

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN  
AGENDA

**WAYS AND MEANS**

Hall of Justice  
990 Terrace, Muskegon, MI  
August 21, 2012 - 3:30 p.m.

Lewis Collins, Chair  
Scott Plummer, Vice-Chair

- 
1. Call to Order
  2. Roll Call
  3. Approval of Minutes of August 2, 2012
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - WM12/08 – 112 (Administration) Approve Accounts Payable
    - WM12/08 – 113 (Administration) Endorse the Recommendation of the Selection Committee to Appoint Vernon Oard as Youth Services Director
    - WM12/08 – 114 (Administration) Authorize Board Chair to Execute Proposed Extension from Pitney Bowes
    - WM12/08 – 115 (Sheriff's Office) Amend the Sheriff's Road Patrol Budget
    - WM12/08 – 116 (Sheriff's Office) Approve the Award of the Sheriff's Fleet Maintenance & Management Services to Emergency Services, LLC
  6. Old Business
  7. New Business
  8. Public Comment (on a new topic)
  9. Adjournment

**Public Comment**

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

Muskegon County  
Ways & Means Committee Meeting  
August 2, 2012  
3:30 p.m.  
Hall of Justice, 4<sup>th</sup> Floor  
990 Terrace  
Muskegon, MI

Lewis Collins, Chair

Scott Plummer, Vice-Chair

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Commissioner Collins at 3:30 p.m.

**ROLL CALL**

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Bob Scolnik, I. John Snider, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Engle, supported by Wilkins, to approve the minutes of the July 24, 2012, meeting as written. Motion carried.

**PUBLIC COMMENT/AGENDA ITEM**

Mr. Jim Riley addressed the Board regarding motion #WM12/08 - 111.

Mr. Mark Mangione addressed the Board regarding motion #WM12/08 – 111.

**ITEMS FOR CONSIDERATION**

WM12/08-108 It was moved by Engle, supported by Plummer, to approve the payment of the accounts payable of \$3,188,659.45 covering the period of July 18, 2012 through July 27, 2012 as presented by the County Clerk. Motion carried.

WM12/08-109 It was moved by Engle, supported by Cross, to authorize the Port/Rail/Transportation Strategic Planning Committee to continue its work and to implement the following recommendations: 1) the County of Muskegon will be the leader in the development of the port; 2) the

County of Muskegon will develop and implement a website dedicated to the port as well as other public relations efforts; 3) the County of Muskegon will facilitate regional cooperation in the development of the port through the recently formed New Michigan Corporation and by seeking out and building strong regional, private/public partnership as well as other resources; 4) the County of Muskegon will evaluate the assets and liabilities that impede or support port development (infrastructure: education, roads, rail, environmental issues, utilities, etc.); 5) The County of Muskegon will join port associations such as the Michigan Port Collaborative and the Seaway Task Force; and 6) the County of Muskegon will continue to seek public input for future port development activities.

It was moved by Engle, supported by Cross, to suspend the rules to allow for public comment. Motion carried.

Commissioner Jager questioned why the County Board would become a leader and not a partner in this development.

Ms. Kathy Hoogstra, Port/Rail/Transportation Committee member addressed the Board and noted at this time there is no other team to join so someone needs to take charge and begin to lead.

Commissioner Snider noted he was in favor of the recommendation and views as favorable promotion of the community as a whole.

Commissioner Engle noted he was in support of the Committee, in broad perspective, bringing groups and the community together to engage in discussions.

Commissioner Cross noted he was in support of the recommendation and sees it as a great opportunity for the community and west Michigan in creating revenue and jobs.

It was moved by Engle, supported by Longmire, to return to open session. Motion carried.

Voice vote on original motion. Motion carried.

WM12/08-110

It was moved by Plummer, supported by Mahoney, to approve setting the Public Hearing date for the FY2013 Proposed Muskegon County Budget for Thursday, September 6, 2012 at 3:30 PM at the Board of Commissioners Room on the 4<sup>th</sup> Floor of the Michael E. Kobza Hall of

Justice and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 21, 2012.  
Motion carried.

WM12/08-111 It was moved by Engle, supported by Cross, to award the Building Request for Proposal RFQ 12-1991 to the Hinman Company.  
Motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Commissioner Derezinski noted the 2013 Proposed Budgets were provided to the Commissioners. He asked Mr. Heath Kaplan, Finance and Management Services Director, to discuss the format changes.

Mr. Kaplan noted the new format changes allow for more narrative which is hoped to be more user-friendly. He noted this is a program based budget which contains information on programs' goals, objectives and changes from the previous year's budgets. He informed those present that the line item budgets are still available for review and that this 2013 proposed budget is also available on-line.

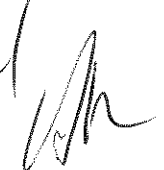
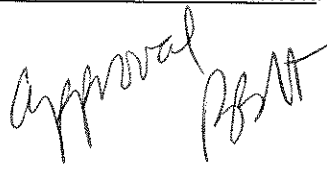
### **PUBLIC COMMENT/NEW TOPIC**

None.

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:07 p.m.


# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE August 21, 2012	REQUESTOR SIGNATURE Bonnie Hammersley	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
Accounts payable - already distributed.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move to approve payment of the accounts payable of \$7,862,772.38 covering the period of July 28, 2012 through August 14, 2012, as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
		Recommended Approval 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		Approval 	
AGENDA DATE: <i>8/21/12</i>	AGENDA NO.: <i>10m12/08-112</i>	BOARD DATE: <i>8/21/12</i>	PAGE NO.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Way & Means		BUDGETED X	NON-BUDGETED □	PARTIALLY BUDGETED □
REQUESTING DEPARTMENT Administration	REQUEST DATE August 21, 2012	REQUESTOR SIGNATURE B. Hammersley		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Youth Services Director Paul Wishka retired from Muskegon County on May 31, 2012. A recruitment was conducted to search for a qualified candidate to fill this vacancy.</p> <p>A Selection Committee consisting of Chairman Mahoney, Vice-Chairman Snider, Commissioner Collins and Administrator Hammersley, after final candidate interviews, recommends the appointment of Vernon Oard to the position of Youth Services Director at Step 3 of salary grade ND 00030. Mr. Oard holds a Bachelor's degree in Public Administration, a Master's degree in Counseling Psychology and has extensive experience working with youth residential programs.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to endorse the recommendation of the Selection Committee to appoint Vernon Oard as Youth Services Director at Step 3 of salary grade ND 00030. (\$80,119.52)				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:  Recommend Approval      Deborah Groeneveld		FINANCE & MANAGEMENT ANALYSIS:		
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:  <i>Approval BHT</i>		
AGENDA DATE:  8/21/12	AGENDA NO.  wm 12/08-113	BOARD DATE:  8/21/12	PAGE NO.	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE August 21, 2012	REQUESTOR SIGNATURE Heath Kaplan	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>Office Services currently leases mail equipment from Pitney Bowes to process all the County of Muskegon outgoing US Mail. The vendor has proposed an extension of the contract with the implementation of new equipment for a period of 60 months. The overall cost is a reduction of \$324.00/month; \$3,888/year for the Mail Services budget in Office Services. The new equipment will perform all current capabilities along with the latest state of the art technology exceeding all USPS compliance.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to authorize the Chairman of the Board to execute the proposed extension from Pitney Bowes for a period of 60 months at a cost of \$324 a month or \$3,888 per year.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:	
		<i>Revised Approval</i> 	
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:	
		<i>approval BBA</i>	
AGENDA DATE: 8/21/12	AGENDA NO.: WM12/08-114	BOARD DATE: 8/21/12	PAGE NO.

Revised 8/15/12



**OFF22 Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies  
Equipment Confirmation Form**

This form must be used and attached to each equipment lease, purchase, service or rental encumbrance document to confirm the selection of equipment covered under the Statewide Contract Number OFF22 on file at OSD. All of the terms and conditions of the Statewide Contract, OFF22 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form, which conflict with the terms of the OFF22 Statewide Contract shall be considered to be superseded and void. Eligible Entities are only required to sign this confirmation form. This form is optional for all supply purchases.

Participating State Contract Number: 07130200028

Purchase Order/Encumbrance Number: 472P2207911

Fiscal Year: 2012

<b>Eligible Entity:</b> COUNTY OF MUSKEGON		<b>Contractor Lease Name:</b> Pitney Bowes Global Financial Services (PBGFS)	
<b>Contact Person:</b> Ginny Meisch		<b>Contractor Purchase, Service or Meter Head Name:</b> Pitney Bowes Inc. (PBI)	
<b>Phone:</b> (231) 724 6206 ext ____ <b>E-Mail:</b> mieschgi@co.muskegon.mi.us <b>Fax:</b> ( ) ____ ext ____		<b>Contact Person:</b> Robert Larsen <b>Phone:</b> (616) 514 9301 ext ____ <b>E-Mail:</b> robert.larsen@pb.com <b>Fax:</b> (203) 460 3813 ext ____	
<b>Entity Billing Address:</b> 141 E APPLE AVE  MUSKEGON MI 49442-3404		<b>Contractor Lease Remit Address:</b> Pitney Bowes Global Financial Services PO Box 371887 Pittsburgh, PA 15250-7887	<b>Contractor Purchase, Service or Meter Head Remit Address:</b> Pitney Bowes Inc, Box 371896 Pittsburgh, PA 15250-7896
<b>Contact:</b> _____ <b>Phone:</b> ( ) _____		<b>Lease FEIN/Vendor Code Number #</b> 201344287	<b>Purchase, Service or Meter Head FEIN/Vendor Code Number #</b> 60495050
<b>Delivery Address: (If different from Billing Address Above)</b> (Multiple Address and Contact Information Entity must attached the appropriate information to the form) 141 E APPLE AVE  MUSKEGON MI 49442-3404		<input checked="" type="checkbox"/> Term Lease # Months <u>60</u> <input type="checkbox"/> Meter Head Term Lease # Months _____ <input type="checkbox"/> Rental (Not to exceed 6 months) <input type="checkbox"/> Purchase (Optional)	
<b>Check off the applicable box for equipment type and Maintenance Plan and number of years after warranty period:</b> <input checked="" type="checkbox"/> New Equipment <input type="checkbox"/> Predecessor Maintenance  <b>Service Term after Warranty Period;</b> <input checked="" type="checkbox"/> Warranty <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year <input checked="" type="checkbox"/> 3 <sup>rd</sup> Year <input checked="" type="checkbox"/> 4 <sup>th</sup> Year <input checked="" type="checkbox"/> 5 <sup>th</sup> Year <input checked="" type="checkbox"/> Plan A Yearly Service with applicable response time <input checked="" type="checkbox"/> 4 Hour <input type="checkbox"/> 8 Hour <input type="checkbox"/> 12 Hour <input type="checkbox"/> 24 Hour <input type="checkbox"/> Plan B Time and Material with applicable response time <input type="checkbox"/> 4 Hour <input type="checkbox"/> 8 Hour <input type="checkbox"/> 12 Hour <input type="checkbox"/> 24 Hour		<b>Check off the applicable box for equipment sub-category:</b> <input checked="" type="checkbox"/> Category 1 <input checked="" type="checkbox"/> 2A <input type="checkbox"/> 2B <input type="checkbox"/> 2C <input type="checkbox"/> 2D <input type="checkbox"/> 2E <input type="checkbox"/> 2F <input type="checkbox"/> 2G <input type="checkbox"/> 2H	
		<b>Purchase, Lease and Service Billing Options: (Billed in advance unless indicated in arrears below.)</b> <b>Term Lease</b> <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Yearly <input type="checkbox"/> Arrears <b>Rental</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Arrears <b>Service Plan A</b> <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Yearly <input type="checkbox"/> Arrears	



NOTE: Contractors are required to include one (1) month worth of complete supplies necessary to operate each piece of equipment based upon the monthly volumes indicated within the OFF22 terms and conditions upon installation and training.

Equipment Model Number	Equipment/Accessory Description (E.G. Digital Postage Equipment)	Quantity	Purchase Price Or Monthly Lease Or Rental Equipment Cost	Number Of Lease Or Rental Months	Trade-In Value	Net Total Lease, Purchase Or Rental Equipment Costs	Annual Service Plan Selected With Applicable Net Rate Per Unit/Each After Warranty	Net Total Cost For Service
	See Attachment A for Details		\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
<b>GRAND TOTAL</b>							\$	

Special Instructions/Additional Information (e.g. equipment model traded, software license information, lease document information for contractor tracking purposes only, supplies exchanged): See Attachment B

Eligible Entity and Contractor signatures below acknowledge ONLY that the equipment order has been placed pending delivery, installation, start-up supplies and training.

ELIGIBLE ENTITY:

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR:

X: Robert Larsen  
(Signature)

NAME: Robert Larsen  
(Print)

TITLE: Geo 3-

DATE: 08/09/2012

Eligible Entity and Contractor signatures below acknowledge completion of the four (4) items below to the Eligible Entities satisfaction in addition to the payment start and termination dates.

Eligible Entity must check off all four (4) items below acknowledging completion prior to final approval.

- 1) Equipment delivered undamaged from the Contractor.
- 2) Received one (1) complete set of supplies based upon the monthly volumes within the OFF22 terms and conditions.
- 3) Equipment is installed and operational.
- 4) Received initial satisfactory training from the Contractor.

Lease, Rental or Purchase payment terms do not begin until the appropriate items above have been approved by the Eligible Entity.

<b>Payment Start Date of this Lease, Purchase or Rental Agreement:</b> Month _____ Day _____ Year _____	<b>Payment Termination Date of this Lease, Purchase or Rental Agreement</b> Month _____ Day _____ Year _____
--	---

ELIGIBLE ENTITY:

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR:

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## NASPO MASTER AGREEMENT OFF22

### ATTACHMENT A

State Contract Number [    ]

Purchase Order Number [                        ]

Equipment Model Number	Equipment/ Accessory Description (E.G. Digital Postage Equipment )	Qty	Purchase Price Or Monthly Lease Or Rental	Number Of Lease Or Rental Months	Trade-in Value	Net Total Lease, Purchase Or Rental Equipment Costs	Service Plan Selected With Applicable Net Rate Per Unit/Each	Net Total Cost For Service
AZBD	Connect+ 3000 Series WOW	1	\$293.44	60	\$0.00	\$17,606.40	\$188.30	\$188.30
1W00	Connect+ Series Meter	1	\$63.00	60	\$0.00	\$3,780.00	\$0.00	\$0.00
APSH	220/135 LPM Feature	1	\$25.80	60	\$0.00	\$1,548.00	\$0.00	\$0.00
1FW6	30 lb Interfaced Weighing	1	\$52.10	60	\$0.00	\$3,126.00	\$0.00	\$0.00
APA3	300 Dept Accounting	1	\$11.49	60	\$0.00	\$689.40	\$0.00	\$0.00
MSD1	Standard Apps Center	1	\$0.00	60	\$0.00	\$0.00	\$0.00	\$0.00
AZBE	Connect+ Mono Printer	1	\$0.00	60	\$0.00	\$0.00	\$39.00	\$39.00
MSPS	Connect+ Power Stacker	1	\$32.75	60	\$0.00	\$1,965.00	\$29.42	\$29.42
1E90050	NASPO Warranty Label	1	\$0.00	60	\$0.00	\$0.00	\$0.00	\$0.00
M9SS	IntelliLink Subscription	1	\$0.00	60	\$0.00	\$0.00	\$0.00	\$0.00
MP30	15/30 lb Weighing Platform	1	\$0.00	60	\$0.00	\$0.00	\$13.16	\$13.16
MW9065	Roll Tape Kit	1	\$0.00	60	\$0.00	\$0.00	\$0.00	\$0.00
DI3H	3 Station DI380 without OMR	1	\$203.36	60	\$0.00	\$12,201.60	\$127.77	\$127.77
F35B	Operator Training for DI380/DI425, 1 hour	1	\$3.77	60	\$0.00	\$226.20	\$0.00	\$0.00
<b>TOTALS :</b>			\$685.71		\$0.00	\$1,003.83	\$318.12	\$318.12

**GRAND TOTAL:**



ACCEPTANCE CERTIFICATE FOR  
PRODUCT SOLUTION CONTINUANCE

TO: Pitney Bowes Inc.

This Acceptance Certificate relates to the current product solution provided by Pitney Bowes Inc, including all related hardware and software (collectively, the "Product Solution") to the customer.

D1380  
Current Product Solution

D1380  
Proposed Product Solution

Customer Acknowledges that:

The proposed Product Selection will be fully installed and implemented in accordance with Pitney Bowes Statement of Work and/or site survey, including any applicable Statement of Work Addendums (original Statement of Work and/or site survey attached). No Products, installation, integration or other services in addition to those already provided in connection with the current product solutions are to be provided by Pitney Bowes, other than the standard equipment and/or software maintenance services.

If there have been any changes to the current application, or if additional products need to be added to the solution, a new Statement of Work and/or site survey will be required (additional charges may be incurred).

Customer agrees to this Acceptance Certificate as of the date below.

CAN#: 62536560204 Model/Serial# 1203451

Name (please print): County of Muskegon

Signature: \_\_\_\_\_

Email address: mieschgie@co.muskegon.mi.us

Phone number: 231-724-6206 Date: 05/09/2012

**Pitney Bowes Sales Representative**

Name (please print): Robert Larsen

Signature: Robert Larsen

If you require service or repairs, please call Pitney Bowes toll-free at 1-800-522-0020.



**Pitney Bowes**

Global Mailing Systems

August 8, 2012

Muskegon County  
141 E Apple Ave.  
Muskegon, Mi 49442

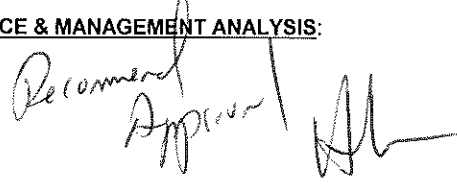
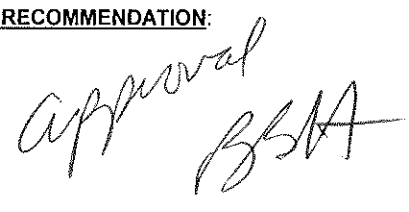
Attn: Ginny Miesch

The letter pertains to your current lease number 4474897 schedule 406. Pitney Bowes Inc. submitted a proposal dated August 2, 2012 which will supersede this previous lease. The new lease 4474897 schedule 407 will terminate any future payments on lease #4474897 schedule 406.

Regards,

Robert Larsen  
Sales Consultant  
Pitney Bowes Inc.  
P-616-514-9301

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE <b>Ways &amp; Means</b>		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT <b>Sheriff</b>	COMMITTEE DATE <b>8/21/12</b>	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Board meeting on August 14, 2012 (motion 2012-370) approved a decrease to the Sheriff's Road Patrol grant appropriation due to shortfall in revenue for the Secondary Road Patrol (SRP). The Sheriff's Office has now been notified by the Department of State Police that the SRP funds have been returned to their original appropriations of \$143,100.00 for FY12. The Sheriff's Office is requesting that the contribution from the general fund be decreased accordingly to reflect restored grant appropriations.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to amend the Sheriff's Road Patrol budget in organization 0315 to reflect the restored grant appropriation from the Department of State Police.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
(Empty)		Recommend Approval 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
(Empty)		Approval 	
AGENDA DATE: <b>8/21/12</b>	AGENDA NO.: <b>Wm 12/08-115</b>	BOARD DATE: <b>8/21/12</b>	PAGE NO.



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

August 2, 2012

Sheriff Dean C. Roesler  
Muskegon County Sheriff's Office  
25 West Walton Street  
Muskegon, MI 49442

Dear Sheriff Dean C. Roesler:

Our office has been notified that a supplemental appropriation to address the recent \$600,000 shortfall in Secondary Road Patrol funding for the current fiscal year has been approved by the Legislature and the Governor. This correspondence is to notify all counties that due to this action, your original appropriations for FY 12 have been restored. Any notifications that you received which informed you to reimburse the state for funding received this year can be disregarded. Any counties that have already submitted reimbursements to the State as directed in our previous correspondence will have that funding returned to them.

As you are aware, citation-generated revenue for the Secondary Road Patrol and Accident Prevention Program has been dropping over the last few years due to an overall reduction in traffic enforcement at the state, county, and local level. Consequently, our office has been working closely with the Michigan Sheriff's Association and keeping them informed monthly on the status of the program's revenue.

The reduction in traffic enforcement activity has become evident within the SRP program as well. In reviewing FY 2010 and 2011 program activity, traffic enforcement has decreased dramatically. Vehicle stops by SRP deputies were down by over 7,000 from 124,758 in 2010 to 117,694 in 2011, as was the number of crashes investigated. Motorist assists were down from 5,780 to 5,563 and total traffic citations were down from 91,516 to 84,468. While there were five fewer SRP deputies in 2011 compared to 2010, our analysis showed that they still responded to more criminal complaints last year, up from 14,117 in 2010 to 14,679 in 2011. Criminal arrests were also up dramatically from 6,136 in 2010 to 6,898 in 2011, an increase of over 12%.

We would like to bring this issue to your attention in hopes that you can convey to your staff, command, and dispatch personnel the importance of staying focused on traffic enforcement and other allowable activities while engaged in SRP funded patrols. Sending SRP deputies on dispatched complaint calls or assignments to desk duty, prisoner transport, and other ineligible services continue to have a adverse impact on the ability to sustain the SRP Program on a long-term basis.

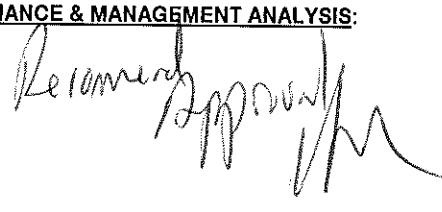
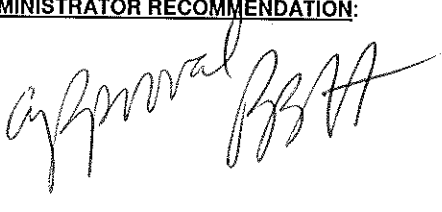
Strict enforcement of traffic laws, especially the State seat belt law and impaired driving enforcement, has a dramatic effect on driver behavior and crash fatalities and injuries. If we are to continue to keep the SRP Program a viable one, and at the same time reduce traffic-related fatalities and injuries, a renewed focus on traffic law enforcement is necessary. Our office stands ready to assist you in any way we can to achieve this goal.

Please contact our office if we can be of any assistance.

Sincerely,

Michael L. Prince, Director  
Office of Highway Safety Planning

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Sheriff		COMMITTEE DATE 8/21/12	REQUESTOR SIGNATURE
<p>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</p> <p>The Sheriff's Office solicited Proposals (RFP 12-1981) through the Purchasing Office for Fleet Maintenance &amp; Management Services for all their fleet vehicles. Proposals were received in the Purchasing Office, evaluated and recommended by three (3) independent County departments. The evaluation process asked for an estimated annual parts cost from each of the proposers. Great Lakes Ford's total annual cost with parts is estimated at \$229,800.00 and Emergency Services annual cost with estimated parts is \$166,800.00.</p>			
<p>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</p> <p>Move to approve the award of the Sheriff's Fleet Maintenance &amp; Management Services to Emergency Services, LLC in the estimated annual amount of \$166,800.00.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
			
AGENDA DATE: 8/21/12		AGENDA NO.: Wm 12-108-116	BOARD DATE: 8/21/12
			PAGE NO.



**MUSKEGON COUNTY BID SUMMARY**

Commodity Number: 927-47

Proposal: RFP 12-1981

Department: Sheriff

Opening Date: 05/21/2012

Product / Service: Fleet Maintenance & Management Service

Release Date: 05/04/2012

Vendors Received Notice: 176

Vendors Accessed Attachments: 28

Proposals Received: 2

No-Bid Forms Received: 0


Vendor Name & Address	Total Annual Fee	Parts Mark Up % Over Cost	Comments
Emergency Services, LLC 3011 S. Mill Iron Road, Suite B Muskegon, MI 49444	\$106,800.00	15%	2% 10 Days Early Payment Discount
Great Lakes Ford, Inc. 2469 E. Apple Avenue Muskegon, MI 49442	\$154,800.00	15%	

Department Recommendation: Emergency Services, LLC

Name of Witness: Tina Nash

See Evaluation Summary

Buyer's Name: Christine R. Johnson

Signature: 

Heath Kaplan  
Finance & Management Services Director:

Signature: 

Vendor Awarded: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

## FLEET MAINTENANCE & MANAGEMENT SERVICES

### *Evaluation Summary*

RFP 12-1981

<i>Contractor Evaluation</i>	<b>Rater 1</b>		<b>Rater 2</b>		<b>Rater 3</b>	
	<i>Great Lakes</i>	<i>Emerg Serv</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>
Entity Size	10	7	10	10	6	9
Fleet Eval. & Assessment Exp.	10	10	10	10	6	9
Responsiveness to RFP	10	10	10	10	6	9
SOW & County Goals	9	10	10	10	6	9
Understanding of Project Issues	9	10	10	10	6	9
Qualification & Experience	10	10	10	10	8	9
	<b>58</b>	<b>57</b>	<b>60</b>	<b>60</b>	<b>38</b>	<b>54</b>

<i>Evaluation - Total Points</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>
<i>Rater 1</i>	58	57
<i>Rater 2</i>	60	60
<i>Rater 3</i>	38	54
<b>Total</b>	<b>156</b>	<b>171</b>

<i>Contractor Interviews</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>
<i>Rater 1</i>	X	X
<i>Rater 2</i>	X	X
<i>Rater 3</i>	X	X

<i>Negotiated Contractor Pricing</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>
Labor (annual)	\$ 154,800.00	\$ 106,800.00
Parts (over cost)	15%	15%
Projected Parts Cost (annual)	\$ 75,000.00	\$ 60,000.00
<b>Total Projected Cost (annual)</b>	<b>\$ 229,800.00</b>	<b>\$ 166,800.00</b>

<i>Contractor Recommendation</i>	<i>Great Lakes</i>	<i>Emerg Serv</i>
<i>Rater 1</i>		X
<i>Rater 2</i>		X
<i>Rater 3</i>		X

**\*\* The contractor evaluations and final recommendations were made by three County departments independent from the Sheriff's Office \*\***

## Fleet Maintenance - Sheriff

	<i>Emergency Services</i>	<i>Great Lakes Ford</i>
<i>Labor (annual)</i>	\$ 106,800.00	\$ 154,800.00
<i>Parts (over cost)</i>	15%	15%
<i>Projected Parts (annual)</i>	\$ 60,000.00	\$ 75,000.00
<b>Total Projected (annual)</b>	<b>\$ 166,800.00</b>	<b>\$ 229,800.00</b>

**Highlights** Light Maintenance:

Oil change,  
Tire Rotation,  
Flush cooling system,  
Full tune up,  
Alignments,  
Brake flush,  
Brake replacement, etc

Full Time Technician

Coordinate sub work

Access to database

Software maint. Tracking

Bolt on / Bolt off repairs

Inside storage

24 hour service

Multiple Technicians

Not included:

towing,  
sublet work 15%,  
Body work

Light Maintenance:

Oil change,  
Tire Rotation,  
Flush cooling system,  
Full tune up,  
Alignments,  
Brake flush,  
Brake replacement, etc

Full Time Technician

Overnight parts delivery

Coordinate sub work

Access to database

Software maint. Tracking

Repairs necessary to

maintain fleet

Inside storage

Work day service

Emerg Overflow Work @

\$50 / hour

Not included:

towing,  
Parts & tax,  
sublet work,  
Body work