

GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

AGENDA

May 14, 2018

7:30 PM

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

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES** 2
Minutes of Meeting Dated: April 16, 2018
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**
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 - 6.2 **Health Department** 10
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7. **CALL TO THE PUBLIC**
8. **ADJOURNMENT**

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

April 16, 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: March 12, 2018

Motion to approve the minutes as presented.

Moved By Bezotte

Seconded By Green

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

Motion Carried (4 to 0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Dolan

Seconded By Green

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

Motion Carried (4 to 0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

None.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Facility Services

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

Chris Folts presented the resolution would like to add 60,000 bringing total to 182,000.

Recommend Motion to the Finance Committee.

Moved By Dolan

Seconded By Green

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

Motion Carried (4 to 0)

6.2 Health Department

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

Recommend Motion to the Finance Committee.

Moved By Dolan

Seconded By Bezotte

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

Motion Carried (4 to 0)

6.3 Information Technology

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

Recommend Motion to the Finance Committee.

Moved By Green

Seconded By Dolan

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

Motion Carried (4 to 0)

6.4 Emergency Medical Services

Resolution Authorizing the Write Off of Aged Receivables

Recommend Motion to the Finance Committee.

Moved By Dolan
Seconded By Green

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

Motion Carried (4 to 0)

6.5 Medical Examiner

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

Recommend Motion to the Finance Committee.

Moved By Bezotte
Seconded By Green

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

Motion Carried (4 to 0)

6.6 Car Pool / Building Department

Resolution Authorizing Capital Expenditure for One (1) Vehicle and Supplemental
Appropriation

Recommend Motion to the Finance Committee.

Moved By Dolan
Seconded By Green

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

Motion Carried (4 to 0)

6.7 L.E.T.S.

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

Recommend Motion to the Finance Committee.

Moved By Bezotte
Seconded By Green

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

Motion Carried (4 to 0)

6.8 L.E.T.S

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

Recommend Motion to the Finance Committee.

Moved By Green

Seconded By Dolan

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

Motion Carried (4 to 0)

6.9 Administration

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

Recommend Motion to the Finance Committee.

Moved By Bezotte

Seconded By Dolan

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

Motion Carried (4 to 0)

6.10 Administration

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

Recommend Motion to the Finance Committee.

Moved By Bezotte

Seconded By Green

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

Motion Carried (4 to 0)

6.11 Board of Commissioners

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

Recommend Motion to the Finance Committee.

Moved By Green

Seconded By Bezotte

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

Motion Carried (4 to 0)

7. CALL TO THE PUBLIC

None.

8. ADJOURNMENT

Motion to adjourn the meeting at 8:00 p.m.

Moved By Green

Seconded By Bezotte

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

Motion Carried (4 to 0)

Respectfully submitted by:

Natalie Hunt,
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

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

Resolution Authorizing Contract Award to Randy’s Service Station for New Tire Purchases for Livingston County Transit Vehicles – General Government/ Finance/Board

WHEREAS, tire replacement is part of routine vehicle maintenance and is essential to operating a safe fleet; and

WHEREAS, the Federal Transit Administration’s procurement regulations no longer allow tire purchases from the State of Michigan MiDeal purchasing program; and

WHEREAS, in accordance with the County’s Purchasing Policy, a formal quoting process was performed and (6) submitted quotes were evaluated by L.E.T.S. and Purchasing staff; and

WHEREAS, L.E.T.S. recommends entering into a contract with Randy’s Service Station for a period of three (3) years with an option to renew for an additional two (2) years for a total contract period not to exceed five (5) years; and and with a thirty (30) day termination clause, without cause upon written notice; and

WHEREAS, tires for mini-vans, medium-duty and cutaway buses shall be purchased from Randy’s Service on an as-needed basis per the rates quoted in ITB-LC-18-09: Appendix B: Pricing Form for a total amount not to exceed twenty-five thousand dollars (\$25,000) per year subject to availability of appropriated funds.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract with Randy’s Service Station of Fowlerville, MI, for L.E.T.S. bus and mini-van tires for a total amount not to exceed twenty-five thousand dollars (\$25,000) per year subject to availability of appropriated funds, for three (3) years, with an option to renew for an additional two (2) years for a total contract period not to exceed five (5) years, and with a thirty (30) day termination clause, without cause upon written notice.

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

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**MOVED:
SECONDED:
CARRIED:**



3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: <https://www.livgov.com/lets/Pages/default.aspx>

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Deputy Director
Date: 05/03/2018
Re: Resolution Authorizing Contract Award to Randy's Service Station for New Tire Purchases for Livingston County Transit Vehicles – General Government/ Finance/ Board

Attached for your consideration, L.E.T.S. is requesting the Board of Commissioners' approval to contract and award to Randy's Service Station (Randy's) to provide new tires for Livingston County transit vehicles on an as-needed basis for a period of three (3) years with the option to renew for one (1) additional two-year period. The current contracts with GCR Tires and Randy's will expire on June 5, 2018.

Per 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, an ad was placed in the local newspaper and an email was sent to local vendors.

Six (6) bids were received and reviewed by L.E.T.S. and Purchasing staff.

As one of our current vendors, Randy's has provided exemplary customer service, quality products with timely installation at the most cost-effective rates. As a result, we are requesting the attached resolution be approved which authorizes a contract with Randy's Service Station to provide new tires for Livingston County transit vehicles on an as-needed basis at firm-fixed rates 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 directly at 517-540-7843 or ext. 7843.

ITB-LC-18-09 - Bid Tabulation

Description	Item Number	Quantity	Best One Tire & Service of Jackson	Best One Tire & Service of Jackson Line Item Totals	Best One of Lansing	Best One of Lansing Line Item Totals	GCR Tires	GCR Tires Line Item Totals	Goodyear Tire & Rubber Co.	Goodyear Tire & Rubber Co. Line Item Totals	Randy's Service Station, Inc.	Randy's Service Station, Inc. Line Item Totals	Trader Ray Tire	Trader Ray Tire Line Item Totals
GOODYEAR ASSURANCE - Unit Price	M+S 225/65R16 100T	8	\$ 80.11	\$ 640.88			\$ 108.00	\$ 864.00	\$ 72.93	\$ 583.44	\$ 93.83	\$ 750.64	\$ 80.11	\$ 640.88
GOODYEAR ASSURANCE - Delivery			2 days				3 days		7 days		1-2 days		Next Day	
FIRESTONE DESTINATION LE2 - Unit Price	245/65/R17	4	\$ 98.27	\$ 393.08	\$ 135.94	\$ 543.76	\$ 98.27	\$ 393.08			\$ 98.27	\$ 393.08	\$ 152.50	\$ 610.00
FIRESTONE DESTINATION LE2 - Delivery			2 days				3 days				1-2 days		2 Days	
FIRESTONE TRANSFORCE AT - Unit Price	LT225/75/R-16	96	\$ 118.89	\$ 11,413.44	\$ 118.89	\$ 11,413.44	\$ 118.89	\$ 11,413.44			\$ 118.89	\$ 11,413.44	\$ 167.50	\$ 16,080.00
FIRESTONE TRANSFORCE AT - Delivery			2 days				3 days				1-2 days		2 Days	
GOODYEAR - Unit Price	G-647 RSS 225/70/R19.5	16	\$ 263.98	\$ 4,223.68			\$ 315.00	\$ 5,040.00	\$ 225.00	\$ 3,600.00	\$ 244.83	\$ 3,917.28	\$ 251.04	\$ 4,016.64
GOODYEAR - Delivery			2 days				3 days		7 days		1-2 days		Next Day	
GOODYEAR - Unit Price	G-622 RSD 225/70/R19.5	32	\$ 274.76	\$ 8,792.32			\$ 315.00	\$ 10,080.00	\$ 230.00	\$ 7,360.00	\$ 257.59	\$ 8,242.88	\$ 255.04	\$ 8,161.28
GOODYEAR - Delivery			2 days				3 days		7 days		1-2 days		Next Day	
Annual Total				\$ 25,463.40				\$ 27,790.52				\$ 24,717.32		\$ 29,508.80
Addendum 1				Included		Included		Included		Included		Not Included		Included
MDOT 3164				Included		Included		Included		Included		Included		Included

LOW BID

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Reorganize Positions in the Health Department

WHEREAS, due to current and future workload demands in various programs, the Health Department is requesting several position changes necessary to support the department; and

WHEREAS, the Senior EH Clerk position was reduced to part-time in 2017 to assist with succession planning per Resolution 2017-03-056; and

WHEREAS, due to a planned retirement and increased activity levels in Environmental Health, there is a need to re-establish the Senior EH Clerk as a full-time position; and

WHEREAS, the department recommends changing an employee currently in the Environmental Sanitarian I position to an Environmental Sanitarian II position due to increased levels of independent program responsibilities and experience; and

WHEREAS, due to decreased caseload and changing job responsibilities in the WIC program, PPHS is requesting that a vacant Program Clerk III full-time position be eliminated and create a Program Clerk II part-time position; and

WHEREAS, due to the increased demand and changes to minimum program requirements for Vision and Hearing activities, PPHS has a need for a part-time Vision and Hearing Technician; and

WHEREAS, the reorganization requested will not incur any additional costs due to increased revenue in Environmental Health, changes being proposed to the WIC Program Clerk position, and previous changes made to a Public Health Nurse Coordinator position approved by the Board per Resolution 2017-11-192; and

WHEREAS, funding for this proposed reorganization is available within the Health Department Budget; and

WHEREAS, these staffing changes will allow the Health Department to operate more effectively; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes LCHD to reorganize positions to include; changing the Senior EH Clerk position from part-time to full-time, eliminating the Program Clerk III full-time position and creating a Program Clerk II part-time position, changing one Environmental Sanitarian I position to an Environmental Sanitarian II position, and creating a part-time Vision and Hearing Technician position.

CURRENT				PROPOSED			
Position #	Description	Grade	FTE	Position #	Description	Grade	FTE
60100131	ENVIRON SANITARIAN I	8	1.00	60100131	ENVIRON SANITARIAN II	9	1.00
60100107	PROGRAM CLERK III	4	1.00	60100107	PROGRAM CLERK II	3	0.73
60100127	SR ENVN HEALTH CLERK	5	0.60	60100127	SR ENVN HEALTH CLERK	5	1.00
				NEW	HEARING/VISION TECH	3	0.50
			2.60				3.23

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102

Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

May 9, 2018

To: Livingston County Board of Commissioners

From: Dianne McCormick

Re: Resolution requesting Health Department Reorganization

The attached resolution is requesting the reorganization within both Environmental Health and Personal and Preventive Health Services due to the completion of succession planning efforts with in Environmental Health and the demand to increase efficiencies within various programs within Personal and Preventive Health Services.

The following is being requested:

- Change a Senior EH Clerk from part-time back to full-time as a result of a previous succession planning effort and increase in activity levels and demands.
- Eliminate a full-time Program Clerk III (Grade 4) position in the WIC program and create a part-time Program Clerk II (Grade 3) position due to a decrease in caseload and changing job responsibilities in the WIC program.
- Promote a current Environmental Sanitarian I (Grade 8) employee to an Environmental Sanitarian II (Grade 9) because of increased levels of independent program responsibility. The employee exceeds the minimum qualifications of the Sanitarian II position.
- Create a part-time Vision and Hearing Technician (Grade 3) to meet scheduling demands and increased workloads due to recent changes to the minimum program requirements.

The table below summarizes these proposed changes:

2018 Current						
Position	Pay Grade	Step	FTE	Salary	Fringes	Total
Senior EH Clerk	5	9	0.6	\$30,275.98	\$8,991.00	\$39,266.98
Program Clerk III	4	9	1	\$46,940.19	\$23,649.00	\$70,589.19
Environmental Sanitarian I	8	3	1	\$54,275.52	\$25,520.00	\$79,795.52
Total			2.6			\$189,651.69
2018 Proposed						
Senior EH Clerk	5	1	1	\$38,815.00	\$20,936.00	\$59,751.00
Program Clerk II	3	1	0.73	\$24,519.43	\$5,575.00	\$30,094.52
Environmental Sanitarian II	9	2	1	\$57,621.20	\$25,875.00	\$83,496.20
V&H Tech	3	1	0.5	\$16,794.13	\$1,944.00	\$18,738.13
Total			3.23			\$192,079.85
Difference			0.63			-\$2,428.16

The above proposed personnel changes do increase FTE's by 0.63 but will not incur any additional costs to the department based on increased permit volume in Environmental Health, proposed changes to the WIC Program Clerk position and previous changes made to a Public Health Nurse Coordinator position approved by the Board per Resolution 2017-11-192.

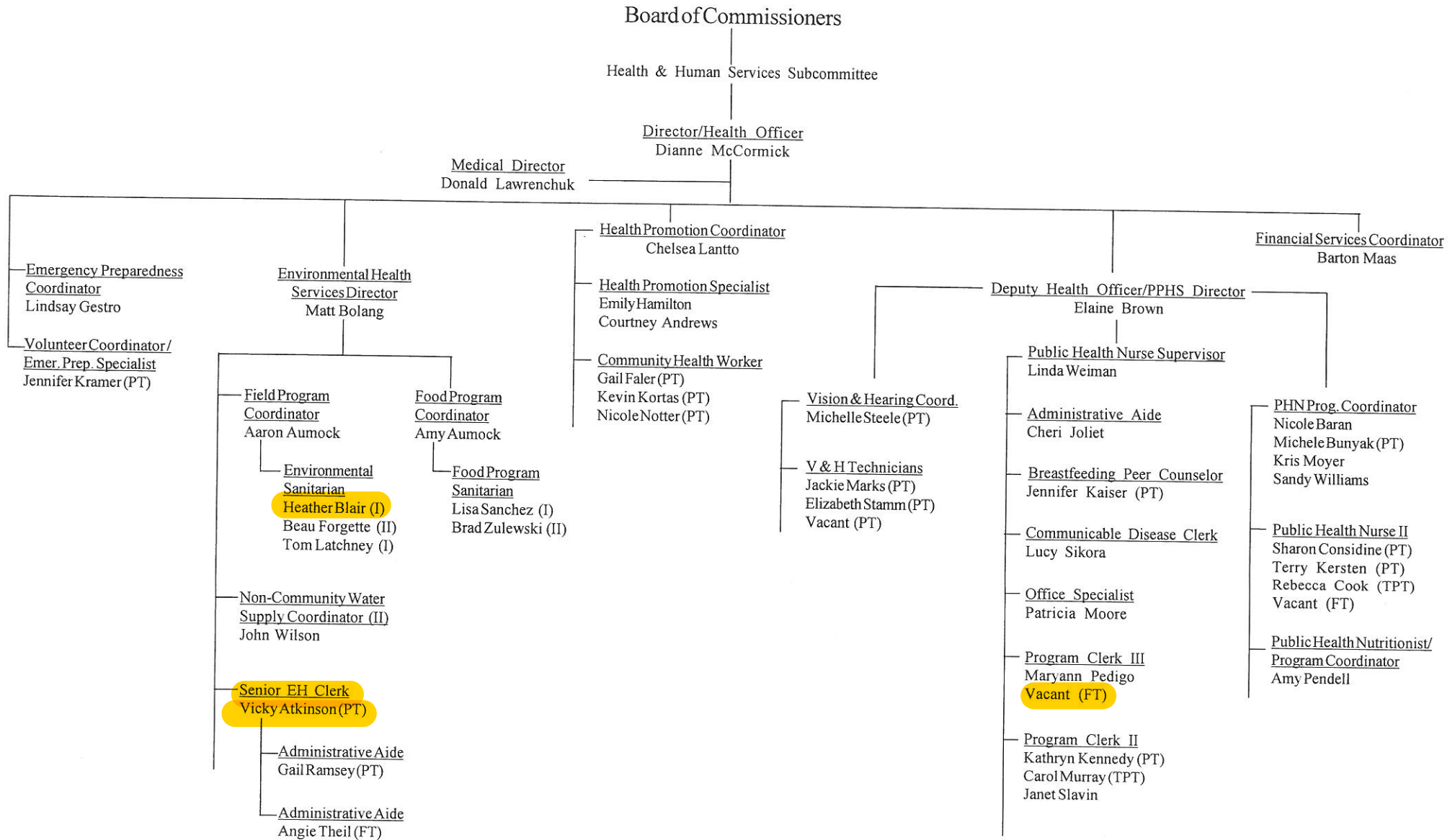
Summary of cost impacts:

2018 Budgeted Personnel Costs	Proposed Personnel Costs	
\$ 3,287,795	\$ 3,287,795	original Costs
	\$ (30,168)	Savings from Resolution 2017-11-192
	\$ 2,428	Cost for new resolution
	\$ 3,260,055	New Personnel Costs
	\$ 27,740	Total Savings for 2018 in Salaries and Fringes

The reorganization allows for a realignment of personnel to programs where needs have been identified and will allow for improved delivery of services in several program areas. Please do not hesitate to contact me should you have any questions.

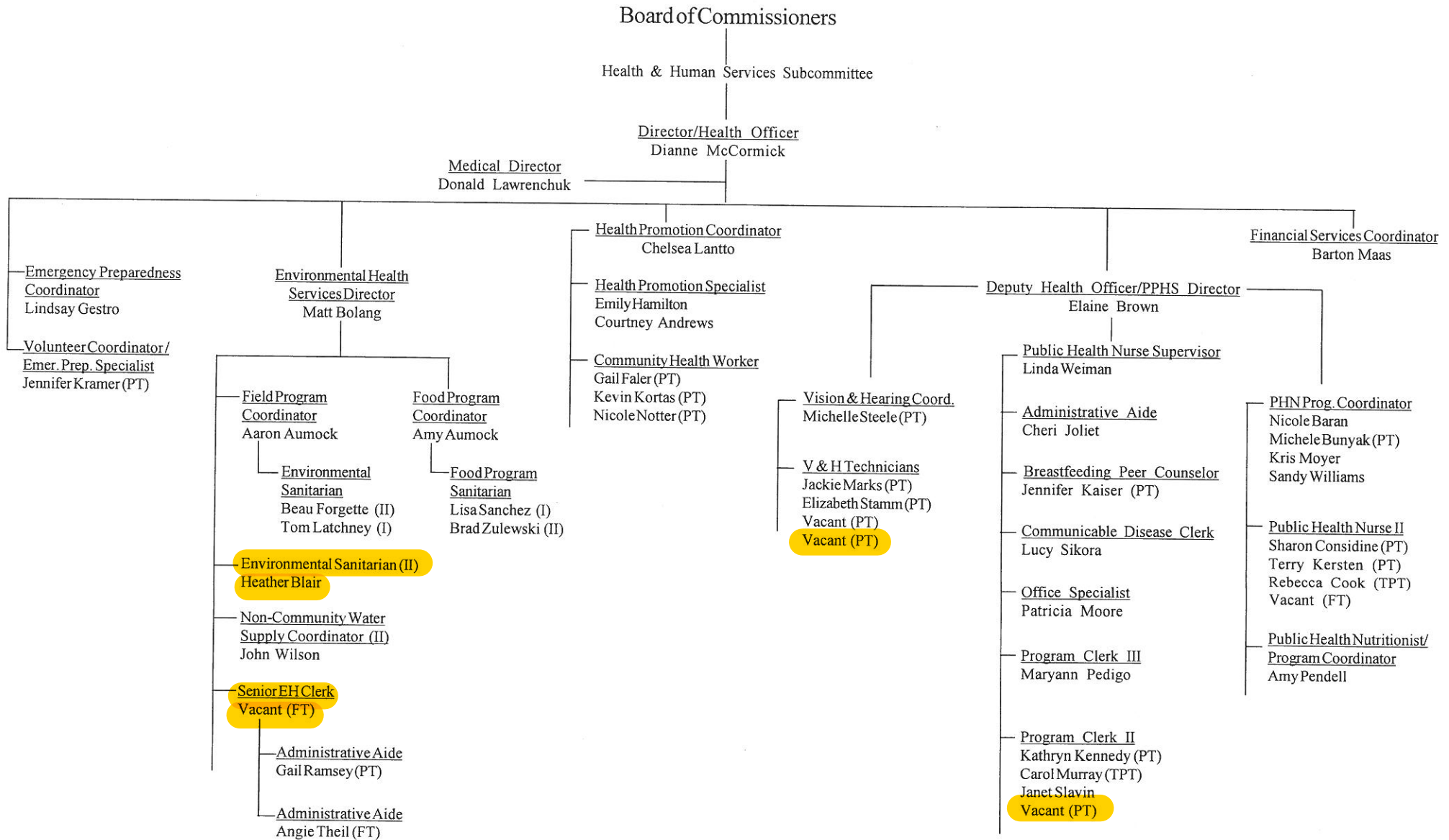
LIVINGSTON COUNTY HEALTH DEPARTMENT

Organizational Chart



LIVINGSTON COUNTY HEALTH DEPARTMENT

Proposed Organizational Chart



Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Elaine Brown

Title of Requester: PPHS Director / Dep. Health Officer

Dept. Phone Number/Extension: 6806

Date Requested: 5/11/2018

POSITION INFORMATION

Position Title: Vision & Hearing Tech

Supervisor: Elaine Brown

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: 20

Justification of request / change of position (REQUIRED): This position will work up to 20 hours per week.

This position will be a new position in the Hearing and Vision Programs.

FUNDING INFORMATION

Base Annual Salary: 16.15 / hr This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 22160100 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head Elaine Brown

Date 5/11/18

HR OFFICE ONLY

Job Class: 5006 Job Title: Hearing & Vision Tech Grade/Step: NU 3, 1

FTE: .50 Employee Group: NU HR Reviewed: [Signature] Date: 5/11/18

BUDGET OFFICE ONLY

Position Control # _____ Org. 22160100

Funds Available: Yes ☐ No ☒ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: Needs Board approval. Funds from within current budget. not requesting budget amendment

Budget Reviewed: [Signature]

Date: 5.11.18

Resolution #: _____

Board Authorized on Date: _____

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Matt Bolang

Title of Requester: Environmental Health Director

Dept. Phone Number/Extension: 6870

Date Requested: 5/11/2018

POSITION INFORMATION

Position Title: Senior Environmental Health Clerk

Supervisor: Matt Bolang

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☒ No ☐

From: 24 To: 40

If so, name of current incumbent: Vicky Atkinson

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position (REQUIRED): This request is to change the number of hours for the Senior Environmental Health Clerk from 24 hours per week to 40 hours per week.

FUNDING INFORMATION

Base Annual Salary: \$18.66 / hr.

This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 22160100 % 100

Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head Elaine Brown

Date 5/11/18

HR OFFICE ONLY

Job Class: 1030

Job Title: SR. Environmental Health Clerk

Grade/Step: NU5

FTE: 1

Employee Group: NV

HR Reviewed: [Signature]

Date: 5/11/18

BUDGET OFFICE ONLY

Position Control #: 60100127

Org. 22160100

Funds Available: Yes ☐ No ☒

Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: Requires Board approval. Funds from within budget. Not requesting budget amendment.

Budget Reviewed: [Signature]

Date: 5.11.18

Resolution #: _____

Board Authorized on Date: _____

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Elaine Brown

Title of Requester: PPHS Director / Dep. Health Officer

Dept. Phone Number/Extension: 6806

Date Requested: 5/11/2018

POSITION INFORMATION

Position Title: Program Clerk II

Supervisor: Linda Weiman

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☒ No ☐

If so, name of person last holding this position: Thearesa Trochio

2. Is the purpose of this request to reclassify a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☒ No ☐ From: 40 To: 29

If so, name of current incumbent: Position is Vacant

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☒ Part-Time (20 or Less) ☐ Number of hours per week: 29

Justification of request / change of position (REQUIRED): This position will work up to 29 hours per week.

This position will replace the current vacant Program Clerk III position.

FUNDING INFORMATION

Base Annual Salary: 16.15 / hr This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 22160100 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (If applicable) _____

Date _____

Department Head Elaine Brown

Date 5/11/18

HR OFFICE ONLY

Job Class: 1027 Job Title: Program Clerk II Grade/Step: NU 3, 1

FTE: .73 Employee Group: NU HR Reviewed: 8/8 Date: 5/11/18

BUDGET OFFICE ONLY

Position Control # 60100107 Org. 22160100

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☒ 706001 ☐

Comments: Needs Board approval. Savings to cover increased cost of Re Org.

Budget Reviewed: 7/20/18

Date: 5.11.18

Resolution #: _____

Board Authorized on Date: _____

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Matt Bolang Title of Requester: Environmental Health Director
 Dept. Phone Number/Extension: 6870 Date Requested: 5/11/2018

POSITION INFORMATION

Position Title: Environmental Sanitarian II Supervisor: Matt Bolang

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position (REQUIRED): This request is to reclassify the current position (filled currently by Heather Blair) From an Environmental Sanitarian I Grade 8 to an Environmental Sanitarian II Grade 9.

FUNDING INFORMATION

Base Annual Salary: \$57,621 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 22160100 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (If applicable) _____ Date _____ Department Head Glen Bran Date 5/11/18

HR OFFICE ONLY

Job Class: 7031 Job Title: Environmental Sanitarian II Grade/Step: NU 9
 FTE: 1 Employee Group: NU HR Reviewed: [Signature] Date: 5/11/18

BUDGET OFFICE ONLY

Position Control # 60100131 Org. 22160100

Funds Available: Yes ☐ No ☒ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: Requires Board approval. Funds from within budget. not requesting budget amendment

Budget Reviewed: [Signature] Date: 5.11.18

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

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

Resolution Authorizing Parking Lot Replacement and Restripe at the Historical Courthouse and West Complex Service Drive

WHEREAS, The Facility Services Department has recognized a need to replace worn asphalt at the Historical Courthouse and the West Complex service drive; and

WHEREAS, these projects have been budgeted for in the 2018 budget; and

WHEREAS, Allied Building Services company of Detroit, a State of Michigan MiDeal contract holder has been chosen to perform this project.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners here by authorize entering into a contract with Allied Building Services Company of Detroit, Inc. to replace and restripe the Historical Courthouse north parking lots and the West Complex service drive at an amount not to exceed \$ 242,055 which includes 10% for contingency.

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: May 8, 2018
TO: Livingston County Board of Commissioners
FROM: Chris Folts
RE: Resolution authorizing West and Downtown Complex Parking Lot Renovations – Facility Services Department

The Facility Services Department has recognized the need to replace the two rear parking lots at the Downtown Courthouse in addition to the major road that circles the entire West Complex. Allied Building Services Company of Detroit, a State of Michigan MiDeal contract holder, will mill, resurface and restripe these parking lots for \$ 220,050. We had planned and budgeted \$475,000 for the replacement of the East Parking Lot in the 2018 budget but that was completed in 2017 so I am using those funds for the replacement of these parking lots.

Therefore, Facility Services is requesting that the attached resolution be approved that authorizes these parking lots for an amount not to exceed \$ 242,055 which includes a 10% contingency. If you have any questions or concerns, please feel free to contact me.