

RESOLUTION

NO: 2023-04-065

LIVINGSTON COUNTY

DATE: April 24, 2023

Resolution Authorizing the Microfilm Conversion Project and Distribution of American Rescue Plan Act (ARPA) Funding - County Clerk

WHEREAS, Resolution 2022-12-192 outlined a plan for the strategic use and distribution of American Rescue Plan Act (ARPA) funding; and

WHEREAS, a total of \$243,125 of ARPA funding was identified for the County Clerk's Legal Division; and

WHEREAS, the County Clerk's Legal Division is requesting \$243,125 of this allocation for the purpose of converting 1,495 rolls of microfilm containing copies of historical court records into a digital format, which will provide improved access to government information and an improved user experience for the internal and external stakeholders making records requests. Furthermore, it is expected this project will reduce the administrative burden on the clerk's office and allow for a streamlined process delivering records requests; and

WHEREAS, this is an eligible use of ARPA funding and will be listed under the *Expenditure Category:3.4 Public Sector Capacity: Effective Service Delivery* for federal reporting purposes.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the amount of \$243,125 of ARPA funds for the County Clerk's Microfilm Conversion Project, to be provided by Equasure (contractor that provides scanning services), for the purpose of improving access to and the user-experience of requesting legal records from the County.

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

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendments needed to effectuate this project.

BE IT FURTHER RESOLVED that from the date of approval of this resolution until the project is completed, as outlined in Resolution 2022-12-192, the County Clerk's Legal Division shall provide a written update on the status of the project every three (3) months and shall present, in person, to the Finance and Asset Management Committee every six (6) months until the project is complete.

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**MOVED:
SECONDED:
CARRIED:**