



BOARD OF COMMISSIONERS

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Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

ADMINISTRATIVE SERVICES COMMITTEE

WEDNESDAY, NOVEMBER 10, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #9**
4. Approval of Minutes dated September 15, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Back Scanning of Election Records and Posting on Internet (mailed)
7. Purchase of Identphoto 400CW Card System for Improvement of Concealed Weapons Permit Process and Authorize Acceptance of Photo Fees Authorized by Concealed Weapons Licensing Board (mailed)
8. Installation of Computer Monitors in Vital Records, Court and Election Lobbies (mailed)
9. Publication of Macomb County Services and Phone Numbers, County Logo and Artwork in the 2011 AT&T Yellow Pages, Grant Permission to AT&T Yellow Pages to Use Designation "Official Yellow Pages of Macomb County" and Approve Continuation of Advertising Contract (attached)
10. New Business
11. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
12. Adjournment

MEMBERS: Vosburg-Chair, Sauger-Vice-Chair, Brown, J. Flynn, Mijac, Szczepanski, Camphous-Peterson, Accavitti, Lampar and Gielegem (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMana - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AUTHORIZE THE CLERK / REGISTER OF DEEDS TO PURCHASE SCANNING SERVICES FROM REX CORPORATION ENABLING THE CLERK TO INCREASE ACCESS TO ELECTION RECORDS FROM 1838 TO THE PRESENT, AND PROVIDE FOR THEIR PRESERVATION, BY POSTING THEM ON ON THE INTERNET, AT A COST NOT TO EXCEED \$3,740. FUNDS ARE AVAILABLE IN THE ELECTIONS REVOLVING FUND (10119101 – 96520).

BACKGROUND:

The Elections Department currently has paper records dating back to 1838 in storage. To preserve history and create indexed, searchable records, the clerk is requesting to back scan these records. Records from 1998 to the present are available on the Internet already.

A public Request for Quotes was issued through the County’s Purchasing Department. The results are listed below:

Company	Location	Price
Rex Corporation	Saginaw, MI	\$ 3,738.22
Digital Science Group	Wayland, MI	\$ 4,785.00
Raycom Data Technologies	El Segundo, CA	\$ 6,895.70
Advance Microfilm, LLC	Port Huron, MI	\$ 6,950.45
DSS Corporation	Southfield, MI	\$ 8,979.23
HOV Services	Kalamazoo, MI	\$ 9,193.65
Parks Production Ltd.	Orion, MI	\$ 15,366.00

The quote from the company is attached. Funds are available in the Elections Revolving Fund.

This is similar to a 2009 project approved by the Board and completed by the clerk/register of deeds. In that project Board of Commissioners meeting minutes were scanned as text-searchable PDF document and are now posted and searchable on the clerk’s Web site. That project involved Board of Commissioners minutes from 1924 to 2000 and cost \$1,770.98 to complete.

INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE

COMMITTEE/MEETING DATE: ADMINISTRATIVE SERVICES: 11-10-10

**BID ITEM 22-10
PROPOSAL: SCANNING ELECTION RECORDS**



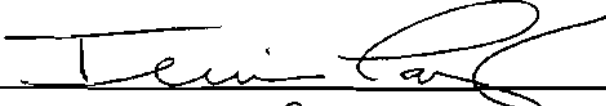
PRICE SHEET

We the undersigned, in response to Bid Item 22-10 Scanning Election Records, offer and agree to provide document scanning services to Macomb County as shown below:

Scanning Service Detail

- Books into OCR PDF
- 67 books
- Each election = separate PDF (if possible)
- 18,785 pages (approximately)
- Refer to Specification section for more details
- Check one: Scan on site _____ or Scan off site X
- Check one, each election is separate PDF: Yes X or No _____
- Properties section of the PDF:
 - Included in total cost of scanning service, Yes X
 - Extra cost would be: \$ _____

Total Cost of Scanning Service \$ 3738.22

AUTHORIZED SIGNATURE 
PRINT SIGNATURE TERIANNE CAREY
COMPANY NAME REX CORPORATION
ADDRESS 1840 N. MICHIGAN AVE. #
CITY, STATE, ZIP SAGINAW, MI 48602
TELEPHONE NUMBER 989-753-4450
DATE 10/26/10

RECYCLABLE PAPER

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: IMPROVE THE CONCEALED WEAPONS PERMIT PROCESS FOR THOUSANDS OF MACOMB COUNTY RESIDENTS PER YEAR BY AUTHORIZING THE CLERK/REGISTER OF DEEDS TO PURCHASE AN IDENTIPHOTO 400CCW CARD SYSTEM AT AN INITIAL COST NOT TO EXCEED \$8,009 AND AN ANNUAL COST OF \$6,000 FROM IDENTIPHOTO COMPANY LTD. FUNDS FOR THE INITIAL COST ARE AVAILABLE IN THE CLERK'S SPECIAL PROJECTS ACCOUNT (10121501 - 96600). FUNDS FOR THE ANNUAL COST ARE AVAILABLE IN THE CLERK'S SUPPLIES ACCOUNT (10121501 - 72634) ANNUALLY STARTING IN 2011.

FURTHERMORE, AUTHORIZE THE CLERK/REGISTER OF DEEDS TO ACCEPT ANY PHOTO FEES AUTHORIZED BY THE CONCEALED WEAPONS LICENSING BOARD AND AUTHORIZE THE CLERK TO DEPOSIT SUCH FEES IN A NEW CLERK'S OFFICE ACCOUNT CALLED THE VITAL RECORDS TECHNOLOGY FUND TO BE DEDICATED TO IMPROVING CUSTOMER SERVICE THROUGH THE APPLICATION OF TECHNOLOGY.

BACKGROUND:

The vital records section of the clerk / register of deeds office processes over 700 CPL applications per month. The number of applications is steadily increasing while the clerk/register of deeds staff decreases due to budget cuts:

Year	CPL Applications Processed	Clerk/ROD staff	
2011	10,000*	78	*projected
2010	8,625*	82	
2009	7,258	88	
2008	4,643	98	
2007	2,323	98	

Concealed weapons licensing is overseen by the Macomb County Concealed Weapons Licensing Board, whose members are: Macomb County Sheriff Mark Hackel, Prosecutor Eric Smith, and Michigan State Police Colonel Peter C. Munoz. Macomb County Clerk/Register of Deeds Carmella Sabaugh serves as clerk of this board.

Macomb County Clerk Carmella Sabaugh believes the only way to keep up with increasing demand with decreasing staff is through the smart use of technology. One of the most time consuming parts of the application process is preparing the actual permit cards. Under the current process, staff must print the permits, tear the perforation, properly trim and paste the applicant's photo and laminate the permit. When repeated over 700 times per month, this process can take up to 4-5 days per month. It is ripe for automation.

INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE

COMMITTEE/MEETING DATE: ADMINISTRATIVE SERVICES: 11-10-10

Identiphoto offers a printer that will print permits similar to a driver's license. The photo and signature are electronically stored and saved with the data and everything (including photo and signature) is printed onto the permit card. Once the permit comes out of the printer, the process is done. The clerk would save the steps of tearing perforation, pasting pictures and laminating, saving the 4-5 days it currently takes to assemble permits. Identiphoto worked with the State of Michigan to meet all requirements and these permits have been approved for use by the state.

Other Michigan counties that currently use this system include: Barry, Calhoun, Crawford, Genesee, Gratiot, Ingham, Jackson, Livingston, Newaygo, Ottawa, Washtenaw and Wayne.

In addition, and more importantly, this new CPL permit system will be more difficult to duplicate or tamper with. Although the clerk is unaware of any problems, the current method of assembling permits is very outdated and could easily be duplicated, potentially resulting in non-licensed people falsely carrying and/or purchasing a pistol.

Currently the applicant has the option of bringing in their own photo (purchased from another venue that offers passport photos) or having their photo taken in the clerk's office for \$15. As part of this new process, the Concealed Weapons Licensing Board may consider requiring all applicants to have their photo taken by the clerk's office so that it is electronically stored to be printed on the permit.

The clerk currently accepts photo revenue and is budgeted for \$20,000 from CCW photo fees (10121501 – 60777). It is unclear whether or how much additional revenue would be generated from this resolution or from CCW Board action, but this resolution applies any additional revenue towards all areas of clerk vital records technology improvements so that the office can continue to provide outstanding service and use and maintain the technology to do so.

The new system has estimated costs of \$6,000 per year for cards and ink. Funds are available in the clerk's office supplies account (10121501 – 72634) for the monthly supplies.

A quote from the company, sample permit and letter from the state police are attached. Funds are available in the Clerk's Office Special Projects Account (10121501 – 96600).

IDENTIPHOTO 4500CCW CARD SYSTEM

Fargo® DTC4500 Dual-sided Printer

- Edge-to-edge printing
- Modular design
- Dual input hopper (200 cards each)
- Two-year printer warranty
- Two-year printhead warranty, unlimited pass with UltraCard
- On-Call Express for one year
- Built-in Ethernet and USB connection
- Fargo's SmartClean™ roller integrated into every SmartLoad ribbon cartridge – keeps your cards and printhead free from potentially damaging dust and debris
- 9 mil to 40 mil accepted card thickness
- Fargo's SmartScreen™ graphical display provides easy-to-follow prompts to be sure you'll always know the status of the printer
- CR-80 credit card size & CR-79 sub-credit card size
- 31 seconds per card (YMCKOK)
- 24 seconds per card (YMCKO)
- Rewrite technology – no ribbon required
- Add lamination and/or encoding modules as your needs change

ID Flow™ Enterprise Edition

- Design cards and badges using powerful graphics and layout tools
- Add text graphics, photos, barcodes, magnetic stripes, watermarks and much more to card design
- Easily search for cardholder information using powerful and flexible search tools
- Captures from any TWAIN/WIA compatible camera or image scanner
- Customizable data entry forms – create your own or select from one of the included forms
- Customizable logs & reports – use any combination of fields & criteria to produce professional reports
- **Live ODBC / OLE DB Connectivity**
- View historical reports
- Central management enabled
- User logs and user accounts to set permissions (i.e. view only, print only, etc.)
- Supports multiple locations
- MS Access Connectivity

ScanShell 800 Scanner

- A mobile sheet-fed color scanning device that connects to any standard USB port
- Scan photos
- Includes photo capture license

Topaz Sig-Gem Signature Capture Pad

- High-speed data conversion
- Inking cartridge allows for digital signature to be captured while paper application is signed.
- E-sign law-compliant biometric signatures and software – encryption, compression and authentication for e-commerce

Supplies to Start

- 500 Light Blue PVC/Polyester composite cards
- One YMCKOK full-color ribbon – 500 prints
- Cleaning kit includes 4 printhead cleaning swabs, 10 cleaning cards, 10 gauze cleaning pads and instructions

Total Price

\$5,599.00

Configuration and Web/Phone Training

- Professionally configured and tested. This includes set-up of database and data entry screen, one three hour training session on administrative and basic operations of equipment and software.

Total Price (with configuration)

\$6,474.00

IDentiphoto™
Specialists in Identification

1810 JOSEPH LLOYD PARKWAY · WILLOUGHBY, OHIO 44094-8042
Phone (440) 306-9000 • Toll Free (800) 860-9111 • Fax (440) 306-9001
web: www.identiphoto.com • e-mail: sales@identiphoto.com

System Service Agreement \$1,535.00

- Extends the standard product warranty by one year – includes cost for labor and replacement parts – includes loaner printer if repair of printer extends beyond three (3) days. **(Note: Printheads and printer cases are not included under this program)**
 - Printer: 2 year product warranty extended to 3 years
 - Software: 60 days of software support extended to 1 year
- Includes three (3) printer tune-ups per contract period
 - General maintenance to be performed according to manufacturer's specifications
 - Units will be upgraded with all retro-fittable upgrades (including drivers and firmware) introduced by manufacturer
- Unlimited telephone technical support for software and hardware during office hours
- Discount off normal retail for these printer supply items – ribbons, cleaning supplies, blank card stock
- Discounted software upgrades
- Preferred service status

LEASING OPTION (100% TAX DEDUCTIBLE)

	<u>24 Monlhs</u>	<u>36 Months</u>	<u>48 Months</u>	<u>60 Months</u>
Lease payments on \$6,474.00	\$326.29	\$227.24	\$183.21	\$156.02
Lease payments on \$8,009.00	\$403.65	\$281.12	\$226.65	\$193.02

CALL FOR DETAILS

Options

DIGIDCAMSLR Includes: Canon Rebel SLR, AC Power Adapter, Tripod	\$770.98 ea
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Cards and Supplies

DESCRIPTION	QUANTITY	PRICE
#P80G30-82-LBL CR80 (Credit Card size) Graphics quality 30 mil Light Blue Composite (80% PVC, 20% Polyester) cards (100 per pack)	1+	\$23.00 ea.
#45210-FGO YMCKOK – Full-color ribbon with two resin black panels and clear overlay – 500 images	1+	\$200.00 ea.
#86177-FGO Cleaning kit (includes 2 printhead cleaning pens, 10 cleaning cards, 10 cleaning pads)	1	\$39.95 ea.

*Per card cost – approximately \$0.64 each

*** Cleaning kit is an essential component to every printer. Proper maintenance can prevent many unnecessary service calls.

Accessories

#3928-1300 Backdrop – White	1	\$25.65 ea.
#BKDP-KIT White backdrop with tripod and case	1	\$179.00 ea.

Important Notes:

- * Proposal is valid through December 1, 2010. This pricing is based on the ID Flow configuration (deviating from the hardware configuration may result in higher costs or voided warranties).
- ** Identiphoto requires 50% deposit upon order and the balance upon delivery.
- *** **Identiphoto Company recommended system requirements:**
 Windows 2000, XP Professional: Pentium IV class computer (2.0 GHz) or equivalent (VISTA: dual-core processors) with 1GB of RAM, (VISTA: 2GB of RAM), CD/DVD drive, 80GB or more of hard drive space, graphics card supporting 1024 x 768 or higher resolution; 2MB video card (VISTA: 64MB video card), minimum of 4 free USB ports (quantity determined by equipment purchased). (NT call for optional equipment.)
 - If graphics memory is shared, we strongly recommend minimum of 1GB of RAM.
 - For customers using older parallel port printers, you need to have LPT port.
- **** System set-up not to exceed three hours.

RI-13 (04/03)

Michigan Concealed Pistol License



LICENSE # EB123456				<input type="checkbox"/> Duplicate	
<input checked="" type="checkbox"/> Exempt from pistol free zones, MCL 28.425o(4)					
Last Name Ester					
First Thomas					
Middle Edward					
DOB	SEX	HEIGHT	EYES		
8/12/81	M	5' 11"	Brown		
CLERK'S SIGNATURE					
WAYNE COUNTY					
ISSUE DATE			EXPIRATION DATE		
3/12/10			3/12/11		

Authority: Act 372 of 1927 as amended. Completion. Voluntary. Penalty: No license.

Licensee's Signature

This license allows the licensee to carry a pistol on or about his person anywhere in the state, except a licensee shall not carry a concealed pistol at a school, on school property, day care center, child placing agency, sports arena, stadium, bar or tavern licensed to serve liquor, church, synagogue, mosque, temple or other place of worship, entertainment facility seating more than 2500 people, hospital, dormitory or classroom of a college or university or casino or as otherwise prohibited by law. Consult the statute for complete wording of pistol free zones.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING



COL. PETER C. MUNOZ
DIRECTOR

August 14, 2009

Mr. Geoffrey M. Urbanowski
IDentiphot Company, LTD
1810 Joseph Lloyd Parkway
Willoughby, OH 44094

Dear Mr. Urbanowski:

Thank you for the demonstration of the IDentiphot program and printer that would be able to print the Michigan Concealed Pistol License, as a card similar to a driver license.

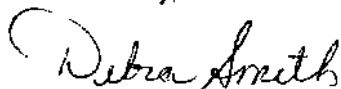
Upon discussion with our legal unit, we have made the determination that your company may proceed and offer your printer/services to the county clerks in Michigan for the purpose of issuing Concealed Pistol Licenses.

The licenses must be printed in the same format the state has designed for this purpose, and must be able to capture the county clerk's signature and the licensee's signature and photograph. We will not be requiring security features or holograms, since our paper licenses do not have security features. A police officer would verify a person claiming to be a CPL holder in the state database and the county records.

Counties choosing to use your printer would be responsible for any costs associated with it.

If you have any questions, please contact me at 517 322-5548.

Sincerely,


Debra Smith, Manager
Firearms Records Unit

RECYCLABLE PAPER

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AUTHORIZE THE CLERK/REGISTER OF DEEDS TO IMPROVE CUSTOMER SERVICE BY PROMOTING SELF-SERVICE IN THE CLERK'S VITAL RECORDS, COURT AND ELECTIONS LOBBIES THROUGH THE PURCHASE AND INSTALLATION OF LARGE COMPUTER MONITORS FROM ABC WAREHOUSE AT A COST NOT TO EXCEED \$3,072. FUNDS ARE AVAILABLE IN THE CLERK'S DATA PROCESSING ACCOUNT (\$2,559 FROM 10121501 - 72607) AND OFFICE SUPPLIES ACCOUNT (\$513 FROM 10121501 - 72624).

BACKGROUND:

The clerk / register of deeds has 20 less staff than in 2008. However, the demand for many services has not decreased. One way to continue to provide good service is to enable more customers to serve themselves or to enable customers to get their own information and directions while in the lobby, without having to ask a staff person.

These monitors would be similar to the service provided in Secretary of State's offices and will allow the customers to see helpful information about services provided in the office, fees, and the proper line in which to wait. The clerk believes this will reduce the amount of staff time required to serve each customer, which will let staff continue to service customers, despite the prior staff cuts and budget reductions that have occurred. These monitors will also display information for the FastPass system the clerk is developing.

This resolution authorizes the purchase of three large screen computer monitors, mounts, and covers the cost of installation by the Facilities and Operations Department for the vital records lobby, court lobby and elections lobby. The fourth monitor is smaller and mobile, which could be used for Gun Board, Elections Commission or other meetings. ABC Warehouse was selected because it is the county's vendor for these types of products, but the clerk did also work with the Purchasing Department to check with Best Buy and with online vendors. The total costs will include:

Qty.	Item	Price each	Total
2	Samsung 42" Plasma PN42C450	527.00	\$1,054.00
1	Samsung 32" LN32C450	369.00	369.00
1	Toshiba 19" TV/DVD combo 19DV1000	219.00	219.00
1	Sanus LL22B flush flat TV mount	89.00	89.00
1	Vantage Point VEMB extendable flat TV mount	100.00	100.00
1	Melia Mount ATM3755 extendable flat TV mount	179.00	179.00
Labor	Electrician for wiring	750.00	750.00
Labor	Carpenters to hang	312.00	312.00
			\$3,072.00

Funds are available in Clerk's Office Office Supplies (10121501 - 72624): \$513.00 and Clerk's Office Data Processing (10121501 - 72607): \$2,559.00.

INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE

COMMITTEE/MEETING DATE: ADMINISTRATIVE SERVICES: 11-10-10

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve the publication of Macomb County services and phone numbers, county logo and artwork in the 2011 AT&T Yellow Pages at no cost to Macomb County; the Board of Commissioners grants permission to the AT&T Yellow Pages to use the designation "Official Yellow Pages of Macomb County"; further, approve continuation of the advertising contract at \$255.50 per month

INTRODUCED BY: Kathy Vosburg, Chair, Administrative Services Committee

COMMITTEE/MEETING DATE
Administrative Services 11-10-10

