill to Address:
 SGT ROBERT MARSHALL
 LIVINGSTON COUNTY SHERIFF
 DEPT
 150 S Highlander Way
 Howell, MI 48843 1954

(517) 540-7912

(517) 540-7912

Dell PowerEdge R720 - New!

Date & Time: January 23, 2013 7:58 AM CST

Dell PowerEdge R720 - New! Qty 1
 PowerEdge R720 Unit Price \$17,544.00

Catalog Number: 84 W1143

Module	Description	Product Code	Sku	Id
PowerEdge R720	PowerEdge R720	R720	[225-2133]	1
Hardware Support Services	3 Year ProSupport and Mission Critical 4HR 7x24 Onsite Pack	U3IPME4	[936-4573] [936-4613] [939-2678] [939-2768] [988-9221] [989-3439] [996-8019]	29
Installation Services	ONSITE INSTALLATION: PowerEdge Hardware and Windows OS	QBASIC	[984-1078]	32

	Installation- Basic			
Proactive Maintenance	Proactive Maintenance: 1 event per year, Remote Delivery, 1 Year	ENTM1R1	[988- 7407]	33
Shipping	PowerEdge R720 Shipping	SHIP	[331- 4437]	1500
PCIe Riser	Risers with up to 6, x8 PCIe Slots + 1, x16 PCIe Slot	R68P1P	[331- 4440]	1510
Add-in Network Adapter	Intel Ethernet I350 QP 1Gb Server Adapter	I350QP	[430- 4444]	1514
Embedded Systems Management	iDRAC7 Enterprise	DRAC7E	[421- 5339]	1515
Select Network Adapter	Intel Ethernet I350 QP 1Gb Network Daughter Card	I350QDC	[430- 4447]	1518
Chassis Configuration	3.5" Chassis with up to 8 Hard Drives	358HD	[342- 3587]	1530
Bezel	Bezel	BEZEL	[318- 1375]	1532
Power Management BIOS Settings	Performance BIOS Setting	HPBIOS	[330- 3492]	1533
RAID Configuration	RAID 6 for H710P/H710 (4-16 HDDs)	R6H710	[331- 4396]	1540
RAID Controller	PERC H710P Integrated RAID Controller, 1GB NV Cache	PH710PI	[342- 3531]	1541
Processor	Intel® Xeon® E5-2665 2.40GHz, 20M Cache, 8.0GT/s QPI, Turbo, 8C, 115W, Max Mem 1600MHz	E52665	[317- 8585] [331- 4508]	1550
Additional Processor	Intel® Xeon® E5-2665 2.40GHz, 20M Cache.	2E52665	[317- 8460]	1551

	8.0GT/s QPI, Turbo, 8C, 115W		[317- 8688] [331- 4508]	
Memory Capacity	(4) 8GB RDIMM, 1600MT/s, Low Volt, Dual Rank, x4 Data Width	8GBRLR	[319- 1811] [319- 1811] [319- 1811] [319- 1811]	1560
Memory DIMM Type and Speed	1600 MHz RDIMMS	1600RD	[331- 4424]	1561
Memory Configuration Type	Advanced ECC	AECC	[331- 4427]	1562
Hard Drives	(6) 2TB 7.2K RPM Near-Line SAS 6Gbps 3.5in Hot-plug Hard Drive	2TBA3H	[342- 2100] [342- 2100] [342- 2100] [342- 2100] [342- 2100] [342- 2100]	1570
System Documentation	Electronic System Documentation and OpenManage DVD Kit for R720	EDOCS	[331- 5914]	1590
Internal Optical Drive	DVD ROM, SATA, Internal	DVD	[313- 9092]	1600
Rack Rails	ReadyRails™ Sliding Rails With Cable Management Arm	RRCMA	[331- 4433]	1610
Power Supply	Dual, Hot-plug, Redundant Power	RPS1100	[331- 46071]	1620

	Supply (1+1), 1100W			
Power Cords	(2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord	125V10F	[310-8509] [310-8509]	1621
Operating System	Red Hat Enterprise Linux 6.3,Factory Install,x64,Req Lic&Sub Selection	R6RLSS	[421-9716]	1650
Licenses	Red Hat Enterprise Linux,1-2SKT,1yr Subscription&License,1 virtual guest	R1YR1VM	[421-5718]	1651
OS Media Kits	No Media Required	NOMED	[421-5736]	1652



Sub-total	\$17,544.00
Shipping & Handling	\$0.00
Tax*	\$1,016.70

*Exemptions reflected in final checkout page only

Total Price \$18,560.70

In the event that you are subject to a tax holiday, you will not be charged tax.

Thanks for shopping on the Dell Online Store and for using our E-Quote service. We hope you find it useful in making your purchase and will continue to think of Dell.com for all of your computing needs.

Sincerely,
Dell Online Sales

Dell recommends Windows.

View/Print Cart

[Print Page](#)

Description



PowerConnect 2808

Date & Time: January 23, 2013 8:10 AM CST

SYSTEM COMPONENTS

PowerConnect 2808	Qty	1
PowerConnect 2808, 8 1GbE Ports, Web Managed	Unit Price	\$149.00
Save \$60 on select PowerConnect 2808 switches through Dell Small Business Special offer		- \$60.00

Catalog Number: 4 BCCWAK1

Module	Description	Product Code (hide)	Sku (hide)	Id (hide)
PowerConnect 2808	PowerConnect 2808, 8 1GbE Ports, Web Managed	PC2808	[224-5878]	1
Hardware Support Services	Switch includes Lifetime Warranty repair. Choose Dell ProSupport™ for advanced technical support.	PD	[934-7000] [988-7357] [993-7910] [994-2767]	29
Installation Services	No Installation	NOINSTL	[900-9997]	32
TOTAL:				\$89.00

	Total Price
Sub-total	\$89.00
Shipping & Handling	\$8.00
Tax*	\$5.82

*Exemptions reflected in final checkout page only

Total Price¹ \$102.82

In the event that you are subject to a tax holiday, you will not be charged tax.



GTSI Corp.
Sales Quotation

2553 Dulles View Dr, Suite 100
Herndon, VA 20171
1-800-999-GTSI
customerorders@gtsi.com
www.gtsi.com

To: Robert Marshall LIVINGSTON COUNTY GOVERNMENT 304 E GRAND RIVER AVE SUITE 204 Howell MI 48843 USA	Reference No: Proposal No: Govt. Contract # : 4400001197 Ship Via: GROUND CUSTOMER #: 20082600	Quotation #: QUT5130182 Date: 07-FEB-2013 Sales Rep.: JEANNINE WILLINGHAM Phone: 703/502-2278 FAX: 703/222-5245
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LINE#	GTSI P/N CLIN	Manufacturer Mfg P/N	Item Description Contract Vehicle	Unit Price	Quantity	Extended Price
001	762117	DELL MARKETING 643977683	DATA MIGRATION TO ANY DELL STORAGE ARRAY, PER TB, 2 TO 100TBS (969-9537) 4400001197	\$1,359.36	1	\$1,359.36
002	762394	DELL MARKETING 644786760	POWEREDGE R620 (225-2108) 4400001197	\$8,256.00	1	\$8,256.00
003	762395	DELL MARKETING 644783200	POWEREDGE R720 (225-2133) 4400001197	\$14,795.52	1	\$14,795.52

The R720 has larger capacities for memory, drive options and PCIe slots.

SUBTOTALS :	\$24,410.88
TAX :	\$0.00
TOTAL :	\$24,410.88

***** ATTENTION CONTRACTING *****

Unless otherwise specified within this quote or agreed to by the Seller in writing, full payment for order is due within 30 days of receipt of equipment or services.

* When purchasing any software or related services, your order is subject to your acceptance of any specific end user terms and conditions (to include licensing terms) required by the manufacturer.

- * The prices in this quote are valid for 30 calendar days following the Quotation date.
- * This quote is only valid in its entirety and POs placed for partial items in a quote may be rejected.
- * All orders are subject to availability.
- * Any quotes containing items with Part Numbers SKU TBD or 000-000 are considered budgetary quotes with estimated prices, which are not binding. Please contact your Sales Representative for an updated and final quote before placing an order.
- * Unless otherwise stated, pricing shown for maintenance/support requires payment in full within 30 days of the invoice date.
- * All orders are subject to Return Policy: <http://www.gtsi.com/services/returnpolicy.aspx>
- * Electronic and Information Technology (EIT) listed on this quotation shall be capable, at the time of its delivery, when used in accordance with the contractor's associated documents, and other written information provided to the government, of providing comparable access to individuals with disabilities consistent with the terms and conditions applicable to this contract at the time of award, provided that any assistive technologies used with the listed EIT properly interoperates with it and other assistive technologies.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ADOPT AN ORDINANCE FOR THE CREATION OF A PLANNING COMMISSION FOR LIVINGSTON COUNTY, MICHIGAN – LIVINGSTON COUNTY PLANNING DEPARTMENT/LIVINGSTON COUNTY PLANNING COMMISSION

WHEREAS, it has been recommended by the Livingston County Planning Department and Livingston County Planning Commission that an updated ordinance regarding the creation of a Planning Commission for Livingston County, Michigan, be adopted by the Livingston County Board of Commissioners; and

WHEREAS, the proposed ordinance will: provide for the appointment of such Commission consisting of seven (7) members who will make a plan for the development of the county and serve as a coordinating agency for all planning committees and commissions within the County; and

WHEREAS, this Resolution has been recommended for approval by the Livingston County Planning Commission.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts An Ordinance For The Creation Of A Planning Commission For Livingston County, Michigan attached hereto.

BE IT FURTHER RESOLVED that the Livingston County Clerk is directed to cause the ordinance to be published in a newspaper of general circulation.

BE IT FURTHER RESOLVED that the ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation.

#

#

#

MOVED:
SECONDED:
CARRIED:

AN ORDINANCE FOR THE CREATION OF A PLANNING COMMISSION FOR LIVINGSTON COUNTY, MICHIGAN

An Ordinance to create a County Planning Commission for the County of Livingston, to provide for the appointment of such Commission consisting of seven (7) members; to make a plan for the development of the county and to serve as a coordinating agency for all planning committees and commissions within the county:

The County of Livingston Ordains:

Section I.

There is hereby created the Livingston County Planning Commission in accordance with the provisions of Michigan Planning Enabling Act, Public Act 33 of 2008 as amended, being MCL 125.3801 *et seq.*, which Commission shall consist of seven (7) members who are qualified electors in the County and shall individually be representative of the important segments of the economic, governmental, social life and development of Livingston County including agriculture, recreation, education, residential areas, government, transportation, industry, and commerce. The Planning Commission shall consist of one (1) member representing agricultural interests; one (1) member representing recreational interests; one (1) member representing industrial interests; one (1) member representing residential areas; one (1) member representing transportation interests; one (1) member representing commercial interests, and one (1) member representing education (as required by MCL 125.3815), provided no more than 1/3 of the membership of said Commission shall hold another office or position in the county government.

Section II.

The term of office of each member of the Commission shall be three (3) years; provided that the appointment of the first Commission may consist of terms of less than three (3) years in order to provide for the establishment of over lapping terms of office. The Chair, Vice-Chair, and Secretary for the Planning Commission shall be elected annually from its membership.

Section III.

The members of the County Planning Commission shall be appointed by Livingston County Board of Commissioners and said Board shall provide for the filling of any vacancies for the unexpired terms and may remove any member for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.

Section IV.

All members of the County Planning Commission shall serve as such without compensation; provided that they may be reimbursed for actual, reasonable, and necessary expenses incurred in the discharge of their duties. The County Planning Commission shall hold not less than four (4) regular meetings each year and by resolution shall determine place and time of meetings. All meetings of the Planning Commission shall be held in compliance with the Open Meetings Act, MCL 15.261 *et. seq.* The Planning Commission shall adopt bylaws for the transaction of business and keep a

public record of its resolutions, transactions, findings, and determinations, subject to compliance with the Freedom of Information Act, MCL 15.231 *et. seq.*

Section V.

It shall be the function of the County Planning Commission to make a plan for the development of the county as a whole. A master plan shall address land use and infrastructure issues and may project twenty (20) years or more into the future. A master plan shall include maps, plats, charts, and any other descriptive or explanatory matter that shall guide the Planning Commission's recommendations for physical development of the planning jurisdiction. It shall be the duty of the County Planning Commission to: (1) make studies, investigations, and surveys relative to the economic, social, and physical development of the county; (2) formulate plans and make recommendations for the most effective economic, social, and physical development of the county; (3) cooperate with all departments of the state and federal governments and other public agencies concerned with programs directed towards the economic, social, and physical development of the county, and seek the maximum coordination of the county programs of these agencies; (4) consult with representatives of adjacent counties in respect to their planning so that conflicts in overall county plans may be avoided. The County Planning Commission shall serve as a coordinating agency for all planning committees and commissions within the county.

Section VI.

It shall be the duty of the County Planning Commission to adopt a plan for the development of the county. The County plan with accompanying maps, plats, charts, and descriptive and explanatory matter shall show the Commission's recommendations for the development of the county. The County Planning Commission may adopt the plan as a whole by a single resolution, or may by successive resolutions adopt successive parts of the plan, said parts corresponding to major geographical sections of the county or to functional division of the subject matter of the plan, and may adopt any amendment or extension thereof, or addition thereto. The adoption of the plan, or any such part, amendment, extension, or addition, shall by resolution be carried by the affirmative votes of not less than a majority of the full membership of the Commission after duly advertised public hearing. The resolution shall refer expressly to the maps, plats, charts, and descriptive and explanatory matter intended by the Commission to form the whole or part of the plan, and the action taken shall be recorded on the maps, plats, charts, and descriptive and explanatory matter by the identifying signature of the Chairman of the Commission. Following adoption of the county plan or any part thereof and the certification by the Commission to the County Board of Commissioners of a copy of the county plan, no work shall be initiated on any project involving the expenditure of funds by a county board, department or agency for the acquisition of land, the erection of structures, the extension, construction or improvement of any physical facility by any county board, department, or agency unless a full description of the project, its proposed location and extent thereof shall have been submitted to the County Planning Commission and the report and advice of the Commission thereon shall have been received by the County Board of Commissioners and by the county board, department or agency submitting the proposal. The requirement for Planning Commission's review shall be deemed to be waived if within thirty (30) days after the proposal has been filed with the commission, the commission fails to furnish in writing, its report and advice

upon the proposal. Copies of said report and advice shall be furnished to the county board, department, or agency sponsoring the proposal.

Any plan describing the recommended development of an incorporated area shall not be recognized as an official plan or part of the official plan for that area unless adopted by the municipality in the manner prescribed for the adoption of such plans by municipalities under the provisions of the state statutes or the local charter. At least every five (5) years after adoption of a master plan, the Planning Commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the Planning Commission.

Section VII.

The Commission shall have the power to promote public interest in an understanding of the plan and to that end may publish and distribute copies of the county plan or of any report thereon and may employ such other means of publicity and education as it may determine advisable. Members of the Commission, when duly authorized by the Commission, may attend conferences and meetings dealing with planning issues and techniques, and any hearings on pending planning legislation and the Commission, may, by resolution, pay the reasonable traveling expenses incidental to such attendance. The County Planning Commission, as part of its duties, shall consult and advise with public officials and public agencies, other planning commissions or committees, private organizations and agencies, and citizens of the county, to develop adequate support and understanding of the objectives of the county plan. In general the Commission shall have such powers as may be necessary to fulfill its functions and carry out the purposes of Public Act 33 of 2008, as amended.

Section VIII.

To further desirable future development of the county, the County Planning Commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the Commission is exempted from this requirement by the County Board of Commissioners.

The capital improvements program shall show those public structures and improvements, in the general order of their priority, which in the Commission's judgment will be needed or desirable and can be undertaken within the ensuing six (6) year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the Planning Commission with lists, plans, and estimates of time and cost of those public structures and improvements.

Section IX

The County Planning Commission may appoint advisory committees or councils which may be composed of individuals qualified by experience, training, or interests to assist in the consideration and solution of county issues and representative of the governmental subdivisions within the county, such as townships or incorporated places and other functional groups or agencies.

All official actions taken by all Livingston County Planning Commissions preceding the Planning Commission created by this Ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Planning Commission created by this Ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous Livingston County Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication. The Livingston County Planning Commission Ordinance of June 27, 1955 is hereby repealed.

Passed by the Board of Commissioners of Livingston County, Michigan, this ____ day of _____, 2012.

_____, Chair

_____, Livingston County Clerk

Yeas:

Nays:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PLANNING

304 East Grand River Avenue, Howell, Michigan 48843
Phone (517) 546-7555 Fax (517) 552-2347
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Kathleen Kline-Hudson, Director
Date: 2/13/13
**Re: A revised ordinance for the creation of a Planning Commissior
for Livingston County, Michigan**

The Livingston County Planning Commission was established by a 1955 ordinance. This ordinance was based upon Planning enabling legislation that has since been replaced by the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

This legislative change prompted Livingston County Planning Department Staff and the Livingston County Planning Commission, to review and revise the 1955 ordinance guided by the language of the Michigan Planning Enabling Act.

The 1955 ordinance was marked with proposed deletions and additions, and was sent to the firm of Cohl, Stoker and Toskey, P.C. for legal review. Based on their review, a final draft was completed. Attached you will find a copy of the revised ordinance.

Most of the changes to this document involve:

- References to the new law – the Michigan Planning Enabling Act, P.A. 33 of 2008 as amended.
- LCPC member representation – P.A. 33 language was inserted regarding member representation from a public school board or an administrative employee of a school district. Due to this new legal requirement, Attorney Perrone felt that it was redundant to have another member also represent education. Therefore, that representation was changed to Transportation (Sylvia Kennedy-Carrasco).
- References to the 'County Board of Commissioners' instead of the County Board of Supervisors.
- New references to the Open Meetings Act and the Freedom of Information Act.
- Inclusion of language regarding the LCPC's relatively new role in preparing an annual Capital Improvements Program.
- Repeal of the old 1955 ordinance.

County legal representation has advised us that there is no requirement for a public hearing or other advance public notice. The proposed Ordinance is to be adopted by the Livingston County Board of Commissioners and after adoption, will become effective upon publication of notice of its adoption in a newspaper of general circulation in the County.

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

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF AN ASSISTANT SANITARY FACILITIES OPERATOR POSITION - Drain Commissioner

WHEREAS, the Drain Commissioner operates several sanitary sewer systems serving approximately 3,000 residents in Livingston County; and

WHEREAS the Board of Public Works has reviewed the Drain Commissioner's staffing for our sanitary facilities and requested the creation of an additional position, to be called an Assistant Sanitary Facilities Operator; and

WHEREAS, Human Resources, with the assistance of the compensation consultant, has recommended the Assistant Sanitary Facilities Operator position be placed at Grade I on the Non-Union Salary scale; and

WHEREAS, the maintenance and emergency response aspects of the Drain Commissioner's office require adequate staffing to meet maintenance needs and provide prompt emergency response to limit the liability associated with the sanitary sewage backups; and

WHEREAS, the Assistant Sanitary Facilities Operator position is funded from the Drain Commissioners Equipment Revolving Fund and the various sanitary districts served, which fully reimburses the County General Fund for the costs of the position; and

WHEREAS, the Personnel Committee has approved the placement of the Assistant Sanitary Facilities Operator at a Grade I on the Non-Union Salary Schedule; and

WHEREAS, this Resolution has been recommended for approval by the Infrastructure and Development Sub-Committee and the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the creation of an Assistant Sanitary Facilities Operator position within the Drain Commissioner's Office.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes a budget amendment to increase revenue and expense by \$45,500 to cover the cost of this new position and subsequent reimbursement to the general fund from the Drain Special Drains Fund.

CURRENT POSITIONS			REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #	POSITION TITLE	FULL -TIME #	PART -TIME #
Drain Commissioner	1		Drain Commissioner	1	
Chief Deputy Drain	1		Chief Deputy Drain	1	
Deputy Drain	1		Deputy Drain	1	
Engineering Surveyor	1		Engineering Surveyor	1	
Water Resources Coordinator (Job Split)		.4	Water Resources Coordinator (Job Split)		.4
Accounting Supervisor	1		Accounting Supervisor	1	
Accounting Bookkeeper II	1		Accounting Bookkeeper II	1	
Sanitary Facilities Superintendent	1		Sanitary Facilities Superintendent	1	
Sanitary Facilities Operator	2		Sanitary Facilities Operator	2	
Field Supervisor	1		Assistant Sanitary Facilities Operator	1	
Drain/Soil Inspector	3		Field Supervisor	1	
Heavy Equipment Operator	1		Drain/Soil Inspector	3	
Drain Maintenance Worker III	1		Heavy Equipment Operator	1	
Drain Maintenance Worker II	1		Drain Maintenance Worker III	1	
Administrative Assistant	1		Drain Maintenance Worker II	1	
Administrative Aide	1		Administrative Assistant	1	
TOTALS:	18	.4	Administrative Aide	1	
			TOTALS:	19	.4

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MOVED:
 SECONDED:
 CARRIED:

Comparison of Staffing Resources at Sewage Systems in Livingston County, MI

By: KER

Date: 4-Jan-13

Employer	Service REU	Miles of Sewer	# of Grinder Pumps	# of Pump Stations	# of Treatment Systems	Septage Receiving Station	Average Flow (MGD)	Field Staffing (1)	Comments
Brighton Charter Township	1700	(2)	800	10	1	No	0.3	3	treatment is oxidation ditch - surface discharge
Genoa & Oceola Sewer & Water Authority	5616	135	592	56	3	No	1.3	9.5	treatment is oxidation ditch - surface discharge
Green Oak Charter Township	1600	(2)	430	7	1	No	0.325	1-1.5	treatment is sequencing batch reactor, groundwater discharge
Hamburg Township	3200	65	2900	10	1	No	0.29	5 (3)	treatment is sequencing batch reactor, groundwater discharge
Livingston County Drain Commissioner	2600	68	1428 (4)	23	10	Yes	0.5	3	Treatment systems include ten community septic systems and a septage receiving station. Septage receiving station flows are approximately 16 million gallons per year.
Multi-lakes Sewer and Water Authority	1300	(5)	1100	6	1	No	0.18	2.5	treatment is oxidation ditch - Director states plant is understaffed based on operations, planning on adding a third full time position next year

Notes:

- (1) Staffing totals exclude office staff supervising day-to-day operations in the field, and exclude part-time staffing as clarified below.
- (2) Totals for length of collection system not available at time of report
- (3) in addition to the five full time employees, five part time employees are used for emergency on-call and for pump system repairs.
- (4) Grinder pump total includes 265 community septic system step pumps that are part of the Lake Tyrone collection system

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **DRAIN COMMISSIONER'S OFFICE**

Title of Position to be Filled: **Assistant Sanitary Facilities Operator**

Salary: **\$39,181.97**

Annual Cost of Budgeted Position: **\$61,000.00**

Projected Cost for the next five years: **APPROXIMATELY: \$325,000**

New Position/Classification: **YES**

If No: Name of Employee Last Occupying this Position:

When did the position become vacant?

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

Not applicable – New Position.

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

Position assists with repair and maintenance of county sanitary infrastructure. Position is essential to continued emergency preparedness and response for sanitary operations. The increase in activity at the septage receiving station is now to the point of requiring a full-time presence at the station to manage customer service activities and address maintenance needs. In addition, health related issues have brought us to the point of trying to service nearly 2000 sanitary sewer users with just two staff that are free of restrictions.

The annual cost of budgeted position is reimbursed 100% to Livingston County, recouped by our office through user charges and special assessments.

JOB DESCRIPTION: ATTACHED.

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

Sanitary Facilities Maintenance is an essential function to protect the public health safety and welfare. It is further regulated by the Michigan Department of Environmental Quality. The office of the Drain Commissioner has an affirmative obligation under the Drain Code to perform maintenance on County owned systems in any instance where maintenance is needed to keep the system functioning. We are also required to mark our utilities in accordance with the terms of our membership in the MISS DIG system.

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

2012 18.5 (with temporary secretarial) **2011** 18.5 (with temporary secretarial)
2010 19 **2009** 19.75 **2008** 21

Please explain changes:

**2008 – Water Resources Coordinator Resigns, position eliminated and replaced with 40% share of Groundwater Specialist Position with Environmental Health Division.
2010 – Secretary Resigns, position replaced with half-time temporary help in 2011.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

Maintenance of sanitary sewer infrastructure is not performed by another County Department. While this position does not require a high level of college education, it does require intense physical labor, knowledge of sanitary system operation and maintenance techniques, the ability to read engineering drawings, and an awareness of materials available and the unique combinations and application of available resources to solve problems. Both sanitary crews and stormwater crews have been cross-trained to provide some redundancy in available personnel in the short term. However, as mentioned previously, addition of this position is essential in the long term to provide for continued emergency response capability.

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

A stormwater maintenance crew employee could be assigned to fill the position, or utility marking responsibilities could be assigned to a hired subcontractor. The savings created would be partially offset by:

- **Efficiencies lost by not having dedicated maintenance staff available for regular stormwater drain maintenance.**
- **Increased special assessments associated with increased costs for small maintenance due to loss of a three-man stormwater drainage crew. The reason the staff loss would increase assessments is that the effort associated with bidding work out would have to be managed by a third party engineer whose costs would be billed to the assessment district.**
- **Additional damage to county infrastructure associated with subcontracted utility marking operations.**
- **Reduced capabilities in the office for requested constituent response.**

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

**Contract out utility marking operations, or other planned maintenance to be done.
Train and prepare office staff to aid in emergency response.
Decrease the level of service we are able to provide.**

7. What are the consequences of not filling the requested position over the next several months and beyond?

Simply put, property losses will be incurred. P.A. 222 addresses liability associated with sanitary sewer overflows and damage of private property associated with sewerage backups. While we would make every effort with available staff and contracted resources to minimize any P.A. 222 claims, we would over time anticipate an increase in claims associated with sewerage backups, which would increase insurance costs for our sanitary systems and increase costs potentially far more than the costs of the requested

position. In a nutshell, it is simply not sustainable to service 11 sanitary sewer systems and 2000 users with existing staffing.

The level of drain maintenance service to Livingston County property owners will suffer. Scheduled maintenance projects would be postponed, contracted out, or cancelled.

Emergency response capabilities would be reduced, and repairs would more often become temporary repairs until a contractor could be hired to complete the task.

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

We have partially implemented the use of a computerized maintenance management system (CMMS) that utilizes Geographic Information System (GIS), to help better track and document our maintenance activities and costs. Continued implementation of the CMMS will be an essential component of damage control as our aging workforce approaches retirement age. Upon retirement, their institutional knowledge of our systems will be lost without the CMMS. While we view the CMMS as a long term budget saving mechanism, short term implementation costs have offset any immediate budget savings.

We have lost three full time positions (one Administrative Assistant, one Soil Erosion Inspector, and the Water Resources Coordinator) over the last five years, while retaining the Soil Erosion Control, Phase II, Lake Improvement, and Lake Level responsibilities assigned to those positions. We have attempted to work with other entities to assign or contract out our administrative responsibilities for Lake Improvement Projects with little success.

Personnel in our maintenance crew have been cross-trained so that available personnel can support both sanitary system and stormwater system maintenance functions. Administrative Functions of the Water Resources Coordinator were divided between the Drain Commissioner, the Chief Deputy, one of the remaining Inspectors, and 40% of one position is cost shared with the Environmental Health Division of the Health Department.

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

At this time there are no positions that we believe can be dropped without decreasing the responsibilities of the office. Three drain maintenance positions were previously dropped from our budget in the last decade, as the financial crunch began to sink in. With the assumption of operations for the Livingston Regional Sanitary Sewer System and the Septage Receiving Station, plus regular operation of our dams and drainage systems, the need for regular maintenance remains strong and is, in fact, increasing. The alternative to regular preventative maintenance is deferral of maintenance until repairs become more expensive and costly.

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

The organizational chart is attached. One of our sanitary facilities operators is currently on restrictions and is prevented from working in electrical boxes or near areas where there is a fall risk. We have no other employees on work restrictions at this time. I

estimate training for safety and equipment usage to take approximately 5% of our crew time over the year.

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

In the case of the Livingston Regional Sanitary Sewer System, operations are already shared with Genessee County, which performs the treatment operations on the waste generated by the Livingston County collection and transmission system.

The Drain Code provides the Drain Commissioner with the obligation to perform maintenance to keep the Drains in working order. As President of the Michigan Association of County Drain Commissioners, I work regularly with Drain Commissioners in adjoining counties. For County Drains which serve lands in more than 1 county, the Drain Commissioner is statutorily required to share functions.

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

Repair work can be contracted out as needed; the problem is typically one of defining the work and dealing with the higher incremental cost for the delay of repairs that often forces the contractor to deal with a more expensive repair or more wastewater to manage during a repair. More expensive repairs are subject to more administrative requirements under the Drain Code, so the cost per drain district increases significantly. Also, emergency response by nature is not easily supported by most private-sector operational models. Therefore, reaction to emergencies is poor.

Based on our operational numbers, the costs to maintain the Livingston Regional Sanitary Sewer System with County staffing often save residents in excess of \$10,000 per month in comparison to costs associated with contracting out these operations. I attribute the unusual nature of these savings to the high risk associated with the work leading to higher costs for these services when bid in the current market.

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

While we share some of the same routine maintenance issues as the Building Services Department, the underground construction, and field maintenance aspects of this position and their associated job requirements are unique to this position. In inquiring as to staffing levels at the Building Services Department, we are informed that they do not have surplus staffing available to fill these needs.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

See Item 12 above in regards to cost savings achieved using the current staffing model. We do not believe temporary employees are appropriate for consideration in this position due to the hazardous nature of a portion of the work. The position requires a large amount of safety training and on-the-job training, which makes the use of temporary employees less economical than in other scenarios.

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

No. The emergency response needs of this office are 24 hours per day, seven days a week. This, along with the seasonal fluctuations in maintenance associated with our operations, is not conducive to part-time employment.

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

Substantial overtime is currently required for sanitary operations. Occasional overtime is required for stormwater and lake level operations, which averages approximately 1-2 hours per pay period. During periods of flooding emergencies, stormwater and lake level overtime increases substantially.

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

Cross training has been implemented between inspector and office operations, inspector and crew operations, and sanitary and stormwater operations. Further cross training between inspector and stormwater crew operations is being performed in anticipation of upcoming changes in utility staking requirements, which we anticipate to require positive response to every utility locating request received by this office.

In addition, this position would be a cross-over position between our sanitary and stormwater maintenance crews.



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER

2300 East Grand River Ave, Ste 105
Phone: 517-546-0040 Fax: 517-545-9658
Web Site: co.livingston.mi.us/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: January 8, 2012
**Re: Resolution Authorizing the Creation of a Full-Time Sanitary
Facilities Operator Position**

Honorable Commissioners,

The Board of Public Works has discussed staffing needs for the sanitary facilities operated by this office. With increased flows at the septage receiving station, continued operation of the Livingston Regional Sanitary Sewer System, and our various other sanitary drainage districts, workload has required substantial overtime, and maintenance needs are anticipated to continue for the foreseeable future.

The Board of Public Works has recommended the hiring of an additional sanitary facilities operator. This position would be shared between the stormwater and sanitary facilities crews. The County would be fully reimbursed for the costs of this position, which would be funded through special assessments against stormwater drainage districts and charges to our sanitary operating systems.

I have attached a spreadsheet comparing our staffing levels to that of other sewage treatment operations in the county, to fulfill the requirement of providing metrics for the position request.

Thank you for your consideration of this request and of the enclosed Request for Exception to the Hiring Freeze. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH MAPLENET WIRELESS FOR CONSTRUCTION OF A MICROWAVE RADIO LINK BETWEEN THE 9-1-1 CENTERS OF INGHAM AND LIVINGSTON COUNTIES – 9-1-1 Central Dispatch / Emergency Management, Infrastructure & Development and Public Safety Committee, Finance Committee, Board of Commissioners

WHEREAS, January 19, 2010, the Board of Commissioners approved Resolution 2010-01-30 authorizing Livingston County’s participation in the Mid-Michigan 9-1-1 Consortium and sharing NG 9-1-1 equipment & costs in a multi-county network configuration; and,

WHEREAS, E9-1-1 host A and host B servers were installed in the 9-1-1 centers of Ingham and Livingston Counties, and went live May 2012; and,

WHEREAS, network best practices eliminate single points of failure and provide redundant and geo-diverse network connections between the host servers and remote 9-1-1 centers; and,

WHEREAS, the 9-1-1 and information technology directors of the four participating counties; Clinton, Eaton, Ingham and Livingston, selected a combination land-line and microwave radio link as the most fault proof network design to link the servers; and,

WHEREAS, Livingston County took the lead, releasing an RFP September 17, 2012, from which MapleNet Wireless was selected as the vendor of choice; county purchasing will pursue contract negotiations for construction of the link; and,

WHEREAS, project costs will be shared between the Counties of Clinton, Eaton, Ingham and Livingston, and the project is eligible for partial IECGP (grant) reimbursement of \$50,000 if completed before May 31, 2013.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes issuance of a purchase order to MapleNet Wireless for construction of a microwave radio link between the 9-1-1 centers of Livingston and Ingham Counties for a sum not to exceed \$115,000.00 following review and approval by Civil Counsel of any and all documents related to this project.

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MOVED:

SECONDED:

CARRIED:

RFP LC-12-25
 911 Microwave Project
 October 17, 2012

	Advanced Wireless Telecom	AT&T	Communications International	Maplenet Wireless	NEC Corporation of America
Min 3 yrs Experience	Yes	Yes	Yes	Yes	Yes
Min 3 References	Yes	Yes	Yes	Yes	Yes
Designated Single Point of Contact	Yes	to be named	Yes	Yes	Yes
Resumes/Job Descriptions	No	n/a	Yes	Yes	Yes
Insurance Requirements met	Yes	Yes	Yes	Yes	Yes
Signature Page submitted	Yes	Yes	Yes	Yes	Yes
Timeline Submitted	Yes	n/a	Yes	Yes	
Lead time ARO	45 days	120 days	45 days	42 days	60 days
Warranty period	1 yr	n/a	1 yr	1 yr	3 yrs
Price Proposed	\$117,950	\$193,392	\$234,947	\$112,551	\$159,400
Comments	Single path proposed. Line of site study additional.	Alternate Bid: Opt-E-Wan Fiber Optic Ethernet Connectivity, \$5,372 per month based on 3 yr agreement	Diversified path proposed	Diversified path proposed. Includes 3 yrs monitoring & support.	Diversified path proposed. Shipping costs additional. Some clarification/exceptions to Indemnification/Insurance. Software warranty is 60 days.



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: co.livingston.mi.us

Memorandum

To: Infrastructure & Development and Public Safety Committee,
Finance Committee,
Board of Commissioners

From: Donald T. Arbic, Director

Date: February 20, 2013

Re: Resolution Awarding Microwave Link Construction Project
to MapleNet Wireless

January 19, 2010, the Board of Commissioners approved Resolution 2010-01-30 authorizing Livingston County's entry to the Mid-Michigan 9-1-1 Consortium. The consortium is also referred to as CEIL, pronounced "seal", an acronym for Clinton, Eaton, Ingham, Livingston, the founding member counties.

The primary purpose of CEIL is the sharing of digital capable NG 9-1-1 telephone switching equipment and costs. Host A and host B servers have been installed and became operational in the Livingston and Ingham County 9-1-1 centers in May 2012. The 9-1-1 centers of Clinton and Eaton Counties await completion of a fault resistant network before going live on the system.

The best connections between the host A and B servers are redundant and geo-diverse. CEIL participants selected a combination land-line and microwave radio link as the most failure proof design to link the hosts.

Livingston County took the lead to complete this portion of the network. County purchasing released an RFP September 17, 2012, with responses due October 17, 2012. The responses were reviewed by a three-person selection committee, Roberta Bennett and writer representing Livingston County, and Bryce Alford representing Ingham County. MapleNet Wireless was selected for submitting the lowest cost estimate and a superior design. The project cost will not to exceed \$115,000 and completion to qualify for partial reimbursement of \$50,000 with IECGP grant dollars if the project is completed by May 31, 2013. Project costs above the grant reimbursement will be shared by the four-county CEIL group.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING BOARD CHAIR TO SIGN A TOWER USE AGREEMENT WITH OCEOLA TOWNSHIP – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS

- WHEREAS,** the Livingston County Board of Commissioners authorized construction of an eight-site VHF simulcast system for dispatching the county EMS Department and local fire departments; and,
- WHEREAS,** the Livingston County Board of Commissions subsequently authorized the Chair to sign tower use agreements with municipalities and tower companies necessary for the operation of the simulcast system; and,
- WHEREAS,** the simulcast system is now operational; and,
- WHEREAS,** the Hillcrest tower represents a potential single point of failure; and,
- WHEREAS,** Oceola Township offers tower space for back-up transmitters and antennas on its 250' tower in exchange for the county assuming responsibility for tower lighting, utilities and grounds keeping.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the Chair to sign a user agreement with Oceola Township for tower space upon perfection, review and approval by County Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: co.livingston.mi.us

Memorandum

To: Infrastructure & Development and Public Safety Committee
Finance Committee
Board of Commissioners

From: Donald T. Arbic, Director

Date: January 16, 2013

Re: Authorization for Chair to Sign Tower Use Agreement

August 1, 2011, the Board of Commissioners approved Resolution 3220 (2011-08-219) authorizing construction of an eight-site VHF simulcast radio system for dispatching the county's EMS Department and eight local fire departments.

Subsequently, the Board of Commissioners approved Resolutions 3398 (2012-02-028), 3547 (2012-05-145), 3586 (2012-06-171) and 3705 (2012-10-280) authorizing the Chair to sign tower use agreements with several municipalities and tower companies.

The simulcast system is operational at this writing. Its design leaves the Hillcrest site a single point of failure. That is, if any of the remote sites were to suffer damage, as could be caused by high winds or lightning, the remainder of the system would continue operating. The system could go down completely if Hillcrest were to suffer catastrophic damage.

The EMS department obtained an FCC license for a VHF channel capable of serving as hot stand-by for simulcast. Oceola Township will make tower space available to the county on its 250' tower rent-free for use of this channel in exchange for taking over utility costs, maintenance for the tower's lighting system and grounds keeping. Taking advantage of this offer would allow a geo-diverse back-up in the event of a catastrophic simulcast failure.

Use of the Oceola tower will necessitate executing the tower use agreement being prepared by civil counsel.