

# GENERAL GOVERNMENT and HEALTH AND HUMAN SERVICES

6/10/2013

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: May 13, 2013
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 Equalization**  
RESOLUTION RENEWING A 3 YEAR CONTRACT FOR COMMERCIAL APPRAISALS BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK APPRAISAL COMPANY  
Equalization / General Government Committee / Finance
- 
- 08 Purchasing**  
RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / CIRCUIT COURT CLERK'S / FINANCE DEPARTMENT / REGISTER OF DEEDS / BUILDING INSPECTION
- 
- 09 LETS**  
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND PURCHASE ORDER FOR REPLACEMENT RICON BUS LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET - L.E.T.S./General Government
- 
- 10 Emergency Medical Services**  
RESOLUTION AUTHORIZING EMS TO ENTER INTO AN AGREEMENT FOR EDUCATIONAL SERVICES WITH LANSING COMMUNITY COLLEGE - EMS/FINANCE
- 
- 11 Information Technology**  
RESOLUTION AUTHORIZATION ISSUANCE OF A PURCHASE ORDER TO ESRI, INC., FOR GIS SOFTWARE MAINTENANCE FOR 2013/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
-

- 12 Information Technology**  
RESOLUTION TO APPROVE THE HIRING OF A FULL-TIME HELP DESK  
TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION  
TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE  
HIRE RATE OF GRADE J/INFORMATION TECHNOLOGY/GENERAL  
GOVERNMENT/FINANCE
- 

- 13. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MAY 13, 2013 - 7:30 PM

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

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

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

OTHERS:  
SALLY REYNOLDS  
DOUG BRITZ  
TED WESTMEIER  
RICH MALEWICZ

JENNIFER NASH  
MARK JOHNSON  
DIANE GREGOR

CINDY MENDOZA  
BELINDA PETERS  
CAROL SUE JONCKHEERE

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS AT 7:35 PM.**

2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED APRIL 1, 2013:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: CHILDS / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL of AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**

**MOVED BY: DOLAN / SECONDED BY: CHILDS**

**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS: None.**

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

6. **RESOLUTIONS for CONSIDERATION.**

7. **REGISTER OF DEEDS: RESOLUTION AUTHORIZING A PURCHASE ORDER FOR ROWE ENGINEERING AS THE FACILITATOR OF THE GPS PORTION OF THE 2013 REMONUMENTATION STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY**

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

8. **L.E.T.S.: RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE PURCHASE AND COMPLETE CONVERSION OF EIGHT (8) ESPAR HYDRONIC PASSENGER AUXILIARY HEATERS TO EIGHT (8) AIRTRONIC AUXILIARY HEATERS**

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

9. **TREASURER: RESOLUTION TO FILL A VACANT LIVINGSTON COUNTY TAX RECORDS CLERK POSITION**

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

10. **AIRPORT: RESOLUTION TO AUTHORIZE THE USE OF THE LIVINGSTON COUNTY AIRPORT TERMINAL BUILDING FOR A HOWELL AREA CHAMBER OF COMMERCE EVENT**

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

11. **AIRPORT: RESOLUTION ACCEPTING THE TRANSFER OF AN AVIGATION EASEMENT FROM THE STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION (PARCEL E63)**

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

12. **HEALTH: RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)**

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

13. **HEALTH:** RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY AN INTERNAL TRANSFER

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

14. **IT:** RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE OR SOFTWARE SUPPORT FOR THE EQ, TREASURER, ANIMAL CONTROL, AND DRAIN DEPARTMENTS FOR 2013

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

15. **IT:** RESOLUTION AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT / GIS DIVISION TO FILL THE FULL TIME VACATED GIS TECHNICIAN POSITION

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

16. **IT:** RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO GENERAL CODE FOR LASERFICHE SOFTWARE MAINTENANCE RENEWAL FOR SEVERAL COUNTY DEPARTMENTS

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

17. **MI WORKS!:** PY 2013 WORKFORCE INVESTMENT ACT (WIA) YOUTH PLAN

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

18. **MI WORKS!:** RESOLUTION APPROVING THE PROGRAM YEAR 2013 WORKFORCE INVESTMENT ACT DISLOCATED WORKER PLAN FOR LIVINGSTON COUNTY

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

**19. MI WORKS!: PY 2013 WORKFORCE INVESTMENT ACT (WIA) ADULT PLAN**

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

**20. MI WORKS!: PY 2013 WAGNER-PEYSER ACT EMPLOYMENT SERVICE PLAN**

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

**21. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:05 PM.**  
**MOVED BY: GREEN / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: June 3, 2013

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**RESOLUTION RENEWING A 3 YEAR CONTRACT FOR COMMERCIAL APPRAISALS  
BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK  
APPRAISAL COMPANY** Equalization / General Government Committee / Finance

**WHEREAS,** the Livingston County Board of Commissioners have entered into annual Contracts with Landmark Appraisal Company, 110 Mill Street, Fenton, MI 48430 since 1996 for commercial appraisals; and

**WHEREAS,** The work performed by Landmark Appraisal Company is satisfactory to the Equalization Department; and

**WHEREAS,** Landmark Appraisal Company has built a data base of the Livingston County Commercial activity including sales of vacant and improved properties, income information and appraisals; and

**WHEREAS,** Landmark Appraisal has purposed a three year contract with 180 appraisals for \$36,050 for years 2014, 2015 and 2016.

**THEREFORE BE IT RESOLVED THAT THE** Livingston County Board of Commissioners hereby approve the three year contract for the 2014, 2015 and 2016 Commercial appraisals with Landmark Appraisal Company for 180 commercial appraisals not to exceed \$36,050.00 for the total contract commencing on April 1 of each year and to be completed by November 1 of each year.

**BE IT FURTHER RESOLVED THAT** Civil Counsel be requested to prepare said contract.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon preparation by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EQUALIZATION**

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**304 E. Grand River Ave., Howell, MI 48843**  
**Phone 517-546-4182 Fax 517-552-2322**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Sue Bostwick, Deputy Director**  
**Date: 6/3/2013**  
**Re: Renewal of Commercial Appraisal Contract**

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I have attached a resolution to renew and extend the contract for the commercial appraisals with Landmark Appraisal Company. Current cost analyses has proven this is the most cost effective, both comparing it to a full time employee and to other commercial appraisers. Landmark has a good working relationship with the county and produces a high quality product, in a timely manner. They have continued to build the commercial data base including sales activities both improved and vacant, income information, and appraisals.

I have asked Landmark Appraisal for a three-year contract proposal for 2014, 2015 and 2016 of 180 appraisals. The proposal is for the fee of \$36,050. This the same fee as 2009, and 160 appraisals. By entering into the three year agreement the savings will be 12.5% annually over the 2009 contract. In discussions with purchasing they also concur and recommend this contract It is my request that the resolution be adopted for the multi-year contract.

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



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / CIRCUIT COURT CLERK'S / FINANCE DEPARTMENT / REGISTER OF DEEDS / BUILDING INSPECTION**

**WHEREAS**, various county departments have a need for digital imaging and microfilming services; and

**WHEREAS**, through a competitive bid process, DSS Corporation of Southfield, Michigan, has been determined to be a responsive, responsible vendor in their performance of digital imaging and microfilming services; and

**WHEREAS**, expenditures for this service have been planned and budgeted in their 2013 budgets; and

**WHEREAS**, the annual requirements for digital imaging and microfilming services will be subject to the availability of appropriated funds.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves entering into a contract for digital imaging and microfilming services for a two (2) year period with an option for a two (2) year renewal, upon written notice, for a total contract period not to exceed four (4) years with DSS Corporation, 18311 West 10 Mile Road, Southfield, Michigan, subject to the availability of appropriated funds.

**BE IT FURTEHR RESOLVED** that the Chairman of the Board of Commissioners is authorized to sign any contracts upon preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

DESCRIPTION	DOCUMENT SIZE	PRICE	PER UNIT	Advanced Imaging & Micrographics, Inc.	Extended Price	Advance Microfilm, LLC	Extended Price	DSS Corporation	Extended Price	Graphic Science, Inc.	Extended Price	Secure 24	Extended Price	
PAPER DOCUMENTS	UP TO 5.5 X 8.5	PER IMAGE	0	\$ 0.0700	\$ -	\$ 0.0380	\$ -	\$ 0.0450	\$ -	\$ 0.0470	\$ -	\$ 0.0460	\$ -	
PAPER DOCUMENTS	UP TO 8.5 X 14	PER IMAGE	286,769	\$ 0.0700	\$ 20,074	\$ 0.0380	\$ 10,897	\$ 0.0450	\$ 12,905	\$ 0.0470	\$ 13,478	\$ 0.0460	\$ 13,191	
ENGINEERING DRAWINGS	ANY	PER IMAGE	19,197	\$ 1.2500	\$ 23,996	\$ 0.5000	\$ 9,599	\$ 0.0450	\$ 864	\$ 0.5000	\$ 9,599	\$ 0.0239	\$ 459	
<b>Subtotal:</b>					\$ 44,070		\$ 20,496		\$ 13,768		\$ 23,077		\$ 13,650	
<b>200 DPI SCANNING – FLATBED/ENGINEERING</b>														
B&W GRAY SCALE OR COLOR IMAGE	UP TO 11 X 14	PER IMAGE	0	\$ 0.1800	\$ -	\$ 0.0380	\$ -	\$ 0.0500	\$ -	\$ 0.3500	\$ -	0.0239	\$ -	
<b>200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE</b>														
16 MM ROLL		PER IMAGE	82385	\$ 0.0735	\$ 6,055	\$ 0.0200	\$ 1,648	\$ 0.0200	\$ 1,648	\$ 0.0380	\$ 3,131	\$ 0.0280	\$ 2,307	
35 MM ROLL		PER IMAGE	0	\$ 0.1175	\$ -	\$ 0.0500	\$ -	no quote	\$ -	\$ 0.0580	\$ -	\$ 0.0800	\$ -	
<b>Subtotal:</b>					\$ 6,055		\$ 1,648		\$ 1,648		\$ 3,131		\$ 2,307	
<b>DELIVERY MEDIA</b>														
CD		PER CD	28	\$ 10.00	\$ 280	Included	\$ -	\$ 20.00	\$ 560	\$ 5.00	\$ 140	\$ 2.00	\$ 56	
DVD		PER DVD	28	\$ 10.00	\$ 280	Included	\$ -	\$ 25.00	\$ 700	\$ 5.00	\$ 140	\$ 3.00	\$ 84	
<b>Subtotal:</b>					\$ 560		\$ -		\$ 1,260		\$ 280		\$ 140	
<b>MICROFILM FROM DIGITAL IMAGE (TIFF)</b>														
SILVER 16 MM ROLL		PER IMAGE	0	\$ 0.0735	\$ -	\$ 0.0350	\$ -	no quote	\$ -	\$ 0.0200	\$ -	\$ 0.0350	\$ -	
<b>LOADING-CARTRIDGES - JACKETS</b>														
M CARTRIDGE LOADED & LABELED		PER CARTRIDGE	32	\$ 1.35	\$ 43	\$ 2.50	\$ 80	\$ 1.50	\$ 48	\$ 3.33	\$ 107	\$ 3.50	\$ 112	
16 MM 5 CHANNEL JACKET		PER JACKET	0	\$ 1.85	\$ -	\$ 1.50	\$ -	no quote	\$ -	\$ 0.698	\$ -	\$ 2.50	\$ -	
<b>Subtotal:</b>					\$ 43		\$ 80		\$ 48		\$ 107		\$ 112	
<b>MISCELLANEOUS SERVICES</b>														
DOCUMENT PREPARATION		PER HOUR	0	\$ 12.50	\$ -	\$ 13.50	\$ -	\$ 11.00	\$ -	\$ 14.55	\$ -	\$ 13.50	\$ -	
CORRUGATED BOX 16"X12"X10.5"		EACH	200	\$ 1.40	\$ 280	\$ 2.00	\$ 400	\$ 1.00	\$ 200	\$ 2.10	\$ 420	\$ 1.98	\$ 396	
DATA ENTRY FOR INDEXING (HEADS DOWN)		PER CHARACTER	74,550	\$ 0.0050	\$ 373	\$ 0.0075	\$ 559	\$ 0.0038	\$ 283	\$ 0.0062	\$ 462	\$ 0.005	\$ 373	
DATA ENTRY FOR INDEXING (BY THE HOUR)		PER HOUR CURRENT RATE	0	\$ 16.50	\$ -	\$ 13.50	\$ -	\$ 11.00	\$ -	\$ 25.00	\$ -	\$ 15.00	\$ -	
COMMERCIAL SHIPPING (UPS, FEDEX, ETC.)		PER RATE	0	\$ 17.00	\$ -	COST	\$ -	no quote	\$ -	N/C	\$ -	TBD	\$ -	
<b>Subtotal:</b>					\$ 653		\$ 959		\$ 483		\$ 882		\$ 769	
<b>FILM PROCESSING (EXCLUDES CAMERA WORK)</b>														
100 FT 16MM ROLL FILM	5 MIL	DIAZO	PER ROLL	32	\$ 25.00	\$ 800	\$ 7.00	\$ 224	\$ 11.00	\$ 352	\$ 6.72	\$ 215	\$ 12.50	\$ 400
215 FT 16MM ROLL FILM	2.5 MIL	DIAZO	PER ROLL	0	\$ 35.00	\$ -	\$ 14.00	\$ -	\$ 11.00	\$ -	\$ 8.68	\$ -	\$ 22.50	\$ -
100 FT 35MM ROLL FILM	5 MIL	DIAZO	PER ROLL	0	\$ 35.00	\$ -	\$ 14.00	\$ -	\$ 11.00	\$ -	\$ 8.68	\$ -	\$ 22.50	\$ -
100 FT 16MM ROLL FILM	5 MIL	SILVER	PER ROLL	0	\$ 51.00	\$ -	\$ 20.00	\$ -	\$ 11.00	\$ -	\$ 14.36	\$ -	\$ 17.00	\$ -
215 FT 16MM ROLL FILM	2.5 MIL	SILVER	PER ROLL	0	\$ 73.00	\$ -	\$ 25.00	\$ -	\$ 11.00	\$ -	\$ 26.30	\$ -	\$ 30.00	\$ -
100 FT 35MM ROLL FILM	5 MIL	SILVER	PER ROLL	0	\$ 62.00	\$ -	\$ 26.00	\$ -	\$ 11.00	\$ -	\$ 28.80	\$ -	\$ 30.00	\$ -
<b>Subtotal:</b>					\$ 800		\$ 224		\$ 352		\$ 215		\$ 400	
<b>FILM PROCESSING (EXCLUDES CAMERA WORK)</b>														
100 FT 16MM	5 MIL	SILVER	PER ROLL	2	\$ 5.00	\$ 10	\$ 4.00	\$ 8	\$ 40.00	\$ 80	\$ 6.72	\$ 13	\$ 7.00	\$ 14
215 FT 16MM	2.5 MIL	SILVER	PER ROLL	0	\$ 5.00	\$ -	\$ 8.00	\$ -	no quote	\$ -	\$ 9.85	\$ -	\$ 14.00	\$ -
<b>Subtotal:</b>					\$ 10		\$ 8		\$ 80		\$ 13		\$ 14	
<b>PAPER DESTRUCTION</b>														
DOCUMENT DESTRUCTION		PER POUND	0	N/C	\$ -	\$ 0.035	\$ -	\$ 0.10	\$ -	\$ 0.12	\$ -	\$ 0.09	\$ -	
<b>Total:</b>					\$ 52,191		\$ 23,415		\$ 17,639		\$ 27,705		\$ 17,392	

\*\*All quantities are annual volume estimates and are not guaranteed. Supplied for evaluation purposes only.



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PURCHASING**

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304 E. Grand River Avenue Suite 204  
Howell MI 48843  
Telephone: (517) 540-8740  
FAX: (517) 546-7266

# Memorandum

**To:** LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
**From:** Jana Daroczy, CPPB  
**Date:** May 20, 2013  
**Re:** CONTRACT FOR DIGITAL IMAGING AND MICROFILMING SERVICES

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Purchasing released a Request for Proposals (RFP), for **DIGITAL IMAGING AND MICROFILM SERVICES** for various county departments. The RFP outlined the services necessary to meet the minimum requirements for digital imaging and microfilm services to meet the long-term retention schedule set by the State. The RFP was posted on the MITN e-procurement website and an ad in the local paper and received six (6) proposals. A Review Committee was formed that consisted of Circuit Court Clerk's Office, Register of Deeds; Building Inspection, Administration Department and Purchasing.

DSS Corporation is currently providing services for the Circuit Court Clerk's Office. DSS Corporation has been providing high quality, on-time services with an emphasis on customer satisfaction and service.

The Review Committee recommends an award to DSS Corporation of Southfield which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. The contract terms will be for a two (2) year period with a written option for the County, at its discretion, to renew for one additional two (2) year period. The total contract period will not exceed four (4) years. Each department has planned for and budgeted for these services in their 2013 budgets.

Therefore, we are asking that the attached resolution be approved. All proposals submitted in response to the RFP are available in the Purchasing Office for review.

I am available to answer any questions you may have, and can be reached at 517-540-8740.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND PURCHASE ORDER FOR REPLACEMENT RICON BUS LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET – L.E.T.S. / General Government**

**WHEREAS,** the Director of L.E.T.S. is requesting replacement of four (4) bus lifts; and

**WHEREAS,** the Director is also requesting that a Ricon lift of the same model and specification be approved as a direct replacement of the existing Ricon lift; and

**WHEREAS,** L.E.T.S. obtained four (4) quotes for the direct replacement Ricon lifts and Mobility Transportation Services of Canton, MI had the lowest quote including shipping; and

**WHEREAS,** after better than a year of trying to revise the American Recovery and Reinvestment Act (ARRA) Grant to utilize the remaining funds, the L.E.T.S. Director was finally able to revise the FTA budget to transfer the balance of the funds in the grant to purchase the replacement bus lifts; and

**WHEREAS,** monies were not budgeted for CY 2013 for the purchase of the replacement bus lifts; and

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

**WHEREAS,** the proposed amendment recognizes the cost of \$12,400 for the purchase of the new replacement Ricon bus lifts.

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

hereby authorizes a purchase order for the purchase of four (4) direct replacement Ricon bus lifts including shipping from Mobility Transportation, Services, of Canton, MI.

**BE IT FURTHER RESOLVED** that the cost of all four (4) Ricon bus lifts are not to exceed Twelve Thousand Four Hundred dollars (\$12,400) and be reimbursed from the L.E.T.S. revised American Recovery and Reinvestment Act (ARRA) Grant.

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**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the following amendment to the L.E.T.S. Fiscal Year 2013 budget as illustrated below:

<u>Fund</u>	Approved 2013 <u>Budget</u>	Proposed <u>Amended</u>	Proposed 2013 Amended <u>Budget</u>
588- L.E.T.S.	\$4,037,252	\$12,400	\$4,049,652

**BE IT FURTHER RESOLVED** that the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution.

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MOVED:

SECONDED:

CARRIED:



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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: June 4, 2013**  
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND  
PURCHASE ORDER FOR REPLACEMENT OF THREE (3) RICON BUS  
LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET –  
L.E.T.S. / General Government**

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Attached please find a resolution for your consideration and authorization for a purchase order for four (4) replacement bus lifts reimbursed from the L.E.T.S. American Recovery and Reinvestment Act (ARRA) grant.

It has been determined that due to extensive use of bus lifts that there are two (2) bus lifts that have been evaluated and considered worn out. With that being said, the L.E.T.S. director is requesting the purchase of four (4) new lifts. Two (2) bus lifts to be installed immediately and two (2) for a spare or back up.

It has taken more than a year to get approval to revise the L.E.T.S. ARRA grant to liquidate the balance of the grant funds. The revision is now complete and the grant was revised to purchase four (4) bus lifts. The total cost of all four (4) Ricon bus lifts is not to exceed Twelve Thousand Four dollars (\$12,400) and to be reimbursed from the ARRA grant.

The funds were not budgeted for in the L.E.T.S. CY 2013 budget, therefore a budget amendment of \$12,400 is necessary. In addition, the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution

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

LETS Wheelchair lift quotes

June 4, 2013

**Ricon Klearview K5505 Lift Assembly**

	<b>Each</b>
Mobility Transportation	\$ 3,093
Midwest Bus Corporation	\$ 3,750
Hoekstra Transportation	\$ 4,875
Capital City Int'l Trucks	\$ 5,207

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING EMS TO ENTER INTO AN AGREEMENT FOR EDUCATIONAL SERVICES WITH LANSING COMMUNITY COLLEGE – EMS/FINANCE:**

**WHEREAS,** Livingston County EMS has a need for a CoAEMSP accredited paramedic program and associated public safety education services; and

**WHEREAS,** Livingston County EMS has evaluated the three programs accredited to provide these services in the State of Michigan and has selected Lansing Community College; and

**WHEREAS,** Livingston County EMS and Lansing Community College have agreed on a price structure for occupying space in the new Livingston County Public Safety Complex to provide the agreed upon educational services; and,

**WHEREAS,** both parties require an agreement in place to bill for these services; and

**WHEREAS,** Livingston County EMS is requesting authorization to enter into an agreement with Lansing Community College consistent with Livingston County policies; and

**WHEREAS,** this Resolution has been recommended for approval by the Health & Human Services and Finance Committees.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the entering into an agreement with Lansing Community College for public safety educational services.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

**BE IT FURTHER RESOLVED** that, upon satisfactory performance of the contract, as determined by the County Administrator, the Board Chairperson be authorized to sign a 2 year renewal as approved as to form by Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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3950 W. Grand River Avenue, Howell, Michigan 48855  
Phone 517-546-6220 Fax 517-546-6788  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd, Director**  
**Date: 5/24/2013**  
**Re: Educational agreement with Lansing Community College**

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As directed by the Board of Commissioners, Livingston County EMS has found a resolution to recover the costs of the construction of the second story training center through collaboration with Lansing Community College. This collaboration between Livingston County EMS and Lansing Community College will offer the CoAEMPS accredited paramedic program in the county to Livingston County residents. This collaboration will also provide the opportunity for tax payers to access the full spectrum of offerings of Lansing Community College public safety programs that include law enforcement services, fire safety services, nursing services, nursing assistant services and military paramedic transition programs.

Livingston County's best assets are the residents that live within this community. These programs will allow the Livingston County public safety services to educate and employ residents that are vested in the community. There are 3 CoAEMPS accredited programs in the State of Michigan that are prepared to meet the needs of Livingston County EMS. We have evaluated all 3 programs and are certain Lansing Community College is the best fit for the residents of Livingston County and the public safety community.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO ESRI, INC FOR GIS SOFTWARE MAINTENANCE 2013– INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE**

**WHEREAS,** due to the need to ensure technical support services and software upgrades are received for the GIS software used by all County Departments to access mapping data maintained by the GIS Division, it has been determined that there is a need for annual software maintenance in the IT Department/GIS Division; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, ERSI, Inc. of Redlands, CA., has been selected for the purchase of annual software maintenance under the State of Michigan contract number 071B1300270; and

**WHEREAS,** after the review of the vendor and products, Purchasing recommends that a Purchase Order with ESRI, Inc. of Redlands, CA., be awarded for a (1) year period from August 15, 2013, through August 14, 2014 for an amount not to exceed \$28,801.00; and

**WHEREAS,** funding for same is available through the Information Technology 2013 Budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to ESRI, Inc. of Redlands, CA., for annual software maintenance from August 15, 2013 through August 14, 2014 for an amount not to exceed \$28,801.00 per year, with a total contract amount not to exceed \$28,801.00.

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MOVED:  
SECONDED:  
CARRIED:



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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Richard Malewicz**  
**Date: 5/20/2013**  
**Re: ESRI Software Maintenance for GIS**

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Attached for your approval is a resolution authorizing the purchase of software maintenance renewals for all GIS products in the County. This includes all ArcView and ArcInfo software currently utilized in the GIS, Planning, Drain Commissioner, Equalization, Public Health, Building Services and Central Dispatch/E911 Departments. Additionally, the software used to make eParcels available online and maintain the County's enterprise GIS database are also covered by this maintenance agreement. These products are purchased from, and supported by, ESRI, Inc., of Redlands, CA.

ESRI, Inc. has provided pricing through the State of Michigan Contract and they are the sole vendor for ArcGIS software. The cost for this year's annual maintenance is \$28,801.00.

Thank you for your consideration of this request. Please let me know if I can furnish any additional information.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO APPROVE THE HIRING OF A FULL TIME HELP DESK TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT AT THE HIRE RATE OF GRADE J - Information Technology / General Government / Finance Committee**

**WHEREAS,** It is essential that the vacant position of Help Desk Technician be filled to enable Livingston County to fully support, maintain, and update the current and future Network Equipment used in Livingston County; and

**WHEREAS,** the position of help desk technician has been vacant since 2009; and

**WHEREAS,** since that time the amount of work orders has almost doubled and it is forecasted this trend will continue with the implementation of the Enterprise Resource Planning (ERP) system and the new EMS building becoming operational; and

**WHEREAS,** during this time we have brought on 177 phones (LESA), Internet access for Pinckney, implemented OSSI, and we are a full IT Service provider for Handy Township; and

**WHEREAS,** the recent LBL IT Strategic Plan states we need a Help Desk Technician; and

**WHEREAS,** funding for same is available in the Information Technology Budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full time Help Desk Technician to fill the position that is now vacant at the rate of Grade J.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Administrative Specialist	1	
Application Developer	2	
Chief Information Officer	1	
Financial Analyst (60%)	.60	
GIS Technician	1	
GIS Mapping Technician	1	
Hardware Technician	1	
Network Assistant	2	
Network Manager	1	
Network Security Admin.	1	
Pub. Safety Tech Spec.	1	
Systems Manager	1	
<b>TOTALS:</b>	<b>13.6</b>	

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Administrative Specialist	1	
Application Developer	2	
Chief Information Officer	1	
Financial Analyst (60%)	.60	
GIS Technician	1	
GIS Mapping Technician	1	
Hardware Technician	1	
Network Assistant	2	
Network Manager	1	
Network Security Admin.	1	
Pub. Safety Tech Spec.	1	
Systems Manager	1	
<b>Help Desk Technician</b>	<b>1</b>	
<b>TOTALS:</b>	<b>14.6</b>	

MOVED:  
SECONDED:  
CARRIED:



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

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## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Rich Malewicz, CIO**  
**Date: 6/4/13**  
**Re: Help Desk Technician**

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Please see the attached Resolution requesting approval for the Information Technology Department to hire a Help Desk Technician. The Help Desk position was eliminated in 2009. Since then, the IT department has implemented different procedures to help absorb this loss. These procedures are no longer sufficient.

The Information Technology Strategic Plan performed by LBL Technology explicitly states “a staff person should be hired to answer the help desk phone” and “the help desk phone must be answered during business hours.” The report also refers to the shortness of staff in the IT department multiple times as well as the need to increase headcount to meet the County’s needs. The help desk inadequacies received the severest risk rating and highest priority, with LBL recommending the help desk becoming staffed within the first year of the five year strategic plan.

The HIPAA Procedures adopted by the Livingston County Board of Commissioners on April 9<sup>th</sup>, 2013, reference the “help desk” 21 times. Per the HIPAA policy, the help desk is referred to as the immediate and single point of contact during security events such as computer viruses and malicious computer activity of which threaten the security of Electronic Protected Health Information (ePHI). The help desk will also assist County users in applying HIPAA approved technological solutions and protocols.

Since 2009 the number of IT work orders has doubled, and it is forecasted this trend will continue with the employment of the Enterprise Resource Planning (ERP) system and the new EMS building becoming operational. The increase in IT work orders from 2009 can be attributed to new services provided to LESA for IP phones, Pinckney Village for Internet, Handy Township for full service IT support, and OSSI.

The addition of a Help Desk Technician will greatly improve the time to resolution of IT issues and decrease the IT staff's time to respond. The increase in efficiencies of the IT staff and the departments they serve, gained through this addition will result in reduced downtime and will improve internal and external customer satisfaction.

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