



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

ADMINISTRATIVE SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 4, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Hosting of 2009 Volunteer Recognition Awards Program (mailed)
6. Participation in Macomb County Close-Up Student Government Day (mailed)
7. Posting of Podcasts of Board of Commissioner Committee Meetings on Website (mailed)
8. Formation of Work Group Re: Video Taping Full Board Meetings (mailed)
9. Purchase of Laptop for Register of Deeds and Wireless Networking Card and Bluetooth Card for Clerk's Current Laptop (mailed)
10. Award Bid for Printing 50,000 Copies of 2009 Macomb County Directory (mailed)
11. Presentation about Clerk/Register of Deeds Office
12. New Business
13. Public Participation
14. 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 Duzij - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - 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 _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve hosting the 2009 Volunteer Recognition Awards Program.

INTRODUCED BY: Kathy Vosburg, Chairman, Administrative Services Committee

The Macomb County Board of Commissioners sponsors this annual event which recognizes Macomb County residents who have been regarded as exceptional volunteers.

Each year hundreds of letters are sent to local churches, hospitals and non-profit human service organizations throughout Macomb County, requesting their nominations for exceptional volunteers. Approximately 50 winners are chosen from the nominees, based on predetermined criteria set forth by the Board of Commissioners.

The outstanding volunteer winners and a guest are invited to attend an awards ceremony hosted by the Board of Commissioners at the County Administration Building. On the evening of the event the outstanding volunteer winners share this special evening with their County Commissioner and are presented with an award certificate.

COMMITTEE/MEETING DATE

Administrative Services 2/4/09

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve participation in Macomb County Close-Up Student Government Day.

INTRODUCED BY: Kathy Vosburg, Chairman, Administrative Services Committee

For the past six years, the Macomb County Board of Commissioners and the Macomb Intermediate School District have partnered to host Macomb County Close-Up Student Government Day. Funding for the program is provided by a federal grant from the Close-Up Foundation.

The program is designed to give Macomb County high school students an opportunity to learn about and experience their local government first hand. During the day-long event, students tour the Macomb County Jail and meet with their County Commissioner and receive a close look at the inner workings of county government by "shadowing" county officials. The day concludes with students participating in a "mock" county commission meeting where they play the role of a county commissioner and discuss and vote on various issues presented to them.

COMMITTEE/MEETING DATE

Administrative Services 2/4/09

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve posting Podcasts of Board of Commissioner committee meetings on the Board of Commissioners website.

INTRODUCED BY: Kathy Vosburg, Chairman, Administrative Services Committee

The Macomb County Board of Commissioners committee meetings are held weekday mornings. The committee meeting proceedings are recorded in a number of formats including digital audio. Making the digital audio files available on the Board of Commissioners' website will allow individuals to listen to the committee meeting proceedings through their desktop/laptop computer after the meeting is adjourned.

This feature will benefit members of the public who are unable to attend committee meetings, but are interested in listening to discussion on a particular topic. It will also reduce the number of requests for copies of audio recordings of committee proceedings. The recordings will be available online to anyone free of charge.

COMMITTEE/MEETING DATE

Administrative Services 2/4/09



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

MEMORANDUM

January 27, 2009

To: Commissioner Kathy Vosburg, Chair, Administrative Services Committee

From: Don Brown, County Commissioner, District 13 *DB*

Re: Broadcasting County Board Meetings

Please place on the agenda for the Administrative Services Committee the subject of broadcasting meetings of the Macomb County Board of Commissioners. Despite failed efforts in the past to video record our meetings for local public access channels, I believe now is the time consider the subject again. Given the difficult financial times our county is experiencing, the public should be given every opportunity to see and hear the deliberations of their elected officials as we confront today's challenges.

Regarding the process, I would offer an opportunity for each of the communities' public access stations to video record our meetings. Perhaps we could offer each community one month out of the year where they could record the meeting(s) and share it with the other cable stations throughout the county. I would suggest we coordinate with Public Affairs Director Phil Frame, who may have other options as well. Whatever format selected, having our deliberations recorded for the public is preference over not having our meetings recorded at all.

I look forward to working with you and members of the committee to create a more transparent county government process.

DCB:dlr

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - 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 Szezepanski - 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

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

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

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

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve formation of a work group to begin preliminary discussion of video taping Full Board Meetings.

INTRODUCED BY: Kathy Vosburg, Chairman, Administrative Services Committee

COMMITTEE/MEETING DATE

Administrative Services 2/4/09

RECYCLABLE PAPER

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

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AUTHORIZE THE COUNTY CLERK/REGISTER OF DEEDS TO PURCHASE A LAPTOP FOR THE REGISTER OF DEEDS, AND A WIRELESS NETWORKING CARD AND BLUETOOTH CARD FOR THE CLERK'S CURRENT LAPTOP AT A COST NOT TO EXCEED \$4,200.00. BOTH LAPTOPS ARE MAINLY USED FOR MOBILE OFFICES AND MEETINGS. FUNDING IS AVAILABLE IN THE REGISTER OF DEEDS TECHNOLOGY FUND. REFER TO BUDGET COMMITTEE.

BACKGROUND:

The Clerk/Register of Deeds office has a "mobile office" that travels to different areas in the county to provide clerk/register of deeds services to citizens in their local communities. This saves the citizens from having to travel downtown to take care of their business, saving high-priced gas and time. The regular mobile office visits one library in a different community each month but also travels to events such as passport fairs, Headstart registration and senior centers. One of the more popular requests at the Mobile Offices is real estate records. The Register of Deeds Office also conducts seminars around the county, especially at senior centers. Real estate issues are main concerns for seniors as they are preparing their estates. The Register of Deeds needs its own laptop to serve the public at these events. With their own laptop, they are able to print the requested deeds on the spot and take care of all the customers' needs.

The previous laptop purchase for the Clerk's Office was for \$3,682.92. This purchase will not be made until final amounts are provided by the IT Department. The reason the cost of this laptop is likely higher is because a wireless network card and Bluetooth are required but were not initially provided in the previous laptop. This resolution was not provided to the IT Department in time to have final figures ready for the Administrative Services Committee, but figures will be ready for the Budget Committee.

**INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE**

COMMITTEE/MEETING DATE: 02-04-09

RECYCLABLE PAPER

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

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AWARD BID TO DEARBORN LITHOGRAPH, INC. FOR PRINTING 50,000 COPIES OF THE 2009 MACOMB COUNTY DIRECTORY IN THE AMOUNT OF \$25,143.00. FUNDS ARE AVAILABLE IN THE CLERK'S OUTSIDE PRINTING BUDGET.

BACKGROUND:

The Macomb County Clerk/Register of Deeds prints the official directory for Macomb County bi-annually instead of annually to save money. A new version is available online each year but only printed every other year. No directory was printed in 2008; therefore a new one will be printed for 2009. The county directory is a comprehensive list of county and local government officials, offices and services, including addresses, phone numbers and Internet addresses. It is available to the public and to all elected officials for distribution. The Purchasing Department sent out and received sealed bids, which were read aloud publicly in the Purchasing Department at 10:00 a.m. on November 6, 2008, with results for 50,000 directories as follows:

Company	Price
Dearborn Lithograph	\$ 25,143.00
Phillips Brothers	\$ 25,172.00
Printwell	\$ 27,374.26
Vanrees & Associates	\$ 29,122.00
Select Graphics	\$ 30,667.00
Edwards Brothers	\$ 31,889.00
Data Reproductions	\$ 34,709.00
Johnston Lithograph	\$ 36,609.00
Spectrum Printers	\$ 36,781.00
Allegra	\$ 45,860.00

The clerk is requesting to print 50,000 directories from the lowest responsible bidder, Dearborn Lithographs, Inc., in the amount of \$25,143.00. The Purchasing Department concurs. Dearborn Lithographs has excellent references and is located in Michigan. Dearborn Lithographs is the only union vendor to submit a bid.

**INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE**

COMMITTEE/MEETING DATE: 02-04-09