

# GENERAL GOVERNMENT COMMITTEE

9/14/2009

304 E. Grand River Ave., Howell, MI

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
  - A. Meeting Minutes of August 10, 2009
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **L.E.T.S.**
  - A. RESOLUTION APPROVING THE CREATION OF TWO(2) PART TIME (29 HOURS PER WEEK)DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT - L.E.T.S. / General Government Committee
  - B. RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee
  - C. RESOLUTION AUTHORIZING THE LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (L.E.T.S) DIRECTOR TO ACT ON BEHALF OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS TO FILE AND MONITOR GRANT APPLICATIONS, EXECUTE AGREEMENTS, AND DRAW DOWN FEDERAL TRANSIT ADMINISTRATION FUNDS BY USE OF AN ELECTRONIC PIN - L.E.T.S. / General Government
7. **OFFICE OF THE TREASURER**
  - A. RESOLUTION AUTHORIZING THE REORGANIZATION OF THE COUNTY TREASURER'S OFFICE – Office of the Treasurer / General Government Committee
8. **INFORMATION TECHNOLOGY**
  - A. RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - Information Technology / General Government Committee
  - B. RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - Information Technology / General Government Committee
  - C. RESOLUTION TO APPROVE THE HIRING OF A HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J - Information Technology /

General Government Committee

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**06A** RESOLUTION APPROVING THE CREATION OF TWO(2) PART TIME (29 HOURS PER WEEK)DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT - L.E.T.S. / General Government Committee

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**06B** RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee

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**06C** RESOLUTION AUTHORIZING THE LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (L.E.T.S) DIRECTOR TO ACT ON BEHALF OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS TO FILE AND MONITOR GRANT APPLICATIONS, EXECUTE AGREEMENTS, AND DRAW DOWN FEDERAL TRANSIT ADMINISTRATION FUNDS BY USE OF AN ELECTRONIC PIN - L.E.T.S. / General Government

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**07A** RESOLUTION AUTHORIZING THE REORGANIZATION OF THE COUNTY TREASURER'S OFFICE – Office of the Treasurer / General Government Committee

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**08A** RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - Information Technology / General Government Committee

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**08B** RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - Information Technology / General Government Committee

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**08C** RESOLUTION TO APPROVE THE HIRING OF A HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J - Information Technology / General Government Committee

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**9. CONFERENCE & TRAINING POLICY / TUITION REIMBURSEMENT**  
Discussion: Conference & Training Policy / Tuition Reimbursement  
(See attachments)

**10. ANIMAL CONTROL**  
Presentation: Recommendations to Animal Control Policy by Concerned Citizens  
(See attachment)

**11. ADJOURNMENT**



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE CREATION OF TWO (2) PART TIME (29 HOURS PER WEEK) DRIVER POSITIONS FOR FEDERAL AND STATE JOB ACCESS AND REVERSE COMMUTE GRANT AND FY 2009 BUDGET AMENDMENT – L.E.T.S. / General Government / Personnel Committee / Finance Committee**

**WHEREAS,** L.E.T.S. has applied and has been awarded a Federal and State Job Access and Reverse Commute (JARC) grant; and

**WHEREAS,** funding for the requested two (2) part time (29 hours per week) driver positions along with all related operating costs will come from a JARC grant that is 100% funded between the Federal and State in the amount of \$100,000 operating and one time capital of \$75,000 for one (1) small transit bus; and

**WHEREAS,** the operating portion of the grant will begin October 1, 2009 and is at this time estimated to continue for many years at the rate of \$100,000 operating funds annually; and

**WHEREAS,** if the JARC grant is eliminated then also these positions will be eliminated; and

**WHEREAS,** the cost of the JARC grant was not included in the 2009 L.E.T.S. budget, therefore a budget amendment is necessary; and

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

**WHEREAS,** the proposed FY 2009 budget amendment reflects the addition of 25% or 3 months of both Federal and State annual operating of \$100,000 of grant revenue and related expenses.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby  
authorizes and approves the creation of two (2) Part Time (29 hours per week) driver  
positions for the purpose of implementing the Federal and State Job Access and Reverse  
Commute (JARC) grant.

**BE IT FURTHER RESOLVED** that the pay grade level for this position is placed at Grade F.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners approves and authorizes the addition of two (2) Part Time driver (29 hours per week) positions.

CURRENT POSITIONS		PROPOSED POSITIONS	
Director, Grade N	[1]	Director, Grade N	[1]
Operations Manager, Grade K	[1]	Operations Manager, Grade K	[1]
Fleet Manager	[1]	Fleet Manager, Grade I	[1]
Maintenance/Trainer, Grade G	[1]	Maintenance/Trainer, Grade G	[1]
Administrative Aide, Grade F	[1]	Administrative Aide, Grade F	[1]
Dispatch/Driver, Grade F	[3]	Dispatch/Driver, Grade F	[3]
Utility/Driver, Grade F	[1]	Utility/Driver, Grade F	[1]
Driver – Full Time, Grade F	[9]	Driver – Full Time, Grade F	[9]
Driver – P/T (29 Hrs), Grade F	[10]	Driver – P/T (29 Hrs), Grade F	[12]
Driver – P/T (19 Hrs), Grade F	[6]	Driver – P/T (19 Hrs), Grade F	[6]
Total Positions:	[34]	Total Positions:	[36]

**BE IT FURTHER RESOLVED** that in the event that the JARC grant funding is eliminated, the two (2) Part Time (29 hours per week) driver positions will also be eliminated.

**BE IT FINALLY RESOLVED** that the Livingston County Board of Commissioners hereby adopts the FY 2009 proposed amended L.E.T.S. budget as follows:

Fund	2009 Amended Budget	Proposed Amendment	2009 Proposed Amended Budget
588 L.E.T.S.	\$2,507,213	\$25,000	\$2,532,213

The budgetary status reports showing the line-item changes for this budget amendment will be attached as part of this resolution

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT THROUGH PROJECT AUTHORIZATION # 2007-0245/Z6 TO BEGIN FY 2010 SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT AS OF OCTOBER 1, 2009 - L.E.T.S. / General Government Committee**

**WHEREAS,** the Michigan Department of Transportation has issued a project authorization (# 2007-0245/Z6) to access Federal Transit Administration (FTA) grant # MI-37-X037 and MDOT funds for the purpose of an awarded FY 2010 Section 5316 Job Access and Reverse Commute (JARC) grant; and

**WHEREAS,** the grant will provide \$75,000 in capital for one (1) new small bus (80% - 20% split between Federal and State funds respectively) and \$100,000 in service operation funds paid 50% - 50% between Federal and State funds with no local or fare box match; and

**WHEREAS,** the grant is for FY 2010 and will run from October 1, 2009 through September 30, 2010 and if successful LETS can apply every year until the grant is no longer available at which time all expenses including any personnel hired specifically for the JARC grant will be terminated.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby hereby approves the contract with MDOT, project authorization #2007-0245/Z6 in an amount not to exceed \$100,000 in service operations and \$75,000 in capital for the purchase of one (1) small transit bus for the Job Access and Reverse Commute (JARC) grant

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

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (L.E.T.S.) DIRECTOR TO ACT ON BEHALF OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS TO FILE AND MONITOR GRANT APPLICATIONS, EXECUTE AGREEMENTS AND DRAW DOWN FEDERAL TRANSIT ADMINISTRATION FUNDS BY USE OF AN ELECTRONIC PIN – L.E.T.S. / General Government Committee**

**WHEREAS,** the Livingston County Board of Commissioners approved resolution number 703-216, dated July 7, 2003 to become a “Designated Recipient” of funds directly from the Federal Transit Administration (FTA) for L.E.T.S.; and

**WHEREAS,** the Livingston County Board of Commissioners at that time did not authorize the Director of the Livingston Essential Transportation Service (L.E.T.S.) to act on its behalf to file and monitor grant applications, execute agreements, and use an electronic PIN to authorize such agreements and activities including being able to draw down funds for reimbursement of operating and capital expenses spent by L.E.T.S.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Director of the Livingston Essential Transportation Service (L.E.T.S.) to act on its behalf as a delegate with the Federal Transit Administration (FTA) to file and monitor grant applications, execute agreements, and use an electronic PIN to authorize such agreements and activities including being able to draw down funds for reimbursement of operating and capital expenses spent by L.E.T.S.

# # #

MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE REORGANIZATION OF THE COUNTY TREASURER'S OFFICE – Office of the Treasurer / General Government Committee**

**WHEREAS,** the County auditors have recommended per the Management Letter that the County needs additional oversight for the financial reporting of the County; and

**WHEREAS,** the County Treasurer has a qualified individual that could be promoted from within; and

**WHEREAS,** the County Treasurer lost a 40 hour position to retirement and needs to replace with a 20 hour (no benefit person); and

**WHEREAS,** the County Treasurer needs to increase one 30 hour position to a 35 hour position; and

**WHEREAS,** the consulting fees to an outside accounting firm could be lowered enough to cover the additional cost for the internal promotion; and

**WHEREAS,** the cost of the 20 hour (no benefit) position and the additional 5 hours for the 30 hour position would be well under the currently vacant 40 hour with benefit position.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to:

- 1) Promote an employee from within to give additional financial oversight and year-end close assistance.
- 2) Replace a 40-hour position vacated through retirement with a 20-hour position with no benefits.
- 3) Increase the hours of a 30-hour clerk to 35 hours.
- 4) Decrease the hours required for year-end close assistance from the outside consulting firm.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO MIGRATE FROM GROUPWISE TO EXCHANGE - INFORMATION TECHNOLOGY**

**WHEREAS,** Livingston County's current GroupWise Version is no longer supported by the manufacturer and we are being forced to upgrade the current email system. The Livingston County IT department wishes to standardize on the Microsoft Platform for supportability and existing expertise with the Microsoft tools. It has been determined that the best path for Livingston County is to migrate from GroupWise to Microsoft Exchange; and

**WHEREAS,** the cost to go to the newest version of GroupWise was greater than the cost to migrate to Microsoft Exchange; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, CDW-G of Vernon Hills, IL , has been selected as the Vendor for the Livingston County migration from Group Wise to Exchange; and

**WHEREAS,** after the review of the vendor, products and services, the Purchasing department and the IT department recommends that a Purchase Order with CDW-G, of Vernon Hills, IL. be awarded for an amount not to exceed \$ 38,500 for Assessment, Design, and Pilot services, and an amount not to exceed \$ 11,000 for equipment and \$99,000 for Software all cost combined not to exceed \$148,500.00; and

**WHEREAS,** funding for same is available through the 2009 Information Technology Budget; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to CDW-G for the migration from GroupWise to Exchange for a total amount not to exceed \$ 148,500.00. .

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SECONDED:

CARRIED:

RESOLUTION NO: #

PAGE: 2

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<http://sharepoint1/sites/Resolutions/Resolution Templates/Purchase Order NEW.doc>

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION FOR APPROVAL FOR THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO DO A "BACKUP SYSTEM UPGRADE" - INFORMATION TECHNOLOGY**

**WHEREAS,** a full system backup takes as long as 36 hours to complete, and the amount of tapes that are used will soon exceed the tape drive's capacity. The volume of data that needs backing up will only increase in the future, therefore, it has been determined that there is a need for a "Backup System Upgrade" in the Information Technology Department; and

**WHEREAS,** the new system would back up to our current (SAN) Storage Area Network and then be put onto larger capacity tapes; and

**WHEREAS,** the Information Technology department is requesting 12 TB drives for the SAN and replacement of two LT04 drives for our current LT03 drives in our backup unit; and

**WHEREAS,** the new SAN drives will allow us to backup to disk and the replacement LT04 drives will allow us to double the amount of data on each tape; and

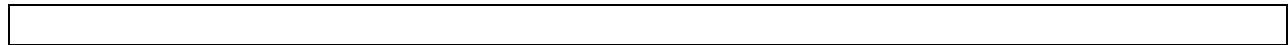
**WHEREAS,** the cost for the SAN Drives is \$21,952, with the cost of services at \$2,800, and the cost of the two new LT04 backup unit drives is \$9,069.23, for a total cost for both not to exceed \$ 33,821.23; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, Berbee Information Networks of Milwaukee WI, has been selected for the purchase of the SAN Drives, and 9 TO 5 Computer Supply of Jacksonville Beach, FL, has been selected for the purchase of the two new LT04 backup unit drives; and

**WHEREAS,** after the review of the vendor and products, Purchasing recommends that a Purchase Order with Berbee Information Networks of Milwaukee, WI be awarded for an amount not to exceed \$24,752.00, and a Purchase Order with 9 TO 5 of Jacksonville Beach, FL for an amount not to exceed \$9,069.23; and

**WHEREAS,** funding for same is available through the 2009 Information Technology Budget; and

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



**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves two Purchase Orders be issued one to Berbee Information Networks for an amount not to exceed \$24,752, and one Purchase Order to 9 TO 5 of Jacksonville Beach, FL for an amount not to exceed \$9,069.23 for a total amount not to exceed \$33,821.23 for the Information Technology Department “Backup System Upgrade”.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPROVE THE HIRING OF A HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO REPLACE THE RECENT VACANT POSITION AT THE HIRE IN RATE OF GRADE J - INFORMATION TECHNOLOGY**

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

**WHEREAS,** Chris Kubiak who now occupies this position has given notice that he will be leaving Livingston County, therefore, the Information Technology department is requesting his position be filled; and

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

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

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a Hardware Technician to fill the position that is now vacant due to Chris Kubiak submitting notice that he will be leaving Livingston County.

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MOVED:

SECONDED:

CARRIED: