

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

REVISED AGENDA

April 16, 2018

7:30 PM

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

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7. CALL TO THE PUBLIC

8. ADJOURNMENT

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

March 12, 2018, 7:30 PM
304 E. Grand River, Board Chambers, Howell MI 48843

Present:

Comm. Childs, Comm. Green , Comm. Bezotte, Comm. Dolan

1. CALL TO ORDER

The meeting was called to order by Commissioner Childs at 7:30 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: February 12, 2018

Motion to approve the minutes as presented.

Moved By Green

Seconded By Dolan

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Green

Seconded By Bezotte

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

None.

6. RESOLUTIONS FOR CONSIDERATION

6.1 County Clerk

Resolution Authorizing Reorganization of the County Clerk Legal Division

Krisi Cox and Elizabeth Hundley presented the resolution.

Kristi Cox gave a report on the collection of past due 44th Circuit Court Fines.

Commissioner Bezotte requested a security update: Betsy Hundley answered that the live scan fingerprint was received and will be installed within the next two weeks, everything needs to be lined up before placing the glass.

Recommend Motion to the Finance Committee.

Moved By Bezotte

Seconded By Green

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

6.2 Human Resources

Resolution Authorizing Reorganization of the Human Resources Department

Recommend Motion to the Finance Committee.

Moved By Dolan

Seconded By Green

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

6.3 Facility Services

Resolution Authorizing Granting an Easement to Consumers Energy

Recommend Motion to the Finance Committee.

Moved By Green

Seconded By Dolan

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

6.4 Central Dispatch

Resolution Authorizing the Construction of a New 911 Central Dispatch Facility

Recommend Motion to the Finance Committee.

Moved By Dolan

Seconded By Bezotte

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

6.5 Animal Services

Resolution to Adopt an Animal Control Ordinance

Recommend Motion to the Finance Committee.

Moved By Green

Seconded By Bezotte

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

6.6 L.E.T.S

Resolution Authorizing An Amendment To The Five Year Master Agreement With The Michigan Department Of Transportation

Recommend Motion to the Finance Committee.

Moved By Dolan

Seconded By Green

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

7. CALL TO THE PUBLIC

None.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:48 p.m.

Moved By Green

Seconded By Dolan

Yes (4): Childs, Green , Bezotte, and Dolan

Motion Carried (4-0-0)

Respectfully submitted by:

Natalie Hunt,
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing A Contract for East Complex Back Wall Repair to Envision Builders – Facility Services

WHEREAS, there is a need to repair the back wall at the East Complex as the current Z-Brick wall is crumbling and the brick has flaked off in numerous places; and

WHEREAS, a Request for Proposal (RFP) containing specifications to replace the wall with a steel covering was issued and two bids were received; and

WHEREAS, this project was budgeted and approved in the 2018 Facility Services budget for \$210,000; and

WHEREAS, it is recommended to award to the lowest bidder Envision Builders of Wixom, Michigan for their bid amount of \$122,200.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a contract with Envision Builders of Wixom, Michigan for the repair of the East Complex walls.

THEREFORE BE IT FURTHER RESOLVED that additional repair work has been identified and needed and Envision Builders has agreed to extend the original square foot price.

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby waives the competitive bid process per the Purchasing Policy and authorizes an additional \$60,000 for the additional work for a total contract price not to exceed \$182,200.

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

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF FACILITY SERVICES

420 S Highlander Way, Howell, MI 48843
Phone 517 546-6491 Fax 517 546-0271
Web Site: livgov.com/facilitieservices

DATE: April 11, 2018

TO: Livingston County Board of Commissioners

FROM: Chris Folts

RE: Resolution Authorizing a Contract for East Complex Back Wall Repair to Envision Builders – Facility Services

The Facility Services department has recognized the need to repair the back wall at the East Complex. The current Z-Brick wall is crumbling and the brick has flaked off in numerous places. With the assistance of Purchasing, a Request for Proposal (RFP) containing specifications to replace the wall with a steel covering was issued. A mandatory pre-bidders conference was conducted to inspect and review the specifications. Two bids were received (see attached bid overview).

I am recommending that the award be made to the lowest bidder, Envision Builders of Wixom, Michigan. Envision Builders has been awarded several other projects in the past for Livingston County. Their performance has been very satisfactory and their projects have come in on-time and within budget. Envision Builders' most recent project was the remodel of the Dental Clinic. We had planned and budgeted \$210,000 in the approved 2018 Facility Services budget for this project. The proposed price from Envision Builders for the repair of the back wall came in at \$122,200.

There are numerous other areas on the other three sides of the East Complex that are crumbling and flaking off but I was of the impression based on the estimated budget that we could only do the back wall repair in 2018. Since the cost has come in well below the budgeted amount, I would like to include an additional \$60,000 for the repair of the walls along the east and west sides that wrap-around from the back of the building as long as the contractor is already on-site.

Therefore, we are requesting that the attached resolution be approved that authorizes the award of the East Complex back wall repair to Envision Builders for an amount not to exceed \$ 182,200. This amount includes \$60,000 for the additional repair work.

If you have any questions or concerns regarding this matter, please feel free to contact me. Copies of the bids received are available in the Purchasing Office for review.

	Allied Building Services	Envision Builders
Number of Years in Business	40	33
Years of Experience - Foreman	25	14
Required State of MI licenses	Yes	Yes
Adequate Staff & Equipment	Yes	Yes
All new materials proposed	Yes	Yes
Modification Experience Rate	1	0.79
Number of workdays required	65 days	56 days
Manufacturer Warranty	20 years	30 years
Vendors Workmanship Warranty	1 year	5 years
Any infractions, violations or loss of license	No	No
Proper insurance & liability limits	Yes	Yes
Meet Bonding, Hours of Work, Equipment/Safety, Scope of Services, Removing & Disposal of Existing Materials, Area Protections, and Error, Omissions & Discrepancies as outlined in RFP	Yes	Yes
Bid Bond Submitted	Yes	Yes
Exceptions to RFP	Yes	No
Proposed Lump Sum Price	\$154,500	\$122,200

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Budget Amendment to the Fiscal-Year 2018 Budget that Includes Funds to Cover Out of State Travel

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

WHEREAS, the proposed amendment will be an increase in revenue to offset the cost of the additional grant requirements issued by the Michigan Department of Agriculture and Rural Development; and

WHEREAS, the projects included in this budget amendment are:

- Enroll up to one (1) worksite that is SNAP-ED qualifying
- Provide that worksite with a larger stipend as part of program participation
- Send the program coordinator to an out of state Worksite Wellness Certification training

WHEREAS, the out of state travel for the training will be covered in full by the budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes a Budget amendment to the Fiscal Year 2018 Budget in the amount of \$2500 as illustrated below:

FUND	APPROVED 2018 BUDGET (REVISED)	PROPOSED AMENDMENT	2018 AMENDED BUDGET
22160100-501000	\$0	\$2,500	\$2,500
22160100-860500	\$2,400	\$2,000	\$4,400
22160100-747000	\$47,089	\$500	\$47589

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the County Administration Finance office.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
HEALTH DEPARTMENT

2300 E. Grant River Ave., Suite 102, Howell, MI 48843
Phone (517) 546-9850 Fax (517) 546-6995
Web Site: www.lchd.org

Memorandum

To: Livingston County Board of Commissioners
From: Chelsea Lantto
Date: 03/27/2018
Re: Resolution Authorizing a Budget Amendment to Accept Additional
Worksite Wellness Grant Funds that Include Out of State Travel

The Livingston County Health Department (LCHD) is currently partnering with Washtenaw County Public Health to implement the Getting to the Heart of the Matter Worksite Wellness grant in Livingston County. Washtenaw County Public Health is offering LCHD *additional* grant funds via the Michigan Department of Health and Human Services to cover a larger worksite wellness stipend for up to one qualifying business that employs low-income workers and out of state travel for the program coordinator. The out of state travel is intended to certify the program coordinator as a Worksite Wellness Specialist. Costs associated with the out of state travel will be covered in full by Washtenaw County Public Health.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of an Application Developer to Enterprise Resource Planning Administrator Position – Information Technology

WHEREAS, the Information Technology Department has a need for a position that is responsible for providing complete system management for the Enterprise Resource Planning (ERP) system. The position will administer, monitor and maintain the ERP system and serve as liaison between module leads, Information Technology, and the ERP vendor support teams for implementation, maintenance and upgrades; and

WHEREAS, a current Application Developer position will have a change in duties and be retitled to the position of ERP Administrator in lieu of creating an additional position; and

WHEREAS, the ERP Administrator position has been evaluated by Municipal Consulting Services, LLC., who recommended the position be classified at Grade 12 and the Personnel Committee approved that grade level at its March 21, 2018 meeting; and

WHEREAS, funding for the new position of ERP Administrator is available in the current budget as a result of vacancy savings due to a retirement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves changing an Application Developer position to the Enterprise Resource Planning Administrator position at Grade 12 as described in the position control chart below.

CURRENT				PROPOSED			
Position #	Description	Grade	FTE	Position #	Description	Grade	FTE
22800101	CHIEF INFORM OFR DCA	16	1	22800101	CHIEF INFORM OFR DCA	16	1
22800102	INFRASTRUCTURE MNGR	12	1	22800102	INFRASTRUCTURE MNGR	12	1
22800103	SYSTEMS MANAGER	12	1	22800103	SYSTEMS MANAGER	12	1
22800104	SECURITY ADMIN	9	1	22800104	SECURITY ADMIN	9	1
22800105	NETWORK ADMIN	11	1	22800105	NETWORK ADMIN	11	1
22800106	TECHNOLOGY SPECLIST	9	1	22800106	TECHNOLOGY SPECLIST	9	1
22800107	APPLICATION DEVELOPER	9	1	22800107	APPLICATION DEVELOPER	9	1
22800108	APPLICATION DEVELOPER	9	1	22800108	ERP ADMINISTRATOR	12	1
22800109	TECHNOLOGY SPECLIST	9	1	22800109	TECHNOLOGY SPECLIST	9	1
22800110	GIS MAP TECH/ADDRESS	7	1	22800110	GIS MAP TECH/ADDRESS	7	1
22800111	GIS TECHNICIAN	9	1	22800111	GIS TECHNICIAN	9	1
22800112	COMUNCTN ADMIN SPEC	7	1	22800112	COMUNCTN ADMIN SPEC	7	1
22800113	PUBLIC SAFETY TECH S	9	1	22800113	PUBLIC SAFETY TECH S	9	1
22800114	SR PUBLICSAFETY TECH	10	1	22800114	SR PUBLICSAFETY TECH	10	1
22800115	HELP DESK TECHNICIAN	8	1	22800115	HELP DESK TECHNICIAN	8	1
22800116	APPLICATION DEVELOPE	9	1	22800116	APPLICATION DEVELOPE	9	1
			16				16

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E Grand River Ave Ste 101, Howell, MI 48843
Phone 517-540-8803 Fax 517-545-9608

Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz
Date: 04/11/2018
Re: Resolution authorizing the creation of the Enterprise Resource Planning (ERP) Administrator position

The resolution seeks to retitle the current position of Application Developer to Enterprise Resource Planning (ERP) Administrator. This position will be responsible for providing complete system management for the ERP system, to include administration, monitoring, maintenance, and serve as liaison between module leads, Information Technology, and the ERP vendor support teams.

The ERP Administrator position has been evaluated by Municipal Consulting Services, LLC., who recommended the position be classified at Grade 12 and the Personnel Committee approved that grade level at its March 21, 2018 meeting. Funding for the new position of ERP Administrator is available in the current budget as a result of vacancy savings due to a retirement.

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

-Richard Malewicz

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Write Off of Aged Receivables – Emergency Medical Services

WHEREAS, Livingston County EMS Department has identified accounts from the year 2014 as aged receivables in the amount of \$545,246.74; and

WHEREAS, a detailed list of accounts is attached for the year 2014; and

WHEREAS, extensive efforts have been made to collect said monies; and,

WHEREAS, it is recommended by the County Auditor after 3 years to write-off aged receivables.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the total amount of \$545,246.74 for the year 2014, to be categorized as aged receivables and removed from the Accounts Receivable Control Account as outlined above.

BE IT FURTHER RESOLVED that the Livingston County Treasurer is authorized to reflect the attached accounts, as outlined and the amount of \$545,246.74 for the year of 2014 be categorized as aged receivables.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd, Director
Date: 04/10/2018
Re: Aged Receivables 2014

Attached is the resolution for our aged receivables for accounts with a date of service in 2014 for the amount of \$545,246.74. This is \$140,891.16 less than the prior year.

As established by best accounting practices, we are requesting that these accounts be removed from Livingston County EMS accounts receivable. I have reviewed these accounts and I am confident that we have made every attempt possible to collect said monies.

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

**Livingston County EMS
A/R BALANCE WORKSHEET**

REPORT DATE: 1-31-2018

YEAR: 2014

TOTAL CHARGES THRU 1-31-2018 \$ 9,392,001.43

LESS CREDITS & PAYMENTS 2014 THRU 1-31-2018 \$ 8,847,100.69

PLUS CREDITS & PAYMENTS 2018 \$ 346.00

= A/R AS OF 12-31-17 \$ 545,246.74

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Creation of a Pooled Medical Examiner Investigator Position for the Medical Examiner Department

WHEREAS, the Medical Examiner Department currently has six part-time positions, including a vacant Chief Medical Examiner, for a total of 3.0 FTEs, that currently are projected to provide approximately 6240 hours of service annually; and

WHEREAS, the Medical Examiner Investigator position is a specialized position which requires experienced individuals to perform this service and there is a need to allow the department flexibility in scheduling these individuals as service levels demand; and

WHEREAS, for continuity in this specialized service it would be beneficial to have multiple experienced persons available to fulfill these services; and

WHEREAS, it has been determined that the Medical Examiner Department would function more efficiently if the positions were pooled to allow increased flexibility by increasing the number of staff available to provide service as needed without increasing the overall authorized FTEs; and

WHEREAS, the maximum number of Medical Examiner Investigators within the pool may vary throughout the year but will not exceed a maximum of 10; and

WHEREAS, funding should remain the same as originally budgeted as the number of projected service hours will not change and is expected to stay within the total of 6240 annual hours budgeted, or 3.0 FTEs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes to establish the Medical Examiner Investigator position as a pooled position within the Medical Examiner Department at an amount of individuals in the pool not to exceed 10, move the current examiners into the Medical Examiner Investigator position, and inactivate the current Chief Medical Examiner and the Assistant Medical Examiner positions.

Current:

▲ Position #	Description	Stat	# E...	CY FTE
64800101	CHIEF MED. EXAMINER	A	0	.500
64800102	ASST MEDICAL EXAMINE	A	2	.500
64800103	ASST MEDICAL EXAMINE	A	1	.500
64800104	ASST MEDICAL EXAMINE	A	1	.500
64800105	ASST MEDICAL EXAMINE	A	1	.500
64800106	ASST MEDICAL EXAMINE	A	1	.500

Proposed: (10 positions pooled at 3.0 FTE or max of 6240 hours annually)

▲ Position #	Description	Stat	# E...	CY FTE
64800110	MED EXM INVESTIGATOR	P	0	3.000

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 04/10/2018
Re: MEI Pooled Positions

The Medical Examiner Investigator position is a specialized position which requires experienced individuals to perform this service and there is a need to allow the department flexibility in scheduling these individuals as service levels demand. At any given time there is only one Medical Examiner Investigator on-call and we provide that service 24/7 365 days a year. Historically the positions have been filled using an on-call system and individuals pick up on call shifts around their full time careers and family obligations. As the current team of Medical Examiners manage their work life balance we are seeing a decreased interest in working the number of shifts they have in the past. By pooling the position to allow for more Medical Examiner Investigators we can continue to keep the cost low and provide the service level that is required to maintain adequate coverage.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Capital Expenditure for One (1) Vehicle and Supplemental Appropriation – Motor Pool / Building Department

- WHEREAS,** the Motor Pool Director is requesting authorization to purchase one (1) new vehicle for the Building Department; and
- WHEREAS,** the Building Department hired a new mechanical inspector and is need of a vehicle for this new employee; and
- WHEREAS,** the vehicle being requested is a MY 2018 Ford F150 4 x 4 pickup at a cost not to exceed \$31,865 including the cost of a tonneau cover, bed mat, insurance, fuel, maintenance, and lease payments for the remainder of 2018; and
- WHEREAS,** the MY 2018 Ford F-150 4 x 4 will be purchased from the State of Michigan Purchasing Program (contract # 4WDL-0074A) from Gorno Ford of Woodhaven, Michigan; and
- WHEREAS,** the proposed supplemental appropriation is necessary for the requested new vehicle because it was not budgeted in FY 2018 nor were the monthly lease payments, insurance, and maintenance in either the Building Department or the Car Pool budgets; and
- WHEREAS,** the proposed supplemental appropriation ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and
- WHEREAS,** the replacement vehicle will be leased back to the Building Department for the term of 60 months.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and authorizes the Motor Pool Director to purchase one (1) MY 2018 Ford F-150 4 x 4 for an amount not to exceed Thirty-One Thousand Eight Hundred and Sixty-Five dollars (\$31,865) which includes the cost of a tonneau cover, bed mat, insurance, fuel, maintenance, and lease payments for the remainder of 2018.

BE IT FURTHER RESOLVED the replacement vehicle is to be purchased from Gorno Ford of Woodhaven, Michigan, from the State of Michigan Purchasing Program (contract # 4WDL-0074A).

BE IT FURTHER RESOLVED that the replacement vehicle be leased back to the Building Department for the term of 60 months.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2018 Budget as follows:

<u>Fund</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
661	Motor Pool	\$1,746,194	\$31,865	\$1,778,059
542	Building Insp.	\$3,186,007	\$31,865	\$3,217,872

BE IT FURTHER RESOLVED that the Budgetary Status Reports showing the line item changes for this supplemental appropriation will be attached as part of this amendment.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
CAR POOL DEPARTMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, Director of Transportation Services
Date: 03/26/2018
Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1)
VEHICLE AND SUPPLEMENTAL APPROPRIATION – Motor Pool /
Building Department / General Government

Attached is a resolution for your consideration and approval to request the purchase of a new vehicle including the cost of the vehicle, tonneau cover, bed mat, insurance, fuel, maintenance, and the remaining lease payments for 2018.

The Building Department has hired a new mechanical inspector and a new vehicle was not budgeted in the current year, therefore a supplemental Appropriation will be required for the Motor Pool and Building Department's FY 2018 amended budgets.

The new vehicle will be MY 2018 Ford F-150 4 x 4 with the total cost including other costs of putting the vehicle in service is not to exceed Thirty-One Thousand Eight Hundred and Sixty-Five dollars (\$31,865).

The MY 2018 Ford F-150 4 x 4 will be purchased off of the State of Michigan Purchasing Program (contract # 4WDL-0074A) from Gorno Ford of Woodhaven, Michigan.

The proposed supplemental appropriation ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

Lastly, the replacement vehicle is to be leased back to the Building Department for the term of 60 months.

Please contact me if you have any questions, my direct phone number is 517-540-7847

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing an Agreement with Cruisers, Inc. to Provide Equipment Installation and Removal Services for Transit Vehicles – Car Pool

WHEREAS, L.E.T.S. has determined a need to contract for equipment installation and removal services for new transit buses; and

WHEREAS, in accordance with Federal and State procurement regulations and Livingston County's Purchasing Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, Cruisers, Inc. of Brighton, Michigan submitted a proposal to provide Equipment Installation and Removal Services for County-Owned Transit Vehicles per the proposed rates in RFP-LC-18-06 for a (3) three year term beginning May 1, 2017 to May 1, 2020 with the option for one (1) additional two- year renewal for a total contract period not to exceed five (5) years; and

WHEREAS, funding for same has been allocated and approved as part of the departmental budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with Cruisers, Inc. to provide services for Equipment Installation and Removal for County-Owned Transit Vehicles for a three (3) year term commencing on May 1, 2017 to May 1, 2020 with the option for one (1) additional two- year renewal for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by L.E.T.S. Transit Attorney.

BE IT FURTHER RESOLVED that the Board Chairman is authorized to sign a renewal for an additional two-year period for Equipment Installation and Removal Services for County-Owned Transit Vehicles as prepared by L.E.T.S. Transit Attorney upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE

3950 W. Grand River Ave, Howell, MI 48855
Phone 517-540-7843 Fax: 517-546-5088
Web Site: <https://www.livgov.com/LETS>

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Deputy Director of Transportation Services
Date: April 10, 2018
**Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH CRUISERS, INC. TO PROVIDE
EQUIPMENT INSTALLATION AND REMOVAL SERVICES FOR COUNTY-OWNED
TRANSIT VEHICLES – General Government/Finance/Board**

Attached for your consideration and approval is a resolution for Equipment Installation and Removal Services for County-Owned Transit Vehicles.

Per Federal and State procurement regulations and the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County Purchasing website, and an ad was placed in the local newspaper. One proposal was received and evaluated.

Based on the vendor's experience, past performance for the County, ability to perform services on-site, service location and extensive warranty, the department determined that Cruisers, Inc. will provide the Best Value for the County.

As our current vendor, Cruisers, Inc. has provided exemplary customer service, quality installation services and provided timely repair services at reasonable rates. As a result, we are requesting the attached resolution be approved which authorizes a contract with Cruisers, Inc. to provide equipment installation and removal services for a period of three (3) years with the option to renew for one (1) additional two-year period.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

APPENDIX D: REVISED PROPOSAL PRICE SHEET

VENDOR NAME: Cruisers, Inc.

The Appendix D: Proposal Price Sheet **must** be submitted with the proposal in a separate, sealed envelope. **Failure** to submit this document in a separate, sealed envelope will result in the **immediate disqualification** of the proposer as non-responsive.

1. Please complete the below table by providing not-to-exceed all-inclusive prices.

Deliverable	Not to Exceed Price
Transit Vehicle Equipment Installation: Supply and Install	\$2,650 per vehicle
Transit Vehicle: Basic Decommission	\$300 per vehicle
Labor Rate for Specialized Installations or Decommissions	\$75.00 per hour

Please Note: All-inclusive means just that; no additional fees for materials, time, travel, meals, expenses, subcontractors, overhead, or any other potential fees not previously itemized will be accepted or paid for in the event of invoice.

2. Please mark one of the following to indicate where proposed services shall be provided:

XX On-site at L.E.T.S. **or**

Porter services to vendor location and back to L.E.T.S.

3. If porter services, please indicate number of porters available to perform service: _____ during normal business hours, during any given time of the day that will be available to provide as needed delivery services.

4. If porter services, please check one of the following:

Service is included at no additional cost.

Charge Per Mile @ \$ from location

_____ Flat Rate One Way Service: \$_____

Other: _____

5. For all proposed personnel that will provide porter services for this contract, please provide a copy of their current driver's license.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing an Agreement with Aecom Great Lakes, Inc. to Provide Consulting Services For Livingston County Transit Master Plan – L.E.T.S

WHEREAS, it has been over 10 years since the last comprehensive public transportation study for Livingston County was completed in 2007, and the County’s transportation needs have evolved since then due to population increases and changing demographics; and

WHEREAS, the Board authorized L.E.T.S. to apply for, and L.E.T.S. was subsequently awarded, a Service Development and New Technology (SDNT) grant from the Michigan Department of Transportation as part of Resolution 2017-01-024; and

WHEREAS, in accordance with Federal and State procurement regulations and Livingston County’s Purchasing Policy, a formal bid process was performed and four submitted proposals were evaluated; and

WHEREAS, AECOM Great Lakes, Inc. of Southfield, Michigan submitted a proposal for consulting services for the transportation study per RFP-LC-17-20 which was deemed by the evaluation committee to be the Best Value to Livingston County; and

WHEREAS, the cost of the study is not to exceed the grant amount of \$150,000 and funding for same has been allocated and approved as part of the 2018 departmental budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with AECOM Great Lakes, Inc. to provide consulting services for a countywide public transportation study that will result in a new Transit Master Plan at cost not to exceed \$150,000 and paid for by the MDOT Service Development and New Technology (SDNT) grant as authorized by Resolution 2017-01-024..

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by the L.E.T.S. transit attorney.

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	AECOM	Nylson / Nygaard	SRF	the Planning Studio
Task 1: Data Collection Services	\$ 28,350	\$ 15,211	\$ 33,841	\$ 22,235
Task 2: SWOT Analysis	\$ 18,725	\$ 12,829	\$ 20,575	\$ 35,293
Task 3: Service Goals & Objectives	\$ 25,875	\$ 45,102	\$ 44,260	\$ 34,643
Task 4: Financial Plan	\$ 22,950	\$ 11,173	\$ 10,484	\$ 23,697
Task 5: Governance Plan	\$ 24,650	\$ 41,879	\$ 16,551	\$ 18,897
Task 6: Schedule/Work Plan	\$ 26,800	\$ 23,730	\$ 6,924	\$ 13,332
	\$ 147,350	\$ 149,924	\$ 132,635	\$ 148,097
hourly rate beyond scope of work	\$ 125	\$ 152	\$ 113	\$ 140
Power Marketing Research				\$ 192
BMA				\$ 175
Carol Lewis, PhD				\$ 185



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE

3950 W. Grand River Ave, Howell, MI 48855
Phone 517-540-7843 Fax: 517-546-5088
Web Site: <https://www.livgov.com/LETS>

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Deputy Director of Transportation Services
Date: April 11, 2018
Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH AECOM GREAT LAKES, INC.
TO PROVIDE CONSULTING SERVICES FOR LIVINGSTON COUNTY TRANSIT
MASTER PLAN – General Government/Finance/Board

Attached for your consideration and approval is a resolution for consulting services for a countywide comprehensive transportation study that will result in a new Transit Master Plan. The cost of this study will be paid for by a Service Development and New Technology (SDNT) grant awarded by the Michigan Department of Transportation and authorized by Board Resolution 2017-01-024.

The last comprehensive public transportation study for Livingston County was completed over a decade ago in 2007. Since then, the County's population has increased—a trend that is expected to continue based on SEMCOG population estimates—and demographics have shifted to include more transit-dependent citizens. Moreover, there has been an increase in "riders of choice" including commuters and school-age children who enroll in public school alternatives. Finally, this study will include a non-motorized component to evaluate potential connectivity of existing pedestrian and bike routes.

Per Federal and State procurement regulations and the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County Purchasing website, and an ad was placed in the local newspaper. Four proposals were received and evaluated.

AECOM Great Lakes, Inc. of Southfield, Michigan submitted a proposal for consulting services for the transportation study per RFP-LC-17-20 which was deemed by the evaluation committee to be the Best Value to Livingston County based on the vendor's experience, qualifications, pricing, references, and the quality of the proposed work plan.

The cost of the study is not to exceed the grant amount of \$150,000 and funding for same has been allocated and approved as part of the 2018 departmental budget.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution to Adopt an Updated Policy for Use of County Facilities by Non-County Organizations -
County Administration**

- WHEREAS,** it has been determined that the County Building Use Policy should be revised to establish guidelines and procedures for a consistent process in allowing third parties the use of County Buildings; and
- WHEREAS,** the current policy is outdated and was written prior to many of the current County buildings existence or abilities to host third parties; and
- WHEREAS,** the updated policy includes an ability to recover costs incurred by the County in supporting third party events; and
- WHEREAS,** the updated policy also establishes insurance requirements for third parties using County properties; and
- WHEREAS,** the updated policy sets uniform guidelines for building use for third parties; and
- WHEREAS,** the proposed policy changes have been made through a collaborative effort between County Administration and the various County departments that have the capability of hosting third party meetings at their facilities; and
- WHEREAS,** the Policy has been reviewed by civil counsel.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Building Use for Third Parties Policy.

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MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY USE OF COUNTY FACILITIES BY NON-COUNTY ORGANIZATIONS

RESOLUTION #2018-

LIVINGSTON COUNTY, MICHIGAN

APPROVED:

PURPOSE

The purpose of this policy is to establish a procedure for Non-County Organizations to use county facilities.

Historically various non-County organizations have utilized County facilities to hold meetings and/or gatherings. Typically, such meetings do not impact normal County business, its operations, or require utilization of County resources. Currently, authorizations for uses of this type are received and processed through the host departments or facilities services.

There are, however, requests to use County facilities for activities that are major productions and/or require either County resources beyond what is reasonable and/or disrupt the normal conduct within the facility or grounds of the meeting or event location. In order to control and authorize approval for the use of productions and events it is necessary to establish policy that not only regulates these events, but also provides the County with the ability to protect its liability position and exercise its full cost recovery prerogative as a condition of use of the County facilities for productions and events.

APPLICATION OF POLICY

Requests for utilization of County facilities shall be coordinated through either facilities services or the host department. County Facilities may be used by educational, civic, cultural, intellectual, governmental, political, religious, charitable or other nonprofit groups or organizations for educational purposes such as seminars or training programs. Private, for-profit businesses may be permitted to use the conference rooms, but shall not be permitted to charge for admission, collect fees, or sell items during such meetings. No group or organization will be excluded based on their affiliations or beliefs. Permission granted for the use of the conference rooms does not imply an endorsement of the user or the user's beliefs. County or staff members, and no group or organization shall state or imply in its publicity that the County sponsors or endorses the meeting, the group or organization, or any particular set of ideas. Groups or organizations may not use the County's name, seal, or address as their own address or location.

Commercial sales and promotion of businesses are prohibited. Use of the conference rooms for private social events such as private parties, receptions, memorial services, family reunions, showers and similar functions is also prohibited.

County meetings or uses, or County sponsored functions, take precedence. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a County use or sponsored function. The County reserves the right to use the meeting rooms for any purposes authorized by law, which may include, but is not limited to, fee based employee, retiree and/or public education or wellness programs.

Rules for Use of County Grounds and Historic Courthouse

1. Obtain an Application for Use of County Grounds & Facilities and Rules. A copy of the Application is located on the County website at <http://livgov.com/buildingservices/>
2. Confirm date availability by contacting the Livingston County Building Services Department at 517-546-6491.
3. If the date(s) is available: complete, sign and return the application, along with a cover letter, to Livingston County Building Services, 420 S. Highlander Way, Howell, Michigan or by fax at 517-546-0271. Questions - call Building Services at 517-546-6491.
4. Once request is received the request may be approved by the designee of the Board of Commissioners or, it will be placed on the next available Board Agenda for consideration by the Board of Commissioners. Your appearance may be required at the designated Board of Commissioners Meeting.
5. Approval or denial confirmation will be sent via email. If the request is denied, reasons for said denial will be stated. No denial shall be based on beliefs, points of view, or affiliations of the sponsors or participants.
6. An additional fee may be required if use of grounds and/or historical courthouse requires County staff. This fee will be calculated based on the day of the week and hours required for County staff.
7. Fee must be paid before the date of use. Checks can be made payable to the "County of Livingston."
8. Nothing will be placed on the lawn that could be harmful to grass or trees.
9. NOTHING is to be staked or driven into the grounds.
10. Ropes and/or barricades will not be placed where they could be hazardous.
11. The buildings and lawns are not to be enclosed or roped off during the work day.
12. The parking lots are to be opened during the workweek and are not to be closed off.
13. The grounds will be cleaned by responsible party of event after each use or arrangements will be made to cover the cost of cleaning. The County may charge a fee to cover the costs of cleaning and restoration if grounds are not returned to their original state prior to use.
14. Wedding ceremonies are not allowed in meeting rooms. Wedding ceremonies in courtrooms are at the discretion of the Livingston County Courts.
15. No vehicles are allowed on the lawn or sidewalks.
16. Soliciting alms and contributions, campaigning for election to any public office or any other electioneering purpose prohibited or restricted by Michigan or Federal law, collecting private debts, soliciting for commercial purposes (including but not limited to, the vending of newspapers and other publications), displaying or distributing commercial advertising, collecting signatures on petitions, polls, or surveys (except as authorized by state or federal law regulations), are prohibited on County grounds or County buildings unless designated a traditional public forum. Public sidewalks forming the perimeter of the Courthouse grounds may be deemed a traditional public forum but remain subject to time, place and manner restrictions of the County or at law.

RULES FOR USE OF COUNTY MEETING AND CONFERENCE ROOMS

1. Obtain an Application for Use of County Grounds & Facilities and Rules. A copy of the Application and Rules are located on the County website at <http://livgov.com/buildingservices/>
2. Confirm date availability by contacting the host department.
3. If the date(s) is available: complete, sign and return the application, along with a cover letter, to the host department
4. Approval or denial confirmation will be sent via email. If the request is denied, reasons for said denial will be stated. No denial shall be based on beliefs, points of view, or affiliations of the sponsors or participants
5. All meetings must be supervised by an adult who contractually agrees to be responsible for the

- conduct of the group and liable for any injuries or damage to County property or equipment.
6. Conference room use must not interfere with the normal governmental functions of the County or County employees nor impair access to County buildings by the public.
 7. County meetings, County sponsored events and County employee professional development uses have first priority in the use of conference rooms. Reservations for conference rooms may be subject to cancellation in the event of a conflicting County governmental use.
 8. The rules for use of county conference rooms, including time, place and manner restrictions, MUST be complied with.
 9. Rooms must be cleaned after each use or arrangements will be made to cover the cost of cleaning. If rooms are not returned clean and to their original state the County may charge the actual costs incurred by the County, including fringe benefits costs.
 10. Any group using county property or facilities and causing damages shall be required to reimburse the county for the cost of repair/replacement of same.
 11. Fees for use of County conference rooms will be charged and time and materials for any support required
 12. Conference Rooms may not be available after hours in all buildings.

Rules for all County Grounds and Buildings

1. The Application form must be signed by an authorized party to acknowledge responsibility for payment of any damages that might occur to lawn/buildings/facilities during designated event(s) and to provide that the group and their employees, agents, invitees, and members shall save Livingston County, and each of their officers, employees, representatives, and agents harmless from and against all liability arising from injury to persons or damage to personal property resulting from use of the premises.
2. Insurance and liability will be in accordance with the attached schedule. Proof of insurance must be provided to the County prior to the event. A failure to provide advance proof of insurance may result in the cancellation of the reservation.
3. Any group using County grounds and causing damages shall be required to reimburse the County for the cost of said damages.
4. Events requiring services from the County will be charged Time and Materials by the appropriate department
5. All time, place and manner restrictions and Rules of County and Court for use of courthouse grounds / historical courthouse / county buildings, MUST be complied with.
6. The Board of Commissioners, in the exercise of its discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.
7. All Livingston County buildings are Smoke-Free.
8. Meetings held in County facilities shall be open to the general public and must be held for lawful meetings and assemblies in accord with County policy. Permission to use a conference room does not constitute an endorsement by the County of the group, program or point of view expressed. The County may not be identified as endorsing or sponsoring an event without approval of the County Administrator.
9. The legal maximum occupancy for conference rooms may not be exceeded at any time during the use.
10. Groups and their employees, agents, invitees, and members shall save Livingston County, and each of their officers, employees, representatives, and agents harmless from and against all

liability arising from injury to persons or damage to personal property in or about conference rooms resulting from use of the premises.

AUTHORIZATION

1. The Livingston County Board of Commissioners authorizes the Use of County Facilities by Non-County Organizations Policy.
2. County Administration, or its designee, is responsible for administration of this policy.

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ADOPTED	#2018-	
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Memorandum

To: Livingston County Board of Commissioners
From: Kevin Wilkinson
Date: 04/10/2018
Re: Building use Policy

Attached is a resolution updating the Building Use Policy. The current policy was written before the construction of many buildings in the county and quite honestly needed review and updating. Meetings were held with many building stakeholders that frequently host our taxpayers as guests and the policy was updated to best reflect what we are currently doing. The entire group maintained a focus on how best to serve the public while keeping the counties continuity of operations in mind. The policy you have before you establishes guidelines for third party use related to manner, time and place and also allows cost recovery options when third parties need to use department resources such as IT help. It should be noted the policy does not, and cannot, restrict content for third party use.

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

Livingston County Special Event Matrix							
		Nothing Necessary	Hold Harmless Agreement	General Liability Insurance	Auto Liability Insurance	Workers Compensation Insurance	Special Insurance Requirements*
County Sponsored Events	A	X					
Volunteers	B	X	Waiver				
Individuals/Homeowners	D		X				
Non-Profit Groups	E		X	\$1,000,000 Limit			Depends on Event
For-Profit Businesses	F		X	\$1,000,000 Limit	\$1,000,000 Limit	Statutory	Depends on Event
Large Events over 5,000 in attendance but a low risk event	G		X	\$3,000,000 Limit	\$3,000,000 Limit	Statutory	Depends on Event
Large Events over 5,000 in attendance and a high risk event	H		X	\$5,000,000 Limit	\$5,000,000 Limit	Statutory	Depends on Event
Special High Risk Events	I		X	\$3,000,000 - \$5,000,000 Limit	\$3,000,000 - \$5,000,000 Limit	Statutory	Depends on Event

* Special Requirements could be items such as Liquor Liability, Pollution Liability or other insurance for specific events

		Insurance Type
HCMA Sponsored Events		A
Volunteers		B
Clean-up days		
Children story telling		
Historian class instructor		
Astronomy class		
Individual Providers (with Contract)		C
Yoga class instructor		
Nature presenter		
Historian class instructor		
Astronomy class		
Kite program		
Homeowners		D
Family picnics		
Family programs		
Non-Profit Businesses		E
Charity walk/run/bike		
Charity bike rides		
Charity picnics		
Charity meetings		
Baptisms		
School activities		
Historical Reenactments		
Boy Scout programs		
Film Festivals		
Church events		
YMCA events		
For-Profit Businesses		F
Film Festivals		
Walk/Run/Bike		
Company picnics		
Company displays/meetings		
Sports Demonstrations		
Disc Golf		
Fishing Tournaments		
Large Events over 5,000 attendance (Low Risk)		G
Walk/Run/Bike		

Large Events over 5,000 attendance (High Risk)		H
Special Events		I
Liquor		
Fireworks		
Boat Show		
Triathalons/Xtreme sports		
Concerts		
Car Shows		

APPLICATION AND AGREEMENT FOR USE OF LIVINGSTON COUNTY GROUNDS &
FACILITIES

Please return completed application to:
LIVINGSTON COUNTY BUILDING SERVICES DEPARTMENT Phone: 517-
546-6491

By mail: 420 S. Highlander Way, Howell, MI 48843 -or- By Fax: 517-546-0271

This form must be accompanied by a cover letter.

Date(s) of use: _____

Time of use (start and end times): _____

Group Requesting Use: _____

Name of Person Responsible: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Name of Event: _____

Type of Event: _____

Specific areas of County grounds you request to use: _____

Is event open to the general public? _____

Number of participants expected: _____

What equipment will be used on the grounds - ex: chairs, tables, electrical equipment, restroom facilities?

When will equipment be set up? _____

If outside, is food to be served for a fee? _____

If yes, has the appropriate Health Department permit been obtained? _____

Has this group used County facilities/grounds for other events? _____

If so, please list functions and dates: _____

Liability insurance naming "Livingston County" as an "additional insured" according to the schedule.

Does this group have liability insurance to cover this event? _____

The undersigned agrees to the following as a condition of the application and, if granted, use of the above-designated Livingston County grounds or facilities. This agreement is only binding after acceptance by the County and full satisfaction by the undersigned of any and all conditions:

1. I have read the Rules For Use of County Grounds and Facilities and I understand that County grounds and facilities will be left in a clean and neat condition after use and I agree to pay for any damage to the facility/grounds which may incur as a result of this scheduled function.
2. I have been informed that the legal occupancy limits for the area above is ____ people and that I am responsible to ensure that the legal occupancy limit is not exceed at any time.
3. The County is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of the undersigned User or the participants.
4. Smoking is prohibited inside any County building. The burning of incense or any open flame, (such as candles), is not permitted in any County building. Alcohol is prohibited in the Rental Space or on any other County property.
5. The User shall not use or represent to any third party the address or telephone numbers of any County facility as the User's address or telephone numbers; nor shall the User in any manner represent or imply that the County sponsors, sanctions or supports the meeting or special event.
6. Under no circumstances shall User or the participants' use of the County facility interfere in any manner with County operations or the public's access to County facilities.
7. The User may cancel a scheduled use of a community/conference room, without penalty, by providing _____ with notice of the cancellation at least 48 hours before the scheduled date and time of the use.
8. Notwithstanding any other provision of this Agreement, the User's right to use the County facility/grounds is subject to the County's absolute and priority right to use the space to meet the normal and/or emergency operations and business needs of the County. While the County will make every effort to avoid canceling an event scheduled by the User, the County has the absolute right, at any time to cancel User's use of the County facility or grounds.. If possible, the County will attempt to reschedule use to another date and time that is acceptable to the User.
9. Janitorial services are not provided. The User is responsible for the care and cleaning of the facilities and the any County equipment. The User shall immediately replace or repair any damage incurred during the course, or as a result, of, the User or the participants' use of the facilities, regardless of whether the User or the participants caused the damage. The User shall leave the facilities and any equipment in the same condition as they existed upon execution of this Agreement. The User shall not be responsible for normal wear and tear.
10. The User is also responsible for set-up of the event, including chairs, tables, and refreshments. Items are not to be pinned or taped to a wall or structure. Supplies or materials may not be stored in the on County property. If the User fails to properly clean and restore the facilities to their original location and condition immediately after each use, the County may charge such sum as is necessary to clean and/or restore the facilities and equipment to their original location and condition.
- 11.. The User shall comply with, and shall ensure that the participants comply with, all Federal, State and local laws, rules and ordinances, and the County's rules.
12. User and/or User's organization shall indemnify the County and its elected or appointed officers, directors, agents, employees, volunteers, representatives, invitees, guests and customers, and hold them harmless from any and all demands, claims, causes of action, fines, penalties, damages (including without limitation consequential damages), losses, liabilities, judgments and expenses (including without limitation attorneys' fees and court costs) arising from the presence of User and/or the participants on the above-referenced County facilities and/or any other County property, or arising from any use by User and/or the participants above-referenced County facilities or any other County property.

13. The User, for itself, and on behalf of its participants, fully and unconditionally waive and release the County and/or its elected or appointed, officers, employees, volunteers, agents, representatives, consultants, lessees, subcontractors, successors and assigns (collectively, the "Releasees"), from any liability, claim, injury, loss, damage, restitution or compensation arising out, or in any way related to this Agreement or to the User and/or the participants' use of the County facility Or equipment, or any other County real or personal property. The Releasees shall under no circumstances be liable for any liability, claim, loss or damage suffered or incurred by the User or participants for any reason whatsoever, including without limitation, liability for death, personal injury, theft, damage to motor vehicles, loss of property, business interruption, lost profits, consequential damages and rights of subrogation.

14. If any claim, action or proceeding is brought against the County and/or its elected or appointed directors, officers, employees, volunteers agents, representatives, consultants, lessees, subcontractors, successors and assigns in any forum whatsoever arising from any act or omission of the User or the participants, the User shall, at its sole cost and expense, defend the County by counsel of the County's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

15. The User shall provide the County with a valid and current insurance declaration page complying with the County insurance requirements with this application.

16. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. If any Agreement provision is held invalid or unenforceable, all other Agreement provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their legal representatives, successors, and assigns.

Signature of Authorized Person

Date

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Amend the County Employee Business Expense Policy for Livingston County

WHEREAS, Livingston County adopted a County Business Expense Reimbursement Policy in 2011 with revisions approved in April 2014 and August 2016; and

WHEREAS, the Employee Self Service (ESS) module for Employee Expense Reimbursement has been implemented and revisions to the Employee Business Expense Policy are needed to incorporate the use of ESS; and

WHEREAS, after reviewing the policy it was determined that there were other areas that needed to be updated and clarified; and

WHEREAS, effective upon approval of this resolution the following is a list of the major changes or additions will be incorporated into the policy:

- The policy notes that the employee traveling is responsible for the understanding and compliance of the policy prior to travel
- Employees will utilize the ESS Employee Expense module in Munis for reimbursements
- Budget adjustments for travel will follow the Budget Transfer Policy
- Tips on purchases of meals is limited to 15% and is allowable for sit-down meals. Tips on carry-out meals or at “fast-food” restaurants are not reimbursable
- Registration or conference literature must be attached for overnight conferences
- Overnight travel requires prior written approval of the total estimated cost of trip to the conference by the Department Director
- The use of a Receipt Affidavit is allowed if the employee has exhausted all measures to obtain a missing receipt or a missing itemized receipt
- Out of State travel using a County Car Pool vehicle requires approval by the County Administrator prior to Car Pool releasing the vehicle
- Tobacco products and gifts cards are added to the list of personal expense not reimbursable
- Miscellaneous business expenses (boot purchase, certification fees, job related materials) may be claimed for reimbursement with the Supervisor’s approval prior to purchase
- The IRS requirements of what must be included for each reimbursement request to be considered non-taxable has been added. Failure to provide this information could cause the reimbursement to be considered as other paid compensation and would be subject to payroll taxes
- Reimbursements will be paid via direct deposit in the employee’s paycheck

WHEREAS, County Administration is responsible for the administration of this policy and Elected Officials and/or Department Directors are responsible for ensuring the requests for county business expense reimbursements for their employees were incurred while on official County business.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the County Employee Business Expense Policy, as amended and attached, to be effective with the approval of this resolution.

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MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY COUNTY EMPLOYEE BUSINESS EXPENSE POLICY

RESOLUTION #2016-08-131

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 8/8/16

RESOLUTION #2015-04-100

APPROVED: 4/27/15

RESOLUTION #2011-12-344

APPROVED: 12/19/11

PURPOSE

The purpose of this policy is to establish a clear and uniform understanding of the procedure to reimburse Livingston County employees and Elected Officials for reasonable and customary business expenses while on official County business.

APPLICATION OF POLICY

The Employee Business Expense Policy applies to all Livingston County employees and Elected Officials who incur expenses while on authorized County business.

In some isolated cases, a business expense claim might be unique and on a case-by-case basis may need to be reviewed and a determination made by County Administration; however, this primarily applies to expenses not discussed in this policy.

AUTHORIZATION AND RESPONSIBILITY

1. The Livingston County Board of Commissioners authorizes the Business Expense Reimbursement Policy.
2. County Administration is responsible for administration of this policy.
3. For an employee traveling on business, it is the traveler's is responsible for understanding and complying with this policy.
4. The traveler's supervisor is responsible for reviewing the expense claim and the supporting documentation for compliance of the policy and certify so by approving the employee's request through electronic workflow in the ERP system.

Failure to comply with this policy could delay payment or the claim being adjusted or rejected by the Board of Commissioners.

APPROVAL PROCESS

1. All reimbursement for business expenses must be submitted through the Employee Self Service (ESS) portal within 60 days of expense. The request shall be approved by the employee's immediate Supervisor and/or Department Director/Elected Official.
2. The employee's immediate Supervisor shall review the ESS submission for verification of allowable expenses and accuracy and approve the claim via electronic workflow in Munis.

PROFESSIONAL DEVELOPMENT

Professional development, as defined in this policy, is a gathering of professionals sharing a common position, expertise and/or authority who meet to discuss current issues within a specific discipline/field and who attend sessions designed to update the participant's knowledge in the various facets of a particular discipline/field. Conferences or training attended for professional development shall be job-related and beneficial to the County.

The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures to accomplish their assigned tasks. It is understood that professional development sessions are generally of a one (1) or two (2) day duration, are held within the State of Michigan, and are designed to teach a specific skill, technique and/or application. Professional development courses must meet one of the following criteria: be specialized, provide the participant with a certificate of completion, offer continuing professional education (CPE) credits, or be geared toward a job-related professional level certification which shall be presented to the Department Director or designated person within the employee's department to verify successful completion of the training.

It is the responsibility of each Elected Official and Department Director to review, authorize, and manage employee professional development opportunities they deem beneficial within their approved annual allocation. Out of state professional development is only allowed for specialized courses not available in state. Approval to attend professional development opportunities that were not planned for in the budget process are within the department director's discretion contingent on sufficient funding being available in the appropriate travel line item. The Courts will be authorized to transfer between Court authority org and object codes within a fund provided it results in a net zero effect on the Court authority's bottom line budget.

Employees shall provide the Department Director an estimated total cost of the trip and get written approval prior to attending any overnight conferences or meetings. It is common practice that employees pay for certain conference expenses such as transportation, registration, and lodging with the County Pcard/AP check and then follow up by requesting reimbursement for remaining expense through ESS. The total cost of the trip includes both expenses paid by the County Pcard and reimbursements made to the employee and include costs such as registration, transportation, lodging, meals, and other miscellaneous costs (parking, shuttle, baggage fees). A Conference Cost Form is available on the County website and can be used as a guide to ensure all costs are being taken into consideration when seeking approval from the Department Director, or an email with the estimated cost and the Department Directors approval will suffice. A written approval from the Department Director must be included as supporting documentation for an overnight trip.

County Administration will prepare an out-of-state travel report to present to the Board of Commissioners at the first Finance Committee meeting in April of each year. The report will list each person who traveled outside of the state during the preceding fiscal year. The list will include the name of the employee, department, destination, reason for travel, dates of travel, mode of transportation, funding source, and the total cost to the County.

ALLOWABLE EXPENDITURES

ACCOMMODATIONS

Reimbursement may be made for actual expenditures for overnight accommodations while on official business, subject to the following restrictions and limitations:

If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., an employee may elect to stay overnight the preceding calendar day.

If official business terminates after 5:00 p.m. EST and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business.

If a double room is shared with a County Official or employee, each may claim reimbursement for one-half ($\frac{1}{2}$) the rate.

If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

MEALS

The County will reimburse an employee for meals while on approved business that is conducted outside of the county. Itemized receipts are required. Reimbursements must be for the County employee only and incurred expenses should be reasonable. Alcoholic beverages are not an allowable expense. The amount shall be based upon the actual amount spent up to a maximum of \$50 per day. If the site is in a federally recognized high cost area, per IRS Publication 1542, the amounts may exceed the \$50/day maximum but are still expected to be reasonable. Actual reimbursements deemed to be excessive may be brought to the Board of Commissioner's attention and require Department Director to justify his/her authorization of submitted expense.

For those conference or training sessions which do not require overnight accommodations, the following maximums apply:

BREAKFAST	\$10.00
LUNCH	\$15.00
DINNER	\$25.00

For those conferences or training sessions that require overnight accommodations, the above maximums apply. However, under certain circumstances and with prior Department Directors approval, reimbursement for out of state travel may be based upon the actual amount spent for each meal up to a combined maximum of \$50 per day, or actuals, if deemed a high cost area.

FOOD SERVICES/TIPS

The maximum allowable tip for meals is up to 15% of the actual meal cost, excluding alcoholic beverages. Meal tips are allowed only with sit-own meals and the amount must be indicated on the actual receipt. Tips on take-out or at fast food restaurants are not reimbursable. Total cost of the meal **and tip** must be within the meal guidelines listed above.

If meals are included with registration, corresponding meals are **not** reimbursable.

Actual itemized receipts must be uploaded with the travel reimbursement submission through ESS within sixty (60) days of the employee's return.

It is the employee/Elected Official's responsibility to obtain and submit the correct receipts. If a receipt is lost, the employee/Elected Official must seek to obtain a duplicate receipt. If, in the opinion of the County, **all measures to obtain a copy have been exhausted**, the employee/Elected Official will be required to submit a Receipt Affidavit to the County. Excessive use of this form by the same employee could result in future claims for that employee being denied.

TRANSPORTATION

The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. Department Directors traveling shall have approval of County Administrator prior to booking/purchase of tickets. All travelers are expected to travel by the **most economical mode** of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. The cost of one bag of luggage on the public carrier will be reimbursed.

In the event that an employee uses a personal vehicle for travel in lieu of air transportation, business expense reimbursement shall be at the prevailing Board approved County mileage rate or union contract rate and shall not exceed the rate for commercial coach air travel. Out-of-state travel using a County vehicle will be dependent on availability and must have prior written approval by the County Administrator before Car Pool can release the vehicle. This approval must accompany the reimbursement request.

When an employee uses a personal vehicle for day to day business travel to/from business locations, mileage expense reimbursement shall be at the prevailing Board approved County mileage or union contract mileage rate.

If the employee is directed to return to his/her work site after conducting official County business, the employee shall be paid mileage for the return trip back to the work site. Work site shall be defined as the County Department office which is considered the employee's main assignment.

If an employee is permitted to begin business travel from his/her residence, the amount of mileage claimed should be the mileage driven in excess of that which is ordinarily incurred during the daily commute to ones' main work site.

Example: Employee attends a meeting in Ann Arbor which is 30 miles from home. Drives to work after the meeting, which is another 30 miles. Normal drive to work is 20 miles. Employee would claim 40 miles, not actual extra miles driven.

$(30 + 30 = 60 - 20 = 40 \text{ miles})$

Mileage for employees and elected officials, excluding Board of Commissioners (See MCL 46.52 and 46.62), shall **not** be paid for regular commuting miles from home to work or work to home. Employees who are required to travel on County business are only to request mileage for travel other than what would be considered their normal commute from home. Mileage to County Commissioners must be included on their W-2 as taxable income.

An employee who is "called back" during off duty hours to work site shall not be paid for mileage traveled except in case of emergency as determined by the department director.

MISCELLANEOUS

Miscellaneous expenses incidental to official County travel shall be held to the minimum amount required for essential and efficient conduct of County business. The department head or his/her authorized representative approving the travel will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

The following miscellaneous items are reimbursable with appropriate receipts:

1. **Registration Fees:** Enrollment or registration fees for conventions and meetings, associations or organizations are allowable for individuals attending as official representatives of the County. Receipts must be uploaded through ESS. **Registration or Conference literature must be attached for any overnight conference.** If meals are included in the registration fee, corresponding meals are not reimbursable.
2. **Parking Fees:** Reimbursement for parking fees is allowable with proper receipts.
3. **Taxi Cab:** Necessary taxi cab fares will be allowed with receipts. Tips may not exceed 15%.
4. **Car Rental:** Allowable only if: (a) **approved in advance** of travel by the County Administrator or the County Administrator's designee, (b) it is more advantageous for County business and (3) more economical than some other mode of transportation. Explanation and receipt are required.
5. **Personal Expenses:** The County will not reimburse for the following: fees and tips for valets, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, tobacco products, gift cards, snacks and similar personal expenses.
6. **Baggage Fees:** Travelers will be reimbursed for one bag with appropriate receipts.
7. **Toll Bridge, Toll Road, and Ferry Boat Expenses:** Toll bridge, toll road and ferry boat expenses are allowed with receipts.
8. **Unforeseen expenses** incurred due to inclement weather will be evaluated on a case by case basis.
9. **Miscellaneous business expenses** that are unrelated to travel (boot reimbursement, certification fees, job related materials, etc.) may also be claimed by an employee for reimbursement. These type of expenses must be job related should have the Supervisor's approval prior to the employee incurring the cost, whenever possible.

Receipts which fail to show the details of an expenditure including the name of the vendor, the date of purchase, what was purchased and the associated price of such item, the total amount, and the sales tax, and proof of payment, must be accompanied by an "Receipt Affidavit" form (Appendix A) that is signed by both the employee and the Department Director. Itemized receipts are always required. Use of this form should be used sparingly and the employee should be reminded of this by the Director. Excessive use of this form by the same employee could result in future non-itemized claims for that employee being denied.

EXPENSE REIMBURSEMENT CLAIMS THROUGH EMPLOYEE SELF-SERVE (ESS)

Reimbursement requests shall be submitted through the Employee Self-Serve (ESS) Program in the County Munis ERP system. Each reimbursement requested shall include the what, when, where, and why as follows:

- Purpose of travel (WHY)
- Travel dates (WHEN)
- Starting address and destination address, including city, state (WHERE)

- Documentation from an online mapping program showing the beginning and ending destination points should be included as back up to accompany mileage reimbursement requests in ESS.
- Name of the event, conference, training or meeting attended (WHAT)

Reimbursements must be approved through electronic workflow in the MUNIS ERP system. Itemized receipts for each reimbursement must be scanned and submitted with the expense claim via ESS.

PAYMENT OF BUSINESS EXPENSE REIMBURSEMENTS

Business expense reimbursements will be processed bi-weekly and paid via direct deposit in the employee's paycheck. Reasonable business expenses incurred by an employee in the course of County business are County costs that should be reimbursed. Reimbursements are not considered taxable income to the employee if the employee substantiates his/her business purpose of the expense. The Internal Revenue Service requires all business meals and entertainment expenses to include:

- Original receipts
- Proof of payment
- Supportive documentation, e.g., brochure or invitation
- Geographic location
- Statement of business purpose

Request for variation and/or exception to this Policy shall require approval from the Livingston County Board of Commissioners prior to incurring expenses. It's the prudent responsibility of each Elected Official and Department Director to authorize only such conferences and training as is funded in the specific Department annual budget. If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee.

The Livingston County Board of Commissioners may amend, modify, or delete all or any portion of this Policy at any time. This Policy replaces all other existing policies on this matter.

AMENDED	#2016-08-131	8/8/16
AMENDED	#2015-04-100	4/27/15
ADOPTED	#2011-12-344	12/19/11

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APPENDIX A



LIVINGSTON COUNTY, MICHIGAN

RECEIPT AFFIDAVIT

On _____ I misplaced/lost/didn't receive an itemized receipt for _____
(Date of receipt) (Meal: Breakfast, Lunch, or Dinner)

From _____
(Name and location of eatery)

Amount _____
(Enter amount including tip, if applicable)

I certify to the following (please initial each section):

_____ The attached receipt represent a legitimate business expense incurred while traveling on behalf of Livingston County

_____ The expense incurred was solely for me, or, if paying on behalf of another employee I will specify the employee **by name here** _____

_____ No alcoholic beverages, tobacco products, or gift cards were purchased

_____ I certify that I have not previously been reimbursed for this expense

(Print Employee Name)

(Signature of Employee)

(Department)

(Director/ Deputy Director Signature)

* As Director I acknowledge that the employee, while on authorized business, did not follow County policy. I will ensure all my employees receive a copy of the Business Expense Reimbursement Policy prior to travel.

Link to the Business Expense Reimbursement Policy can be found on the County website. Please follow this link:
<https://www.livgov.com/administration/Pages/policies.aspx>

11/2017

A separate affidavit must be completed for each lost/non-itemized receipt

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

Resolution Amending Resolution 2017-08-148 Authorizing an Agreement with SoundQue Multimedia to Provide Video Recording Services for Livingston County Board of Commissioners' Meetings - Board of Commissioners

WHEREAS, Resolution 2017-08-148 authorized an agreement with SoundQue Multimedia to provide video recording services for Livingston County Board of Commissioners' meetings; and

WHEREAS, Resolution 2017-08-148 authorized a period of six (6) months to establish a proof of concept for the recording services; and

WHEREAS, the reported number of visits and viewings of the recorded meetings are inconsistent from meeting to meeting and there is significant volatility of the data upon which to base forecasts of future utility; and

WHEREAS, a longer proof of concept period would allow for the collection of more data upon which forecasts of future use could be based.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the extension of the proof of concept period through December 31, 2018, with SoundQue Multimedia for Video Recording and storage and access services.

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:

SECONDED:

CARRIED: