

FINANCE COMMITTEE

AGENDA

January 10, 2018

7:30 AM

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

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- 9. CLAIMS**
Dated: January 10, 2018
- 10. PREAUTHORIZED**
Dated: 12-28-17 thru 1-10-18
- 11. CALL TO THE PUBLIC**
- 12. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 27, 2017 – 7:30 A.M.

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

FINANCE COMMITTEE

☒ COMM. KATE LAWRENCE

☒ COMM. DOUG HELZERMAN

☒ COMM. CAROL GRIFFITH

☒ COMM. BILL GREEN - FINANCE CHAIR

☒ COMM. DON PARKER

☒ COMM. DENNIS DOLAN

☒ COMM. DAVE DOMAS

☒ COMM. BOB BEZOTTE

☒ COMM. GARY CHILDS

1. **CALL TO ORDER:** Meeting called to order by **COMM. BILL GREEN** at 7:30 AM.

2. **ROLL CALL:**

- **Present:** Kate Lawrence, Bill Green, Dave Domas, Douglas Helzerman, Don Parker, Bob Bezotte, Carol Griffith, Dennis Dolan, Gary Childs
- **Absent:** None.

3. **APPROVAL OF MINUTES:**

- **MINUTES OF MEETING DATED: DECEMBER 13, 2017**

MOTION TO APPROVE THE MINUTES AS PRESENTED.

MOVED BY: CHILDS / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS:** None.

5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: DOLAN / SECONDED BY: CHILDS

ALL IN FAVOR - MOTION PASSED

6. **CALL TO THE PUBLIC:**

- Cindy Catanach informed the Commissioners that the IT Department applied for and received 2 RAP Grants totaling \$50,000 that will be used for the Court's Key Cards and Cameras.

7. REPORTS:

- Commissioner Lawrence gave the 2017 Year End Report
- Commissioner Green recognized County Employees and Commissioners for all of their efforts in 2017.

8. RESOLUTIONS FOR CONSIDERATION:

- 9. EMERGENCY MEDICAL SERVICES: RESOLUTION APPROVING HOLIDAY PAY FOR EMS
IRREGULAR PART-TIME PARAMEDICS – EMS / PERSONNEL /
FINANCE / FULL BOARD**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: HELZERMAN
ALL IN FAVOR – MOTION PASSED**

- 10. HUMAN RESOURCES: RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE
LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN
ASSOCIATION OF PUBLIC EMPLOYEES REPRESENTING 911 DISPATCHERS**

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

- 11. HUMAN RESOURCES: RESOLUTION TO ESTABLISH A RETIREMENT PLAN ADVISORY COMMITTEE FOR
MANAGEMENT OF THE COUNTY §401(A) AND §457 DEFERRED COMPENSATION
PLANS**

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

12. CLAIMS:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS
CLAIMS DATED: December 27, 2017.
MOVED BY: LAWRENCE / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED**

13. PREAUTHORIZED:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER
PRINTOUT DATED: 12-14-17 THRU 12-27-17
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

14. CALL TO THE PUBLIC:

- Jordan Genso, Brighton Twp – Thanked the Commissioners for their efforts in broadcasting the meetings and again requests the Board to consider broadcasting the Finance Committee Meetings.
- Undersheriff Warder, Livingston County Sheriff's Office – Thanked the Commissioners for a good year and for their support.

15. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:05 AM
MOVED BY: GRIFFITH / SECONDED BY: HELZERMAN
ALL IN FAVOR - MOTION PASSED**

**NATALIE HUNT
RECORDING SECRETARY**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT FOR THE COLLECTION OF PAST DUE 44th CIRCUIT COURT FINES AND FEES – COUNTY CLERK

WHEREAS, the Livingston County Clerk collects the fines, costs, fees, restitution, and various court ordered receivables on behalf of the 44th Circuit Court; and

WHEREAS, the Livingston County Clerk desires to improve the collection of unpaid court ordered receivables levied by the 44th Circuit Court; and

WHEREAS, there are numerous past due receivables that our standard collection efforts, for various reasons, have not been effective collecting; and

WHEREAS, Court Compliance Corporation, d/b/a Court Services Agency has the ability to improve collection of past due receivables and they are willing to collect those funds in exchange for the late fees collected.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract for collections of past due 44th Circuit Court receivables services for a one (1) year period with an option, at the County Clerk's and County's discretion, to renew for four (4) additional one (1) year terms with Court Compliance Corporation, d/b/a Court Services Agency, 401 Jackson Street, Jackson, Michigan.

BE IT FURTHER RESOLVED that the Chairperson of the Livingston County Board of Commissioners and the County Clerk are authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review of Civil Counsel.

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MOVED: Commissioner

SECONDED: Commissioner

CARRIED:



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

CIRCUIT COURT CLERK
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

MEMORANDUM

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley, Livingston County Clerk

DATE: 12/28/2017

RE: Resolution authorizing a contract between Court Compliance Corporation, d/b/a Court Services Agency, the Livingston County Clerk's Office, and the County of Livingston for the collection of past due 44th Circuit Court receivables

The Circuit Court Clerk's office has in excess of \$30,000,000 in accounts receivable, including approximately \$20,000,000 in restitution owed to victims of crimes. The Circuit Court Clerk's office has one collection clerk, who is unable to address all of the past due accounts receivables which require more advanced collection techniques. The Circuit Court Clerk's office is required to accept and distribute all fines, costs, and other assessments made by the Judges of the 44th Circuit Court.

The law currently requires an imposition of a 20% late fee penalty on any receivable over 56 days old. MCL 600.4803.

The Circuit Court Clerk's office has located a collection firm that is willing to accept those late fees in lieu of collection fees, which generally run 30% of the total debt. It is conservatively anticipated that this would provide for an estimated \$750,000 per year in additional collections without the need for additional collections staff. Of that, we anticipate that \$350,000 would be paid out to victims of crimes and the remaining \$450,000 per year would be paid out to the State and the County.

The District Courts in Jackson and Kentwood are currently utilizing the services of Court Compliance Corporation, d/b/a Court Services Agency. Each court administrator has reported an increase in their collections of approximately \$1,000,000 per year and are very pleased with the services they are receiving. This information was confirmed with Julia Norton, Director of Collection Services at the State Court Administrator's Office.

I am requesting approval of this contract with the collection firm for a period of one year with an option to extend an additional four one-year terms.

If you have any additional questions or concerns, please do not hesitate to contact Kristi Cox, my Chief Deputy.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER FOR 2018 ELECTION SUPPLIES - COUNTY CLERK

WHEREAS, the Livingston County Clerk is mandated to conduct elections in Livingston County; and

WHEREAS, election supplies need to be procured which include ballots, precinct supply kits and other election related materials; and

WHEREAS, various vendors will be utilized based on quality, timeliness and experience, we are requesting that the competitive bid process per the Purchasing Policy be waived; and

WHEREAS, the County will be reimbursed for election costs by the local units where applicable; and

WHEREAS, funding for this expenditure has been budgeted and approved in the 2018 budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of purchase order(s) for 2018 election supplies, which includes ballots, precinct supply kits and other election related materials, from line item # 10126200 726000 for an amount not to exceed \$110,000.

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

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MOVED: Commissioner

SECONDED: Commissioner

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Hundley, Livingston County Clerk
Date: 12/27/2018
**Re: Resolution authorizing issuance of a blanket purchase order for
2018 election supplies**

The Livingston County Clerk's Office is mandated to conduct elections within Livingston County. The Clerk is responsible for purchasing election supplies which includes ballots, precinct supply kits, and other election related materials.

The County will be reimbursed for election costs by local units where applicable.

The funding for this expenditure is included within the approved 2018 budget.

I am requesting the attached resolution be approved which authorizes the issuance of blanket purchase orders for the 2018 election supplies not to exceed \$110,000.

If you have any additional questions or concerns, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR THE PURCHASE OF 4 TYPE III MEDIX AMBULANCES FOR THE EMS DEPARTMENT - EMS /HEALTH AND HUMAN SERVICES/ FINANCE COMMITTEE / BOARD

WHEREAS, the EMS Department has determined a need to purchase 3 Type III Medix ambulances in 2018; and

WHEREAS, the EMS Department was recently involved in a motor vehicle accident resulting in the vehicle being a constructive total loss requiring the purchase of a fourth ambulance; and

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

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

WHEREAS, the ambulances will be purchased directly through the manufacture, utilizing contract pricing from the HGAC Buy National Contract, for a purchase price of \$167,999.00 each, for a total cost of \$671,996.00; and

WHEREAS, all HGAC Buy contracts have been awarded by a public competitive process therefore this purchase is in compliance with the County of Livingston purchasing Policy; and

WHEREAS, this purchase for three ambulances has been budgeted and approved in the Livingston County EMS 2018 budget with reimbursement for the fourth ambulance coming from MMRMA less any deductibles.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of 4 new Type III Medix ambulances in accordance with Livingston County EMS specifications, through the HGAC Buy National Contract, from Medix Specialty Vehicles Inc. 3008 Mobile Drive, Elkhart IN 46514 for a total price not to exceed \$671,996.00 less any deductibles and approves any budget amendments necessary to receive and disperse funds necessary to replace the totaled vehicle. .

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MOVED: Commissioner
SECONDED: Commissioner
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 01/02/2018
Re: Ambulance Replacements

The Livingston County EMS department budgeted for 3 new EMS units in FY 2018. Each vehicle comes equipped with:

- A Stryker Power cot
- Front, rear, and cab view cameras
- New modem for cellular data transmissions
- Upgraded Road Safety boxes. (black box technology)

The vehicles are purchased directly from the manufacture piggybacking on a competitively bid national contract. They are the same vehicles we have been using for several years and we have had no issues and feel they meet the needs of the department.

The department also just received word that an ambulance that struck low hanging tree branch while responding to a call is a total loss requiring the purchase of a fourth new unit. This unit's replacement will be coordinated with MMRMA as an insurance loss. The vehicle had approximately 137,000 miles and was a 2014 model. The tree branch caused a delamination of the aluminum roof that covers the patient compartment which would have required major repairs.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S. – L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, the Livingston Community Mental Health Authority desires to enter into an agreement with L.E.T.S. to provide Transportation Services for their consumers; and

WHEREAS, L.E.T.S. is willing to provide Transportation Services and the Livingston Community Mental Health Authority is willing to reimburse L.E.T.S. for this service under the terms and conditions set forth herein; and

WHEREAS, the agreement term will be January 1, 2018, through December 31, 2020.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the letter of agreement for Transportation Services between Livingston Community Mental Health Authority and L.E.T.S. under the terms and conditions set forth herein with the term of the agreement to be January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign said letter of agreement as reviewed and approved as to form by Mark Koerner, Attorney for L.E.T.S.

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MOVED: Commissioner

SECONDED: Commissioner

CARRIED:



3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: livgov.com/lets

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, Director of Transportation Services
Date: 1/3/2018
**Re: RESOLUTION AUTHORIZING LETTER OF
AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN THE LIVINGSTON COMMUNITY MENTAL
HEALTH AUTHORITY AND L.E.T.S. – L.E.T.S. / General
Government / Finance /Board**

Attached for your consideration and approval is a resolution authorizing a letter of agreement between the Livingston Community Mental Health Authority (CMH) and L.E.T.S. to provide Transportation Services for their consumers.

L.E.T.S. has been providing Transportation services for CMH for many years and this agreement is a renewal of the current agreement. L.E.T.S. is willing to provide Transportation Services and the Livingston Community Mental Health Authority is willing to reimburse L.E.T.S. for this Transportation Service under the terms and conditions set forth in the letter of agreement. The term of this agreement is January 1, 2018, through December 31, 2020.

I am requesting that the Board Chair be authorized to sign said letter of agreement as reviewed and approved as to form by Mark Koerner, Attorney for L.E.T.S.

As always should you have any questions, please do not hesitate to contact me directly at 540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDERS FOR THE PURCHASE OF REPLACEMENT VEHICLES APPROVED IN THE FISCAL YEAR 2018 BUDGET (vehicles) - MOTOR POOL / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, the Livingston County Motor Pool Department is requesting replacement of Thirteen (13) Motor Pool vehicles that have served their useful life based on age, mileage, and overall condition; and

WHEREAS, the recommended MY 2018 replacement vehicles are as follows: Sheriff's Road Division: Two (2) Chevrolet Police Tahoe 4 x 2s, two (2) Dodge AWD Police Chargers, one (1) Ford F-150 SSV 4x4 crew cab pickup, two (2) Chevrolet Traverse AWD SUVs, and one (1) Dodge Administrative Charger. Sheriff's Jail & DB Division: Two (2) Dodge mini-vans. Facilities Services: One (1) Ford Transit Connect van. EMS: One (1) Ford F-350 4x4 pickup. Health Dept: One (1) RAM 4x4 pickup; and

WHEREAS, all of the replacement vehicles will be purchased from the State of Michigan "MDeal" cooperative government pricing program except for the Chevrolet Tahoes and Traverses which will be purchased from the Oakland County bid contract; and

WHEREAS, funds were budgeted for FY 2018 for all of the replacement vehicles and upfitting costs and shall not exceed Four Hundred Five Thousand Seventy-Four dollars (\$405,074); and

WHEREAS, the Motor Pool department will purchase all replacement vehicles from Retained Earnings withheld from the monthly lease program payments paid by the various departments; and

WHEREAS, all new vehicles and vehicle upfitting costs will be charged back to the individual Departments by way of the vehicle monthly lease program and all the lease payments for the new vehicles were also included in the various departments' FY 2018 budgets.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners

hereby authorizes the purchase of thirteen (13) replacement vehicles as follows:

Two (2) Chevrolet 4x2 Police Tahoes not to exceed \$64,813, Two (2) Dodge AWD Police Chargers not to exceed \$48,144, One (1) Ford F-150 4x4 Special Services Vehicle crew cab pickup not to exceed \$28,729, Two (2) Chevrolet AWD Traverses not to exceed \$59,974, One Administrative AWD Charger not to exceed \$24,531, Two (2) Dodge mini-vans not to exceed \$42,734, One (1) Ford Transit Connect Van not to exceed \$24,680, One (1) F-350 4x4 pickup not to exceed \$37,095, One (1) RAM 4x4 pickup not to exceed \$20,974, and \$53,400 in

upfitting costs.

BE IT FURTHER RESOLVED that two (2) of the Ford vehicles will be purchased from Gorno Ford of Woodhaven, MI; one (1) Ford vehicle will be purchased from Jorganson Ford of Detroit, MI; all of the Chevrolet vehicles will be purchased from Berger Chevrolet of Grand Rapids, MI; and all of the Dodge vehicles will be purchased from LaFontaine Chrysler/Dodge of Lansing, MI.

BE IT FURTHER RESOLVED that the total cost of all thirteen (13) vehicles and upfitting is not to exceed Four Hundred Five Thousand Seventy-Four dollars (\$405,074).

BE IT FURTHER RESOLVED that all the vehicles are to be leased back to the individual Departments from the Motor Pool per the established lease program.

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

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MOVED: Commissioner
SECONDED: Commissioner
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, Director of Transportation Services
Date: 1/3/2018
**Re: RESOLUTION AUTHORIZING CAPITAL
EXPENDITURE AND ISSUANCE OF PURCHASE
ORDERS FOR THE PURCHASE OF REPLACEMENT
VEHICLES APPROVED IN THE FISCAL YEAR 2018
BUDGET (vehicles) - Motor Pool / General government /
Finance / Board**

Attached please find a resolution for your consideration and authorization for the Motor Pool Director to replace thirteen (13) Motor Pool vehicles that have served their useful life based on age, mileage, and overall condition.

The recommended MY 2018 replacement vehicles are as follows: Two (2) Chevrolet 4x2 Police Tahoes not to exceed \$64,813, Two (2) Dodge AWD Police Chargers not to exceed \$48,144, One (1) Ford F-150 4x4 Special Services Vehicle crew cab pickup not to exceed \$28,729, Two (2) Chevrolet AWD Traverses not to exceed \$59,974, One Administrative AWD Charger not to exceed \$24,531, Two (2) Dodge mini-vans not to exceed \$42,734, One (1) Ford Transit Connect Van not to exceed \$24,680, One (1) F-350 4x4 pickup not to exceed \$37,095, One (1) RAM 4x4 pickup not to exceed \$20,974, and \$53,400 in upfitting costs.

All of the Ford and Dodge vehicles will be purchased from the State of Michigan MIDeal Cooperative Purchase Program from either Gorno Ford of Woodhaven or Jorganson Ford of Detroit, MI and Lafontaine Chrysler Dodge of Lansing, MI, respectively. The Chevrolet vehicles will be purchased from Berger Chevrolet of Grand Rapids, MI, from the Oakland County bid contract.

Funds were budgeted for FY 2018 for all of the replacement vehicles, including upfitting costs, not to exceed Four Hundred Five Thousand Seventy-Four dollars (\$405,074).

The Motor Pool department will purchase all replacement vehicles from Retained Earnings withheld from the monthly lease program payments paid by the various departments.

All new vehicles and upfitting charges will be charged back to the individual Departments by way of the vehicle monthly lease program and all the lease payments for the new vehicles were also included in the various Departments' FY 2018 budget.

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

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

RESOLUTION
LIVINGSTON COUNTY

NO:
DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF ONBASE ENTERPRISE CONTENT MANAGEMENT (IMAGING) LICENSES AND SUPPORTING HARDWARE - INFORMATION TECHNOLOGY

- WHEREAS,** the county has adopted OnBase Enterprise Content Management (ECM) as our standard imaging platform (Resolution # 2014-12-330); and
- WHEREAS,** Using ImageSoft's implementation services, the Friend of the Court and Circuit Court Clerk implemented OnBase for domestic cases in 2016; and
- WHEREAS,** Family Support and Veterans' Services OnBase solutions were designed and implemented by internal staff significantly reducing the cost of services; and
- WHEREAS,** the following permitting departments will be implementing OnBase in early 2018, using internal staff for the implementation at a cost not to exceed \$44,104; and

Department	Licensing	Hardware	Total Cost
Drain Commissioner	\$21,182	\$2,000	\$23,182
Health	\$10,880		\$10,880
Building Inspection	\$10,042		\$10,042
Total	\$42,104	\$2,000	\$44,104

- WHEREAS,** subsequent year software maintenance for the permitting departments is anticipated to be \$8,903; and
- WHEREAS,** Health and Building Inspection have available funds in their 2018 budgets for this project. In 2017, there was \$8,500 appropriated for the Drain Commissioner's portion of the project that was not expended that the Drain Commissioner's office would like to request in 2018; and
- WHEREAS,** Central Court Services also intends to implement OnBase during 2018 and has \$26,000 budgeted for licenses and associated hardware and Circuit Court Clerk has budgeted \$6,000 for additional OnBase licenses and associated hardware.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the purchase of OnBase licensing from ImageSoft for the Drain Commissioner, Health and Building Inspection departments, which includes 1 year of support plus associated hardware at a total cost not to exceed \$44,104.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes a supplemental appropriation in the amount of \$8,500 from General Fund fund balance for Drain Commissioner Org 10127500.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the purchase of OnBase licensing and associated hardware for Central Court Services in an amount not to exceed \$26,000.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the purchase of OnBase licensing and associated hardware for Circuit Court Clerk in an amount not to exceed \$6,000.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners be authorized to sign all forms, assurances, contract/agreements, and future amendments and renewals for contract language adjustments to the above upon review and/or preparation of Civil Counsel.

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MOVED: Commissioner
SECONDED: Commissioner
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River Ave., Suite 101
Phone 517.548.3230 Fax 517.545.9608
Web Site: <http://www.livgov.com>

Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz, CIO
Date: 12/28/2017
Re: Upcoming OnBase implementations

Livingston County instituted OnBase Enterprise Content Management as the standard county imaging platform in 2016 (Resolution 2014-12-330). The Friend of the Court, Circuit Court Clerk, Family Support, and Veterans' Services departments are currently using OnBase. The permitting departments, as well as the Probate Court, Juvenile Court, and Circuit Court Clerk are planning on implementing OnBase ECM (imaging) solutions in 2018. Additional software licenses and supporting hardware (for some of the departments) are required for these implementations.

The aggregate cost of OnBase licensing and supporting hardware for these implementations is estimated at \$83,054.

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

OnBase Costs

		Population:	188,624
Licensing	Purchase	Annual	Total Purchase
Base - Named	\$ 400.00	\$ 80.00	\$ 480.00
Base - Concurrent	\$ 650.00	\$ 130.00	\$ 780.00
Workflow - Named	\$ 700.00	\$ 140.00	\$ 840.00
Workflow - Concurrent	\$ 1,000.00	\$ 200.00	\$ 1,200.00
Twain (Scanner Drivers)	\$ 800.00	\$ 160.00	\$ 960.00
TrueSign	\$ 100.00	\$ 20.00	\$ 120.00
BSA API	\$ 8,000.00	\$ 1,600.00	\$ 9,600.00
Web Server	\$ 4,000.00	\$ 800.00	\$ 4,800.00
CityWorks API	\$ 6,000.00	\$ 1,200.00	\$ 7,200.00

Total Users	54 /3	Concurrent Base Licenses needed:	18	Total Base Concurrent License Purchase Cost across departments:	\$ 14,040.00
Total BSA Users	44			Total Annual Maintenance	\$ 2,340.00

		%	Purchase	Annual Maintenance (Year 2 +)
Building Inspection				
Users	21	0.3888889	\$ 5,460.00	\$ 910.00
Scanner Drivers	0		\$ -	\$ -
BSA API		0.4772727	\$ 4,581.82	\$ 763.64
			\$ 10,041.82	\$ 1,673.64

		%	Purchase	Annual Maintenance (Year 2 +)
Environmental Health				
Users	13	0.2407407	\$ 3,380.00	\$ 563.33
Scanner Drivers	0		\$ -	\$ -
Citizen Portal			\$ 2,263.49	\$ 2,263.49
Web Server	0.5		\$2,400.00	\$ 400.00
BSA API		0.2954545	\$ 2,836.36	\$ 472.73
			\$ 10,879.85	\$ 3,699.55

		%	Purchase	Annual Maintenance (Year 2 +)
Drain Commission				
Users	20	0.3703704	\$ 5,200.00	\$ 866.67
Workflow	3		\$ 3,600.00	\$ 600.00
TrueSign (5)	5		\$ 600.00	\$ 100.00
BSA API *	10	0.2272727	\$ 2,181.82	\$ 363.64
CityWorks API			\$ 7,200.00	\$ 1,200.00
Web Server	0.5		\$ 2,400.00	\$ 400.00
Scanner Drivers	0		\$ -	\$ -
			\$ 21,181.82	\$ 3,530.30

Total Permitting Depts.			\$ 42,103.49	\$ 8,903.49
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Statement of Work

Statement of Work No.	17118
Revision No.	1.2
Customer Name:	Livingston County, MI
Project Name:	OnBase Licenses, including BS&A and Public Access
ImageSoft Contact:	Tim Zarzycki
Submitted Date:	12/28/2017

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and Livingston County, MI with its principal offices at 304 E Grand River Ave, Howell, MI 48843 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated 02/20/2015.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated 02/20/2015.

To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.

1. Introduction

This SOW will cover the purchase of the following OnBase modules:

- **Local Government Concurrent Clients:** Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license
- **Local Government Workflow Concurrent Clients:** Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents.
- **Local Government Integration for BS&A Software:** provides server-side functionality in which third party software may connect into an existing OnBase system, query for documents and retrieve metadata.
- **Local Government Integration for Azteca Cityworks:** Offers a seamless integration with Azteca Cityworks, providing users ECM capabilities within the Cityworks product. Allows users to associate documents to a Cityworks Server object, view the associated documents and archive new Cityworks-related documents directly in to OnBase.
- **Public Sector Constituency Web Access:** Provides constituents of a particular government agency web-based document viewing. Standard Client functionality will be restricted.
 - This license is only for use by constituents in the public sector market.
 - This license cannot be used by any employee of any agency or anyone on that agency's internal network.
 - Standard Client licenses must be purchased for agency employees.
 - This license is required for each instance of an OnBase database within the agency. Constituent counts are determined by the most recent official Census results.
 - Hyland reserves the right to increase license fees if the agency's constituent base increases
 - There are no professional services included in this Statement of Work (SOW). A separate SOW can be provided for the recommended professional service hours.
- **Local Government Web Server:** Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.
- **ImageSoft TrueSign additional licenses** – additional signatures can be used signing documents electronically that produces an image with an actual signature. Allows users to mark document with a "sign here" flag, and allows signing by proxy.

2. Pricing

The table below provides estimated pricing for software only.

Software	Product	Unit Cost	# Units	Cost
OnBase Software				
Local Government Concurrent Client	GV-B-MU2-CTIPC1	\$650	18	\$11,700
Local Government Workflow Concurrent Client SL	GV-B-MU2-WLIPC1	\$1,000	3	\$3,000
Local Government Integration for BS&A Software	GV-B-MU2-IBSIPI1	\$8,000	1	\$8,000
Local Government Integration for Azteca Cityworks	GV-B-MU2-ACWIPI1	\$6,000	1	\$6,000
Public Sector Constituency Web Access	GWIP1	\$0.01	188,624	\$1,886

Local Government Web Server	GV-B-MU2-WTIPW1	\$4,000	1	\$4,000
OnBase Annual Maintenance and telephone support	OBMAINT			\$6,917
Software Subtotal				\$41,503
ImageSoft Software				
TrueSign™ (Integrated Electronic Signature) - provides a tool for signing documents electronically that produces an image with an actual signature. Allows users to mark document with a "sign here" flag, and allows signing by proxy. Includes electronic seals and stamps. Includes signing license for up to 50 users.	IS-TSIGN-CAL1	\$100	5	\$500
ImageSoft Annual Software Maintenance	ISMAINT	\$100		\$100
ImageSoft Software Subtotal				\$600
Services				
	Product	Unit Cost	# Units	Cost
None.				
Services Subtotal				\$0
Total				
Grand Total				\$42,103
<i>Pricing valid for 30 days</i>				

2.1 Payment Schedule

All payments will be due on a Net-30 day basis.

Third-Party Software Procurement and Maintenance

Unless otherwise specified, the third-party software that is being provided within this SOW will be ordered by ImageSoft immediately following the acceptance of this SOW.

Software Maintenance: The first year of software maintenance is required with every third-party software purchase. The software maintenance for the third-party software provided in this SOW will begin based on the selected option below:

- ☐ The third-party software is for a new system, and therefore maintenance will begin ninety (90) days after the software is ordered by ImageSoft.
- ☒ The third-party software is an add-on to an existing system, and therefore maintenance will begin immediately after the software is ordered by ImageSoft.

3. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<p><i>Agreed to:</i> Livingston County, MI 304 E Grand River Ave Howell, MI 48843</p>	<p><i>Agreed to:</i> ImageSoft, Inc. 25900 West 11 Mile Road, Suite 100, Southfield, MI 48034</p>
<p>By: _____ <div style="text-align: center;">Authorized Signature</div> </p>	<p>By: _____ <div style="text-align: center;">Authorized Signature</div> </p>
<p>Date: _____</p>	<p>Date: _____</p>
<p>Name (Type or Print): _____</p>	<p>Name (Type or Print): <u>Scott Bade</u></p>
<p>Title (Type or Print): _____</p>	<p>Title (Type or Print): <u>President</u></p>
<p>Project Name: OnBase Licenses, including BS&A and Public Access</p>	

<i>Internal Use:</i>	Opportunity #: <u>17118</u>
	Sales Order #: _____

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO ESTABLISH A BUDGET FOR THE VETERAN SERVICES RELIEF FUND
FOR FISCAL-YEAR 2018 – ADMINISTRATION / FINANCE / BOARD**

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

WHEREAS, the 2018 adopted budget, approved with resolution 2017-11-186, did not include an appropriation for the Veteran Services Relief Fund 293; and

WHEREAS, the Veteran Services department wishes to consume the remaining balance in Fund 293 – Veteran Relief Fund for supportive service type benefit payments to veterans before utilizing Fund 295 Veteran Services Fund; and

WHEREAS, the Veteran Services department is requesting a budget amendment in the amount of \$68,342, which is equal to the remaining balance in Fund 293 – Veterans Relief Fund.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes a budget amendment to the 2018 Operating Budget in the amount of \$68,342 for the Veteran Services Relief Fund 293.

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MOVED: Commissioner
SECONDED: Commissioner
CARRIED: