



FINANCE COMMITTEE REVISED AGENDA

June 9, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Due to limited seating and MDHHS social distancing requirements, public participation is encouraged via Zoom.

	Pages
1. CALL MEETING TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	3
Meeting minutes dated: May 19, 2021	
4. TABLED ITEMS FROM PREVIOUS MEETINGS	
5. APPROVAL OF AGENDA	
6. CALL TO THE PUBLIC	
7. REPORTS	
7.1. Revenue Forecast Committee	
8. RESOLUTIONS FOR CONSIDERATION	
8.1. Fiscal Services	8
Resolution to Revise the Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan	
8.2. Court Central Services	19
Resolution Authorizing Specialty Courts and Programs to Apply for State Court Administrative Office Grant Funding For FY 2022	
8.3. Treasurer	22
Resolution Authorizing the County Treasurer to Establish Fund 286 ARPA (American Rescue Plan Act)	
8.4. Sheriff	24
Resolution Approving a 24 Month Pilot Program at the Sheriff's Office	

Allowing Double Filling Certain Positions for Sixth Months

8.5.	Sheriff	26
	Resolution Authorizing the Board Chair to Sign a Letter of Understanding Regarding Detective Promotions, Increased Comp Bank, and Increased Hire Pay	
8.6.	Facility Services	30
	Resolution Authorizing Asphalt Replacement at the West Complex - Facility Services	
8.7.	LETS	32
	Resolution Authorizing an Agreement with Ecolane to Upgrade to the Agency-branded App and to Purchase the Customer Service and Feedback Module – LETS	
8.8.	LETS	56
	Resolution Authorizing LETS to Apply for Capital Funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program – LETS	
*8.9.	Equalization Department	62
	Resolution to Levy 2021 Allocation Millage	
9.	CLAIMS	
	Dated: June 9, 2021	
10.	PREAUTHORIZED	
	Dated: May 14 through June 3, 2021	
11.	CALL TO THE PUBLIC	
12.	ADJOURNMENT	

FINANCE COMMITTEE

MEETING MINUTES

May 19, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present Kate Lawrence , Douglas Helzerman, Brenda Plank, Carol Sue Reader,
Wes Nakagiri, Jay Drick, Mitchell Zajac, Carol Griffith, Jay Gross

1. **CALL MEETING TO ORDER**

The meeting was called to order by Commissioner Lawrence at 7:30 a.m.

2. **ROLL CALL**

Indicated the presence of a quorum.

3. **APPROVAL OF MINUTES AND CLOSED SESSION MINUTES**

Meeting Minutes and Closed Session Minutes dated: May 5, 2021

Motion to approve the minutes as presented.

Moved by: C. Griffith

Seconded by: W. Nakagiri

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

5. **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

Moved by: D. Helzerman

Seconded by: J. Gross

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

7.1 46th Annual EMS Week

Celebrate EMS Practitioners May 16th through 22nd

Commissioner Lawrence expressed appreciation on behalf of the Board of Commissioners to all 101 EMS Professionals in Livingston County. Allison Nalepa, Communication Specialist, presented a video highlighting comments and stories from the community.

7.2 Commissioner Reports

- a. Commissioner Nakagiri reported that he attended the post-election audit in Handy Township for a bond proposal. He was impressed and was reassured in the integrity of Livingston County's elections.
- b. Commissioner Helzerman reported that the term for the appointment of Steve Williams on the Huron Clinton Metropolitan Authority Board is expiring this month and will be considered at the Personnel Committee being held after this Finance Committee meeting.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Administration

Resolution Authorizing Livingston County's Annual Budget Process and Calendar
Cindy Catanach, Financial Officer, presented the resolution and answered questions.

Amendment: Motion to amend the calendar to reflect that the Work Session will be scheduled for the week of June 14th.

Moved by: M. Zajac

Seconded by: J. Drick

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: J. Drick

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.2 Board of Commissioners

Resolution to Authorize Entry into a Consent Judgment in the Charter Township of Brighton Litigation for the Vacation of Land and Amendment to the Plat of the Brighton Country Club Annex Subdivision

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: B. Plank

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.3 Veterans Services

Resolution Authorizing Livingston County Veterans Services Build out Project

Mary Durst, Veterans' Services Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: M. Zajac

Seconded by: D. Helzerman

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.4 Family Support

Resolution Authorizing the Modification of the Part-Time Administrative Aide Position in the Family Support Division to a Full-Time Administrative Aide Position

Recommend Motion to the Board of Commissioners.

Moved by: J. Gross

Seconded by: C. Reader

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.5 Emergency Management

Resolution to Approve the FY 2020-2021 Hazardous Materials Emergency Preparedness Grant Program Award Agreement

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: J. Drick

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.6 Board of Commissioners

Resolution Requesting Authorization to Submit a Request for Coronavirus State and Local Fiscal Recovery Funds - Board of Commissioners

Nathan Burd, County Administrator, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: M. Zajac

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

9. CLAIMS

Dated: May 19, 2021

Recommend Motion to the Board of Commissioners.

Moved by: J. Gross

Seconded by: C. Griffith

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

10. PREAUTHORIZED

Dated: April 30 through May 13, 2021

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: D. Helzerman

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

11. CALL TO THE PUBLIC

Commissioner Helzerman shared that the business next door and shared lot spaces will need to be addressed.

12. ADJOURNMENT

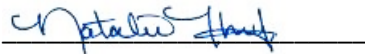
Motion to adjourn the meeting at 8:57 a.m.

Moved by: D. Helzerman

Seconded by: C. Griffith

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Revise the Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan – Fiscal Services

WHEREAS, it has been determined that the implementation of an Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan will assist the Retirement Plan Advisory Committee in effectively selecting, supervising, and evaluating the investment options provided under the Plan; and

WHEREAS, this Policy has been revised by CAP Trust, Financial Advisors, and reviewed and approved by the Retirement Plan Advisory Committee; and

WHEREAS, this Resolution has been recommended for adoption by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan.

#


#

#

MOVED:

SECONDED:

CARRIED:



3. Livingston County 457 IPS.docx

**Livingston County 457(b)
Deferred Compensation Plan**

May 2021



Contents

-1- Statement of Purpose.....	2
-2- Policy Goals & Objectives	2
-3- Roles & Responsibilities.....	3
Livingston County or Plan Committee as Investment Fiduciary:.....	3
Investment Consultant:	3
-4- Plan Investment Asset Classes.....	4
-5- Investment Selection	4
-6- Investment Evaluation.....	6
-7- Replacement of Selected Investment Options.....	6
-8- Conclusion	8
Qualified Default Investment Alternative Addendum.....	9

-1- Statement of Purpose

The primary purpose of the Livingston County 457(b) Deferred Compensation Plan (the “Plan”) is to provide a retirement benefit for Plan participants and their beneficiaries by offering the opportunity for long-term capital accumulation.

The Plan is structured to offer participants and their beneficiaries a core set of reasonably priced investment options with different risk and return characteristics, which, when combined, will allow for the construction of a portfolio intended to match most participants’ unique retirement investment objectives.

Assets within the Plan may consist of contributions made by both participants and by Livingston County. All assets are subject to the investment direction of eligible participants or their beneficiaries.

-2- Policy Goals & Objectives

The IPS is designed to provide meaningful direction for the Investment Fiduciaries of Livingston County and the designated Investment Consultant in the management of Plan investment options. The policies within the IPS are not binding but serve as guidelines for the Investment Fiduciary in fulfilling their responsibility to exercise considered judgment in acting solely in the long-term interest of Plan participants and their beneficiaries. The IPS is designed to serve as a general guideline. There may be specific circumstances that the Investment Fiduciary determines warrant a departure from the guidelines contained herein. In general the IPS:

- Establishes the roles and responsibilities of the Plan’s Investment Fiduciary and the Investment Consultant hired to assist in the fulfillment of the Investment Fiduciary’s duties;
- Identifies appropriate investment asset classes for inclusion in the Plan’s menu of investment options;
- Establishes a prudent process for selecting appropriate investment options to be made available for participant direction;
- Designates an investment option to which all assets will be directed by the Plan Sponsor in the absence of a positive election by a participant or beneficiary, which will either serve as the Plan’s default or Qualified Default Investment Alternative;
- Establishes a prudent process by which selected investment options generally will be monitored for compliance with this IPS; and

- Develops methods for adding new investment options and for replacing existing investment options that do not comply with the terms of the IPS.

-3- Roles & Responsibilities

Livingston County or Plan Committee as Investment Fiduciary:

Although it is intended that participants will direct the investment of their accounts under the Plan, Livingston County, as Investment Fiduciary, will select the array of investment options to be made available for participant investment, and then provide on-going oversight of those investment options.

Livingston County has chosen to appoint a Plan Investment Committee (the “Committee”) to assist in the fulfillment of its fiduciary responsibilities. (In contemplation of the continued appointment of a Committee, the words “Committee” and “Investment Fiduciary” are used interchangeably in this IPS.) The Committee will be formed and governed either by a separate document, or according to Livingston County’s governance structure. If Livingston County disbands the Committee, Livingston County shall have the ability to exercise all authority granted to the Committee.

The Committee normally will review, at least on an annual basis, the acceptability of the universe of investment options made available within the Plan’s chosen administrative environment, e.g. the Plan’s record-keeper and trustee / custodian. The Committee will review the Plan’s investment options following the regimen outlined later in this IPS.

The Committee intends to discharge its fiduciary responsibilities with respect to the Plan with the assistance of an independent Investment Consultant.

Investment Consultant:

Responsibilities of the Investment Consultant include:

- Educating the Committee on issues concerning the selection of investment options for the Plan;
- Assisting in the analysis and initial selection of investment options to be made available for participant investment;
- Assisting the Committee with the on-going review of the investment universe made available within the Plan’s chosen administrative environment;

- Assisting the Committee with the review of the performance of the selected investment options, on at least an annual, but more often a quarterly basis, in comparison to their stated objectives and their relative performance and pricing as compared to their peers and designated benchmarks;
- Providing specific investment advice to the Committee with respect to the Plan on a regular basis, pursuant to a mutual understanding with the Committee that the advice will serve as a primary basis for the Committee's investment decisions, and that the advice will be individualized based on the needs of the Plan. Such advice may relate to the advisability of investing in, purchasing, holding, and selling securities or other property;
- Assisting the Committee in the selection of additional or replacement investment options to be made available for participant investment;
- Bringing information to the Committee, on an ad hoc basis as appropriate, that the Investment Consultant feels may alter the Committee's assessment of a given investment option, asset class or strategy.

-4- Plan Investment Asset Classes

The Plan's investment menu is structured in accordance with modern portfolio theory, which holds that the asset allocation decisions among a broad range of investment alternatives is the most critical determinant of a portfolio's long-term success or failure. The Committee's goal is to offer a core set of diversified investment options that represent a broad range of different asset classes with different risk and return characteristics.

The Plan's investment menu may include, but are not limited to, options from the following broad asset classes: Capital Preservation, Fixed Income, Asset Allocation, including Balanced, Target Risk, Life Cycle and/or Target Date, Domestic Equity, International Equity and Specialty. These asset classes are described in more detail in CAPTRUST's Investment Policy Monitoring Methodology document.

-5- Investment Selection

As mentioned, the Committee has structured the Plan to offer participants and their beneficiaries a core set of reasonably priced investment options with different risk and return characteristics. Selection of these investment options is done in the context of the Plan's administrative environment which may impact the number, type and cost of investment options available to the Plan. The Committee may also consider the method and payment of Plan expenses, which may be altered by investment-related decisions.

Once the Committee has selected the range of asset classes to be represented within the Plan, the following screening criteria will be among those applied to the available actively managed options:

Fees – All investment options must charge “reasonable” fees to investors. The expense ratio for a given investment should generally fall below the average expense ratio for the peer group. Exceptions may be made for investment options that the Committee feels may produce performance that would justify higher than average fees.

Style Consistency – Since each investment option is chosen to fulfill a specific part of the Plan’s overall investment menu, investment options should have demonstrated a consistency in investment style and performance. Some variation may be allowed when an investment option’s given style moves in and out of favor, or when an investment option’s successful investments outgrow their initial investment classification.

Volatility and Diversification – Unless chosen to deliver investment performance that is characteristic of a specific industry or sector of the investment spectrum, investment options generally will be broadly diversified portfolios and will avoid unreasonable overweighting in a given investment, industry or sector. Volatility, as measured by Standard Deviation of returns, should be within reasonable ranges for the given peer group. Other risk measures and ratios, including Sharpe ratio, information ratio and beta, may be used as well.

Performance – With few exceptions, all actively managed investment options should rank in the top 50% of their given peer group for the 3 or 5 year annualized period at the time of their selection. While past performance is not indicative of future returns, peer-relative performance offers the Committee perspective on how the investment option has performed over a reasonably demonstrative period of time relative to other choices. In addition to performance, the Committee should consider other variables including (but not limited to) fees, investment style purity, and risk management practices, in order to develop a holistic view about a strategy and its appropriateness within the Plan. Passively managed options do not need to meet the same ranking criteria; rather, measures such as tracking error to the stated benchmark are more important measures of performance for these options.

Management & Organization – Manager tenure and industry experience are values to be emphasized, as is the strength and expertise of an investment option’s sponsoring organization. Sponsoring organizations are generally expected to adhere to accepted standards of ethical practice and to comply with all appropriate securities regulations. When necessary, preference will be given to investment management organizations with a proven commitment to the interests of long-term investors.

Additional Factors – In addition to the above outlined factors, the Committee will also consider other factors, which may be less tangible, including fund specific situations and anomalies in the capital markets or in the Plan’s unique situation.

After inclusion in the Plan each investment option is expected to maintain a high level of acceptability as described in the Investment Evaluation section of this IPS.

-6- Investment Evaluation

With the assistance of the Investment Consultant, the Committee will monitor the investment options made available within the Plan to ensure they remain compliant with the criteria used to initially select them for inclusion in the Plan under this IPS or such other or additional criteria as appropriate. As part of that process, the Committee may consider the ranking of investment options relative to their peers using a comprehensive Scoring System proprietary to the Investment Consultant. (See CAPTRUST's Investment Policy Monitoring Methodology document.)

The following criteria provide an outline for the evaluation process:

- On a quarterly basis, the Plan's Investment Consultant will provide the Committee with a comprehensive report of each investment option's relevant performance and relative rankings against appropriate indexes, and within appropriate peer groups. The Investment Consultant will review the report with the Committee at least annually, or more often as necessary and appropriate.
- The Investment Consultant will also communicate with the Committee on an ad hoc basis, as appropriate, concerning any material changes affecting any of the selected investment options. Material changes may include management changes, changes to the investment option's pricing structure or significant changes in the investment option's fundamental policies and procedures that the Investment Consultant feels warrant Committee review.
- The Committee normally will meet with the Investment Consultant, at least annually, to evaluate each investment option as well as the overall status of the Plan's IPS, if necessary.
- If the Investment Consultant's proprietary Scoring System indicates that a given investment option may no longer meet the appropriate and reasonable standards required to remain included in the Plan's menu, the Committee will take appropriate steps.

-7- Replacement of Selected Investment Options

Since the intention of the Plan is to provide opportunities for long-term asset accumulation for participants and beneficiaries, it is not expected that either the investment asset classes or specific investment options will be changed or deleted frequently.

It is possible that changes may become desirable or necessary, however, based upon factors such as:

- The addition of a new asset class or investment alternative that was not a part of the Plan's initial menu. Such an addition will be subject to a similar selection regimen to that outlined earlier in the IPS;
- The elimination of a given asset class from the Plan's menu; and
- The desire to replace one of the Plan's investment options with another investment option that the Committee feels will more successfully deliver the desired asset class characteristics. Reasons may include, for example, the availability of options that were not initially open for Committee consideration, or a change in the performance or fee structure of a competing option. It may also be true that a given investment option is no longer available through the Plan's chosen administrative environment. Investment options can be removed or changed after a thorough comparative review using the regimen outlined earlier in the IPS; and
- The need to replace or eliminate one of the Plan's investment options after noncompliance with this IPS has been established, or appears likely.

-8- Conclusion

It is understood that the guidelines set forth in this statement are meant to serve as a general framework for prudent management of the assets of the Plan. Changing market conditions, economic trends or business needs may necessitate modification of this IPS. Until such modification, this document will provide the investment objectives and guidelines for the Plan's assets, subject to the caveats stated herein. This IPS may be modified by written approval of a majority of the Committee members or, if no such Committee exists, by the Plan Sponsor.

Approved by Livingston County, and adopted on this _____ day of _____, 2021.

Signature, Title

Witnessed by CAPTRUST Financial Advisors & adopted on this _____ day of _____, 2021.

Signature, Title

Qualified Default Investment Alternative Addendum

Qualified Default Investment Alternatives (QDIAs) are specific investment vehicles that are used when a plan participant or beneficiary fails to make affirmative investment elections. After reviewing the demographics of the Plan, the Committee has decided to use a target date fund suite to function as the Plan's QDIA.

DRAFT

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Specialty Courts and Programs to Apply for State Court Administrative Office Grant Funding For FY 2022 – Court Central Services / Finance / Full Board

WHEREAS, The State Court Administrative Office (SCAO) authorizes the expenditure of federal and state funds by awarding competitive grant awards to operate individual specialty court programs throughout Michigan and has identified funds to be awarded for FY 2022 that **do not require county match**; and

WHEREAS, Livingston County's 53rd District Court and the 44th Circuit Court constitutes a jurisdiction designated to operate Specialty Courts and Programs; and

WHEREAS, Specialty Courts and Programs are seeking approval to apply for FY 2022 Michigan Drug Court Grant Program (MDCGP) funding for Juvenile Drug Treatment Court and Adult Drug Court; and

WHEREAS, Specialty Courts and Programs are seeking approval to apply for Swift & Sure Sanctions Probation Program (SSSPP) funding for FY 2022; and

WHEREAS, Specialty Courts and Programs are seeking approval to apply for FY 2022 Mental Health Court Grant Program (MHCGP) funding for Intensive Treatment Mental Health Court; and

WHEREAS, Specialty Courts and Programs are seeking approval to apply for Michigan Veterans Treatment Court Grant Program (MVTCGP) funding for FY 2022; and

WHEREAS, The 53rd District Court and 44th Circuit Court will request funds for staffing, treatment, drug and alcohol testing, training, and other program-related expenses necessary to operate the Livingston County Specialty Courts and Program during FY 2022, in *approximate* amounts as noted below:

SPECIALTY COURT	FY21 FUNDING REQUEST	FY 2021 PERIOD
MDCGP- Adult Drug Court	Approximately \$300,000 (Due 7/1/2021)	10/1/2021 - 9/30/2022
MDCGP - Juvenile Drug Treatment Court	Approximately \$50,000 (Due 7/1/2021)	10/1/2021 - 9/30/2022
Swift & Sure Sanctions Probation Program (SSSPP)	Approximately \$150,000 (Due 7/1/2021)	10/1/2021 - 9/30/2022
MHCGP- IT Mental Health Court	Aproximately \$200,000 (Due 7/1/2021)	10/1/2021 - 9/30/2022
MVTCGP- Veterans Treatment Court	Approximately \$95,000 (Due 7/1/2021)	10/1/2021 - 9/30/2022

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners authorizes Specialty Courts and Programs to apply for the SCAO FY 2022 funding for all Specialty Courts and Programs.

#

#

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Sara Applegate, Specialty Courts & Programs Administrator

Date: June 2nd , 2021

Re: Resolution Authorizing Specialty Courts and Programs to Apply for State Court Administrative Office Grant Funding for FY 2022 – Court Central Services/Finance Committee / Full Board

We are requesting Board approval to submit a total of 5 grant applications to the State Court Administrative Office (SCAO) requesting funding for Adult Drug Court, Intensive Treatment Mental Health Court, Veterans Treatment Court, Juvenile Drug Treatment, and the Swift & Sure Sanctions Probation Program. **No county match is required for any of these programs.** Applications will be submitted individually under the appropriate funding opportunity.

We will be requesting funding amounts for each program based on the awards received during FY 2021 and individual needs of each program.

If awarded, FY22 funding will begin October 1, 2021 through September 30, 2022.

Thank you for your consideration in this matter.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the County Treasurer to Establish Fund 286 ARPA (American Rescue Plan Act) - Treasurer

WHEREAS, resolution #2021-05-074 authorized the submission request for Coronavirus State and Local Fiscal Recovery Funds; and

WHEREAS, Livingston County is expecting to receive ARP (American Rescue Plan) dollars in a total of \$37,292,778, which will be received in two equal installments with the first arriving any day now and the second expected to arrive a year from the first; and

WHEREAS, the Coronavirus State and Local Fiscal Recovery Funds are restricted for specific purposes as defined by the ARPA; and

WHEREAS, the Livingston County Treasurer recommends establishing a special revenue Fund 286 for the specific purpose of tracking revenues and expenditures related to these ARPA funds.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish Fund 286 – ARPA Fund.

THEREFORE BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the necessary transfers and budget amendments to effectuate this resolution.

#

#

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY TREASURER

**200 E. Grand River
Howell, MI 48843**

Phone 514-546-7010 Fax 517-545-9638

Web Site: livingstonlive.org

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer M. Nash, Treasurer
Date: June 1, 2021
**Re: RESOLUTION AUTHORIZING CREATION OF ARPA FUND-
282 (AMERICAN RESCUE PLAN ACT)**

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. That act provides Fiscal Recovery Funds to State, local and Tribal governments related to COVID-19 and its economic impact on local government.

Resolution 2021-05-074 authorized the submission of request for Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan. Livingston County is expected to receive a total of \$37,292,778. The funds are expected to be received in two equal installments with the first arriving any day now and the second arriving one year from the first.

These funds are restricted for ARPA eligible expenses and may only be used for purposes outlined in the act. As a recipient of these funds, we must be able to document that ALL funds have been utilized appropriately and within the constraints of the act. It is my recommendation that we establish a separate special revenue fund known as the American Rescue Plan Act Fund 286. This fund will be used specifically for the recording of the financial transactions related to these ARPA funds and to ensure compliance with the many restrictions on these federal funds.

Thank you for your consideration and I am happy to answer any further questions you may have.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving a 24 Month Pilot Program at the Sheriff's Office Allowing Double Filling Certain Positions for Sixth Months – Sheriff

WHEREAS, the 2021 County Operating Budget provides positions that will become vacant where the department head / elected deems it necessary to temporarily double fill for greater than 30 calendar days for either transition or succession planning purposes will need to bring the request to the Board for approval and authorization of funding; and

WHEREAS, the Sheriff's office expects to continue to experience higher than normal retirements in the next 48-month period and wishes to be prepared to fill these vacancies with trained officers which will require double filling of positions for longer than 30 days and up to six months to allow for adequate training; and

WHEREAS, the Sheriff requests the Board of Commissioners approve a 24-month pilot program that will allow double filling of Sheriff Deputy, Detective, Sergeant, and Lieutenant positions, if necessary, for up to a six-month period; and

WHEREAS, existing operating budget funds will be utilized to cover the costs of double-filled positions.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves a 24 month pilot program that will allow up to six month double filling of Sheriff Deputy, Detective, Sergeant, and Lieutenant positions, if necessary.

#

#

#

MOVED:
SECONDED:
CARRIED:

Michael J. Murphy
Sheriff

Jeffrey A. Warder
Undersheriff

LIVINGSTON COUNTY

OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542



May 11, 2021

Personnel / Finance / Full Board

Re: Pilot program to double fill

Please allow this correspondence to serve as a request to "double fill" positions within my office for a period of not to exceed 6 months. I would like to experiment with this pilot program for a period of 24 months. This should allow sufficient time to evaluate the merits of the pilot.

Background; it is no secret that the job market is extremely tight and competitive currently. This is exacerbated in the public safety world, and this is not unique to the county, region or state, this is a national problem.

The Sheriff's Office hired a lot of deputies in the mid 1990's to fill positions in field services as well as corrections. As a result, there are a number of deputies and command staff who are currently and will be eligible to retire in the next 1-4 years.

In my world, the hiring / background done on the front end before a conditional offer is extended, is pretty labor intensive. Once someone is hired, they go through 3 months of training with a training officer. At that point, if everything goes well, they will be "on their own" but monitored closely. In corrections, they must also complete an additional state academy consisting of 80 hours within the first year of hire. So essentially for one year from the date of hire, we receive very little work product from the employee, at no fault of their own of course.

To make matters worse, when I have command staff retire, the training is essentially doubled. Through succession planning, we try and bring the replacement in and up to speed ahead of time. In doing that, it creates a void on the back end. Under normal circumstances, my office would struggle hard to keep up with the hiring. Given the amount of potential retirees, the current climate, and the availability of good solid candidates, and my limited number of trainers, we are facing the "perfect storm".

In an effort to minimize the pain, having the ability to "double fill" positions, working within our budget of course, would be a huge help. I am asking for the authorization to implement this pilot program to see if the benefits are what we expect.

Thank you in advance for your continued support.

A handwritten signature in blue ink, appearing to read "Michael J. Murphy".

Michael J. Murphy

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Board Chair to Sign a Letter of Understanding Regarding Detective Promotions, Increased Comp Bank, and Increased Hire Pay - Sheriff

WHEREAS, the Sheriff requests Livingston County enter into a Letter of Understanding with the Livingston County Deputy Sheriffs Association (“Union”) to allow more flexibility in how Detective promotions are awarded and removed. In exchange, the parties to the agreement wish to allow greater flexibility with initial step placement for new hires and larger caps on compensatory time banks; and

WHEREAS, the Union representing Deputies, Animal Control Officers, Detectives, and Correction Officers also concurs with these contractual modifications that, if approved by the Board of Commissioners, will remain in place until 11:59PM on December 31, 2028 or once Sheriff Michael Murphy is no longer Sheriff.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the Chair to sign the attached Letter of Understanding between Livingston County, the Livingston County Sheriff, and the Livingston County Deputy Sheriffs Association regarding Detective promotions, starting wage for new hires, and increased caps on compensatory time banks, subject to review and approval by County Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



Michael J. Murphy
Sheriff

Jeffrey A. Warder
Undersheriff

LIVINGSTON COUNTY

OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

May 11, 2021

Personnel / Finance / Board

Re: Letter of Understanding

Please allow this correspondence to serve as a request to sign the attached Letter of Understanding ("LOU") with the Livingston County Deputy Sheriff's Union. As co-employers, we (Sheriff / Board Chair) must both sign the LOU in order for it to be binding.

Background; The position of Detective is a tested and promoted position at the Sheriff's Office. With this promotion comes a raise in pay and a few other perks. The Detectives are still represented by the Deputies Union upon being promoted. I wanted the flexibility to be able to move a detective back to field services if I felt it was best for the organization. Under the current structure that could not happen because of the collective bargaining agreement (CBA). There have been on again, off again talks about this for the past several years, and we finally have a resolution that will work for the office as well as the union.

This LOU will allow me to move a Detective back to Field Services without a grievance. It will also allow for a rotating Detective Position. This position will allow Field Services Deputies the opportunity to gain specific skills and knowledge they might not normally be exposed to. This will have no financial impact on the budget.

There are two other pieces of this LOU. One; is increasing the allowable comp time a Deputy is able to accumulate from 60 hours to 80 hours. This may have a negligible effect on the budget, as there may be an instance or two where this could create an overtime situation. However, this would be the exception rather than the rule, as we control scheduled time off.

The last item addressed in this LOU is the ability to bring in a new Deputy at a more competitive wage step based on previous work experience. I as well as the Deputies understand the importance of being able to attract good people, and this may give us the edge in some situations. This will have a minor effect on the budget, which we will stay within.

I wholeheartedly support this LOU as it will give me some much needed flexibility. My hope is that you see this LOU in the same light.

Thanks again for your continued support and consideration

A handwritten signature in blue ink, reading "Michael J. Murphy".

Michael J Murphy

**LETTER OF UNDERSTANDING
BETWEEN
THE COUNTY OF LIVINGSTON
AND
THE SHERIFF OF LIVINGSTON COUNTY
AND
THE LIVINGSTON COUNTY DEPUTY SHERIFF ASSOCIATION**

The Livingston County Sheriff and the Livingston County Board of Commissioners (the Employer”), and the Livingston County Deputy Sheriffs Association (the “Union”) hereby agree to the following:

1. From the date this Letter of Understanding (“LOU”) is executed until its expiration, all Deputies promoted to Detectives hereinafter shall serve in that capacity at the sole discretion of the Sheriff. This shall include the Sheriff’s power to demote Detectives back to field services Deputies, with the corresponding reduction in pay, without recourse from the grievance and arbitration procedure of Article VIII of the Collective Bargaining Agreement (“CBA”). The Union shall maintain the right to grieve in instances where other forms of discipline for Detectives are involved, which must be for just cause; however, the decision to demote and/or transfer a Detective back to field services, with or without cause, will rest solely with the Sheriff and shall not be subject to the grievance and arbitration procedure under the CBA. The Sheriff and the Union further agree that the promotional process outlined in the Article 13 of the CBA shall continue to be followed for a Deputy to promote to Detective, with the exception of the rotating Detective position per paragraph 2, below.
2. The Sheriff and the Union agree that not more than 1 Detective position shall be a rotating position that is assigned by the Sheriff for a duration not to exceed 3 years and this rotating position is not subject to Article 13 of the CBA. To be considered for assignment to this rotating Detective position, any applicant Deputies shall include a letter of interest to their Division Commander; the Deputy shall have successfully completed FTO and must no longer be a probationary employee. The rotating

Detective shall receive the same compensation and benefits as the promoted Detectives as outlined in the CBA.

3. The parties agree to suspend Article 57 of the CBA and allow the Sheriff to offer increased starting wages to new hires commensurate with the extent of their prior law enforcement experience up to the top step for Deputy/Corrections Deputy or Animal Control Officer pay. This only applies to pay and does not provide for additional seniority and/or benefits.

4. The parties agree to increase the comp bank limits in Article 29.2 of the CBA from a maximum of 60 hours to a maximum of 80 hours for all bargaining unit members.

5. This Letter of Understanding will expire either at **11:59 p.m. on December 31, 2028 or once Sheriff Michael Murphy is no longer the elected Sheriff** and will survive the expiration of any CBAs between the parties in the interim. Prior to its expiration, the parties will meet to review the status of this LOU and determine whether any changes will be made to its terms. It is expressly understood and agreed that any modifications to this LOU must be in writing and signed by the parties hereto.

6. The Employer and the Union, by their undersigned respective authorized representatives, agree that each has read this Letter and understands and agrees with the terms and conditions set forth. It is expressly understood and agreed that this LOU shall be without precedent or prejudice for any future circumstance.

For the Employer:

Livingston County Sheriff Michael J. Murphy

Dated:_____

Wes Nakagiri, Chairman
Livingston County Board of Commissioners

Dated:_____

For the Union:

Det. Matt Young, LCDSAMI President

Dated:_____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Asphalt Replacement at the West Complex - Facility Services

WHEREAS, the Facility Services Department has recognized a need for asphalt replacement at the West Complex; and

WHEREAS, this project was identified in the 2021-2016 Capital Improvement Plan and included in the 2021 budget in the amount of ~~\$120,000~~~~\$125,000~~; and

WHEREAS, Facility Services, working with Co-Pro+, developed a scope of services and advertised for bids; and

WHEREAS, 15 companies attended a mandatory site visit and 10 companies responded to the bid request; and

WHEREAS, Allied Construction was the lowest bidder for the replacement of the asphalt at a cost of \$232,540; and

WHEREAS, the Facility Services department recommends a standard 10 % contingency, or \$23,254, for unforeseen site related conditions as well as an additional 10% contingency of \$23,254 for any poor sub grade conditions found, for a total project amount not too exceed \$279,048.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the asphalt replacement at the West complex and to enter into contract with Allied Construction at a base cost of \$232,540 and include a 10% contingency for the project and additional 10% contingency to cover the cost of poor sub grade and unforeseen site conditions if necessary, for a total project amount not to exceed \$279,048.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners approve any budget amendment necessary to effectuate the above.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Treasurer to transfer funds from F403 Capital Improvement in an amount not too exceed \$279,048 to F631 Facility Services.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is 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 Civil Counsel.

#

#

#

MOVED:
SECONDED:
CARRIED:

DATE: May 28, 2021
TO: Livingston County Board of Commissioners
FROM: Chris Folts
RE: Resolution authorizing a contract to replace asphalt at the West Complex – Facility Services Department

The West Complex has several parking lots and a main road that are deteriorating and are in need of replacing.

Because of the uncertainty of funding due to the pandemic a scaled back budget for replacement was listed in the capital replacement plan and approved in the 2021 budget at a cost of \$120,000.

With the uncertainty of the cost of petroleum products and the economy of scale it only makes sense to reintroduce other failing asphalt lots at the West Complex at this time.

The reason for the two contingency funds is there is no accurate historical data of the lots from 40 years ago so there is no telling what the sub base consist of. Also I'm not confident of other unforeseen conditions under the existing lots.

Therefore, Facility Services is requesting that the attached resolution be approved that authorizes a contract with Allied Construction in the amount of \$232,540 and a contingency of \$46,544 and any budget transfers necessary to effectuate this project. If you have any questions or concerns, please feel free to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Ecolane to Upgrade to the Agency-branded App and to Purchase the Customer Service and Feedback Module – LETS

WHEREAS, LETS successfully launched the Ecolane DRT software in March 2021 and is preparing to launch the associated smartphone app that allows customers to schedule and pay for their rides using their smart phone; and

WHEREAS, LETS was recently offered the option to upgrade to the Agency-branded App, which will allow users to search and download a LETS-branded app rather than the standard Ecolane-branded app, making the customer experience more intuitive and increasing the visibility of the app; and

WHEREAS, Ecolane recently released a Customer Service and Feedback Module which provides an electronic database for individual customer “files” containing incidents, complaints, and other feedback to replace the traditional paper filing system which is cumbersome to search and maintain; and

WHEREAS, the cost to upgrade to the Agency-branded App is \$20,985 for the first year and \$3,999 per year for years 2-5, and the cost of the Customer Service and Feedback Module is \$7,985 for the first year and \$1,399 per year for years 2-5, with the option to discontinue either feature at any time; and

WHEREAS, all costs associated with both features are eligible capital expenses and will be reimbursed at 100% by Federal and State grants; and

WHEREAS, LETS implemented the Ecolane software via a sub-contract with Doublemap, Inc., due to favorable pricing terms; however, LETS desires to enter into a direct contract with Ecolane for these additional features to simplify implementation and ongoing support; and

WHEREAS, the contract term will begin upon approval of this resolution and will renew annually for a period of five (5) years from the date of execution unless the County exercises its option to terminate early for any reason.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an agreement with Ecolane to upgrade to the Agency-branded App at a cost not to exceed \$20,985 for the first year and \$3,999 for years 2-5, and to purchase the Customer Service and Feedback Module at a cost not to exceed \$7,985 for the first year and \$1,399 for years 2-5.

BE IT FURTHER RESOLVED that the contract term will begin upon approval of this resolution and will renew annually for a period of five (5) years from the date of execution unless the County exercises its option to terminate early for any reason.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments necessary to effectuate the above.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the agreement and future renewals upon review and/or preparation by Mark Koerner, LETS Transit Attorney.

#

#

#

MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 06/01/2021
Re: Resolution Authorizing an Agreement with Ecolane to Upgrade to the Agency-branded App and to Purchase the Customer Service and Feedback Module – LETS

LETS successfully launched the Ecolane DRT software in March 2021 and is preparing to launch the associated smartphone app that allows customers to schedule and pay for their ride using their smart phone, as well as view past and upcoming ride activity.

LETS was recently offered the option to upgrade to the Agency-branded App option, which will allow users to search and download a LETS-branded app rather than the standard Ecolane-branded app, making the customer experience more intuitive and increasing the visibility of the app in the Apple and Android app stores. It will therefore be a valuable addition from both a customer service and marketing standpoint.

In addition, Ecolane recently released a Customer Service and Feedback Module which provides an electronic database for individual customer “files” containing incidents, complaints, and other feedback to replace the traditional paper filing system which is cumbersome to search and maintain.

The cost to upgrade to the Agency-branded App is \$20,985 for the first year and \$3,999 per year for years 2-5, and the cost of the Customer Service and Feedback Module is \$7,985 for the first year and \$1,399 per year for years 2-5, with the option to discontinue either feature at any time. All costs associated with both features are eligible capital expenses and will be reimbursed at 100% by Federal and State grants.

LETS implemented the Ecolane software via a sub-contract with Doublemap, Inc., due to favorable pricing terms; however, LETS desires to enter into a direct contract with Ecolane for these additional features to simplify implementation and ongoing support.

The contract term will begin upon approval of this resolution and will renew annually for a period of five (5) years from the date of execution unless the County exercises its option to terminate early for any reason.

Please find the attached information on the Agency-branded App and Customer Service/Feedback Module, and contact me with any questions at 517-540-7843.



Price Quote

Ecolane | 940 W Valley Rd, Suite 1400 | Wayne, PA 19087
844-ECO-LANE | 610-312-0033 | SALES@ECOLANE.COM

DATE 6/1/2021	TRANSIT AGENCY NAME LETS	ADDRESS	CITY, STATE ZIP
PROJECT	ATTENTION Greg Kellogg	PHONE 517-540-7843	E-MAIL gkellogg@livgov.com
ACCOUNT MANAGER Susan Starwalt	E-MAIL Susan.Starwalt@Ecolane.com	PHONE 217-962-0415	PRICING TERMS 75% due at system set up, 20% due at completion of training, 5% due at system acceptance. Annual due 1 yr. from contract signing.
DAYS PRICING IS VALID FOR 60	DATE PRICE EXPIRES 7/31/2021		

Initial Licenses

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Upgrade to Agency Branded Mobile App (price added to Ecolane mobile app cost) (flat rate)	\$19,995.00	\$19,995.00
1	Customer Service and Feedback module (flat rate)	\$6,995.00	\$6,995.00
Initial licenses subtotal			\$26,990.00

Services

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	Remote set up of Ecolane DRT and MDT software (8 hr. work days), includes remote training and project management	\$990.00	\$1,980.00
Services subtotal			\$1,980.00

Annual Licensing Year 1

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	All Inclusive Annual Licensing plan includes support for all licenses listed above and all items below	Included	Included
	Hosting Costs		Included
	Server Maintenance		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
	Free monthly webinar training and access to Aha! Idea portal to help drive functionality for new development for Ecolane and its customers		Included
	Access to Learning Management System (LMS), Ecolane University for all staff for self-paced web-based training		Included
Annual licensing year 1 subtotal			Included

SUBTOTAL \$28,970.00

Annual licensing for years 2-5 includes all services listed above in Annual Licensing for year 1. Costs for years 2-5 are indicated below.

OPTION 1: TOTAL
SYSTEM PURCHASE
COSTS FOR YEAR 1 \$28,970.00

Annual licensing will be held at this rate for as long as your agency is an Ecolane customer. (Based on originally purchased solution. Does not include changes to 3rd party charges or data plans)

ANNUAL COST FOR
OPTION 1 FOR YEARS 2-5
(per year) \$5,398.00

6/1/2021

Date

James Steg, Vice President, Business Development

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Implementation/Training assumes 8 hrs. per day on-site excluding weekends and holidays.

All prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for tablets range from \$0 to \$499 depending on carrier. Please coordinate your cellular provider/tablets with Ecolane prior to ordering hardware.

*Data plan does not include web browsing, etc. 2GB data plan is more than sufficient for the Ecolane Touchscreen MDT Software and Navigation. Agency is responsible for data plan and any overages unless otherwise noted.

**Upgrade and webinar training is included for upgrades, additional on site or new employee training is charged at Refresher Training rate plus travel as applicable.

*** All license costs include annual hosting, support & licensing fees due 1 year from contract signing set at: 20%

Optional Items | Please ask your Biz Dev Director for more info about these great options to help your agency grow!

QUANTITY	DESCRIPTION	UNIT PRICE	ANNUAL COST
1	Fixed Route/Flex (Deviated) Route software license (Initial license cost, per route, includes MDT software license cost) ***	\$4,000.00	\$800.00
1	Business Intelligence tool *** (Initial License cost, flat rate)	\$59,995.00	\$11,999.00
1	GTFS Interface for Public Transportation *** (Initial License cost, flat rate)	\$19,995.00	\$3,999.00
1	Self Service Trip Bookings Website *** (Initial License cost, flat rate)	\$19,995.00	\$3,999.00
1	SMS Text message credit bundle (10,000/bundle) (Never expires until used up completely)	\$1,500.00	
1	Centers Management Portal *** (Initial License cost, flat rate)	\$19,995.00	\$3,999.00
1	Ecolane DRT Brokerage (Primary) *** (Initial License cost, flat rate)	\$12,995.00	\$2,599.00
1	Subcontractor Portal *** (Initial License cost, flat rate)	\$9,995.00	\$1,999.00
1	Subcontractor Reporting Portal *** (Initial License cost, flat rate)	\$6,995.00	\$1,399.00
1	Order Importer module *** (Initial License cost, flat rate)	\$19,995.00	\$3,999.00
1	Vehicle Mounting Hardware (RAM-101U, Otter box type case, and vehicle charger) (additional \$100 per for locking mount hardware)	\$200.00	
1	8" Android Tablet, similar to a Samsung Galaxy Tab A, 8" (+\$200 per for 10" tablet)	\$300.00	
1	Test Server including hosting, maintenance and support needed (per year)	\$6,000.00	\$6,000.00
1	Each additional Week onsite over standard 2 weeks Training/Go-live Support (includes travel)	\$8,700.00	
1	Annual Review - Up to 10 days of remote review of your system by a Ecolane Professional Services member and 3 days onsite training (includes travel)	\$6,300.00	



PLANNING YOUR TRIP JUST GOT EASIER

Download the Ecolane
Mobile App



Download on the
App Store



GET IT ON
Google Play



Table of Contents

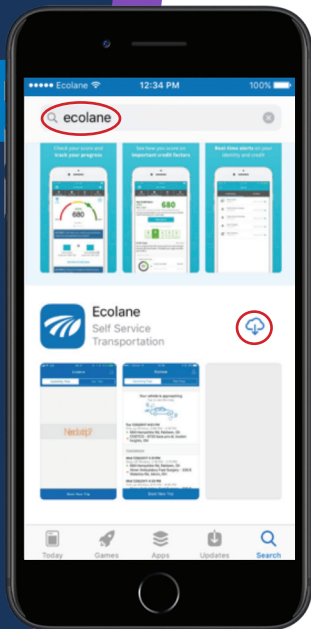
Introduction.....	1
Setup, Download, & Login.....	2-3
Booking a New Trip.....	4-6
Your New Trip.....	7
Viewing Your Trips.....	10-11
Your User Account.....	12

Introduction

Welcome to the Ecolane mobile app!

Riding with us just keeps getting better. Our innovative mobile app is designed to meet industry standards and exceed your expectations. It is fully integrated with our vehicle dispatch software, putting you in the driver's seat. You will experience ease of use, flexibility to manage your trips, and the ability to view trip details all with the click of a button. Because the vehicles use GPS, you will be able to plan your schedule conveniently and get real-time updates about your scheduled trips. Traveling has never been faster or simpler, so come ride with us.

Agenda Page 40 of 64

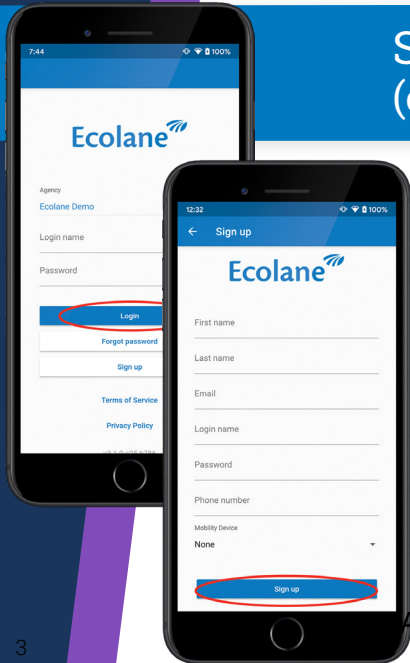


Setup, Download, & Login

Open iTunes if you have an iPhone or open the GooglePlay store if you have an Android. Search **Ecolane** by clicking on the magnifying glass icon. Click on the cloud-shaped icon on an Apple device or Install on an Android device to download.

The LETS-branded app will allow customers to search "LETS" rather than "Ecolane."

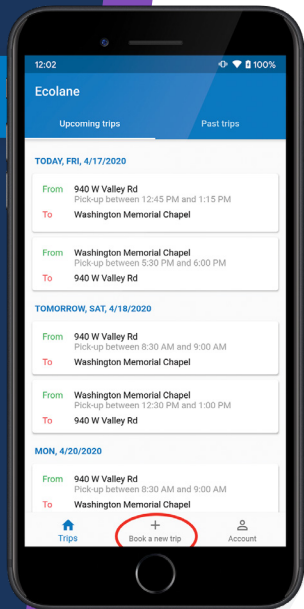
Setup, Download, & Login (cont'd)



Note: Depending on the agency, you will either receive login information from them or have the option to self-register. If you're unsure about registration, contact your agency to find out.

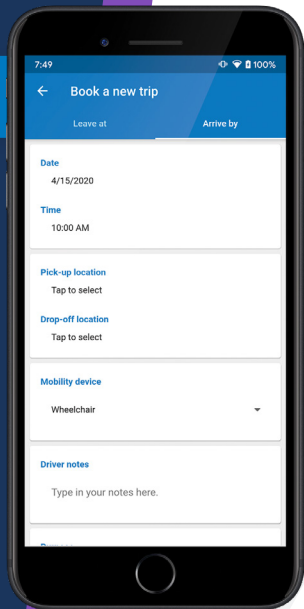
If your agency provides you with registration information, enter your username, password, and select the agency that provides your transportation. Next, click **Login**.

If you have the option to self-register, enter your information and then click



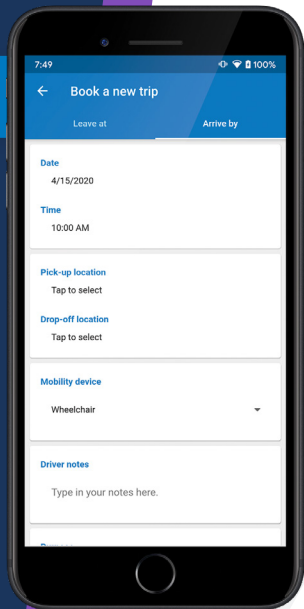
Booking a New Trip

Click **Book New Trip** on the bottom.



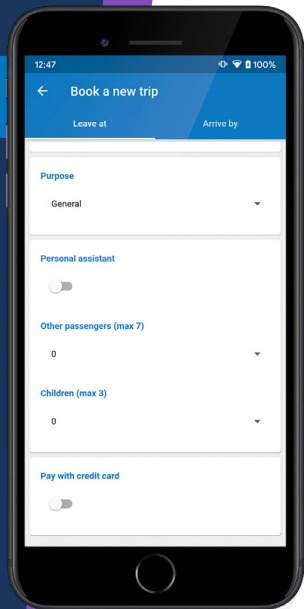
Booking a New Trip (cont'd)

Choose options to **Leave At** or **Arrive By** a certain time. Select the travel **date and time** for either the pick-up or drop-off selection. Enter **pick-up and drop-off** locations.



Booking a New Trip (cont'd)

If you will be using a mobility device during your trip, select it on the menu. You can also leave any notes your driver may need to help in picking you up, such as if you'll be waiting by a side door.



Booking a New Trip (cont'd)

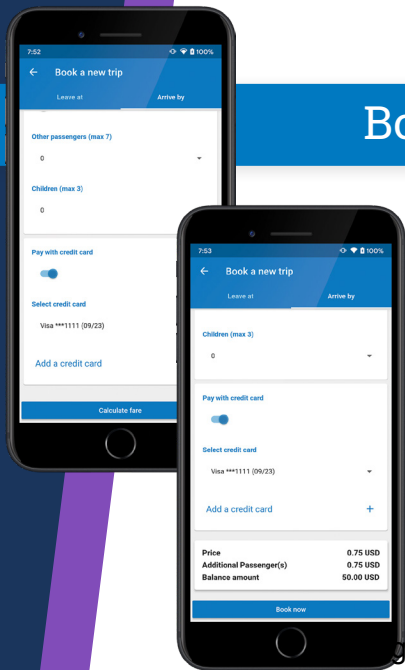
Next, select the **Purpose** for your trip from the list of options available from your agency. If you only have one purpose available, it will be auto selected for you. If you have anyone travelling with you add them to your trip. Note that fares may apply for each additional passenger.

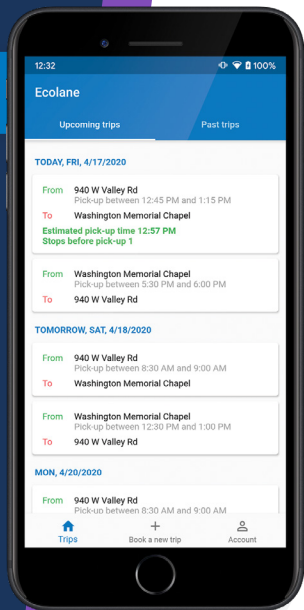
Last, you can select to pay by credit card if it's offered by your agency

Booking a New Trip (cont'd)

Once you've filled out your trip, you can calculate your fare. If everything looks good, click the book trip button and your reservation will be sent to our dispatching system.

You'll receive a confirmation and have the opportunity to book your return trip.





Your New Trip

After you're done booking you'll see it displayed in your upcoming trip list.

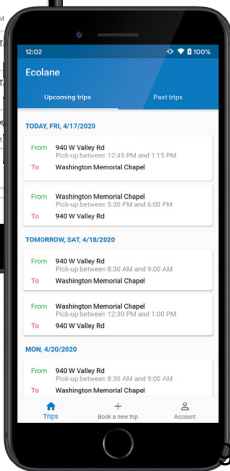
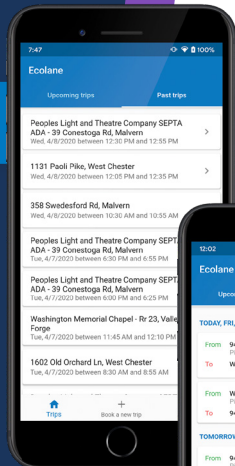
You'll get a window during which you'll be picked up for your trip. On the day of your trip we'll add additional information about when we expect the vehicle to arrive.

Viewing Your Trips

You will see two tabs: **Upcoming Trips** and **Past Trips**. When you click on **Upcoming Trips**, you see future trips, which include the following details for each:

- Trip Date
- Pick-up Window
- Pick-up Location
- Drop-off Location

*If you see an icon of a phone next to the trip, you **must** call the agency to confirm pick-up before making the appointment.*

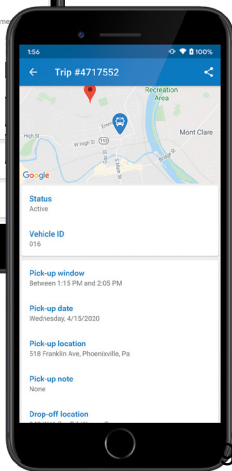
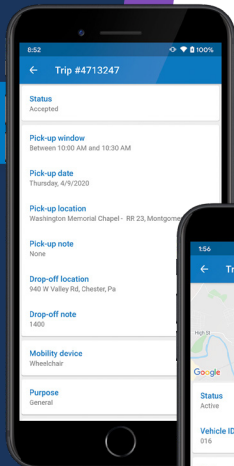


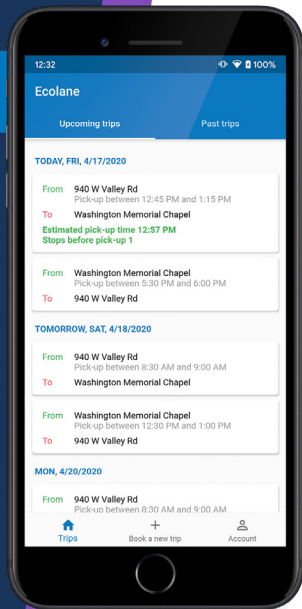
Viewing Your Trips (cont'd)

You can click on any trip on your trip list to get additional details such as:

- Fare
- Mobility Device
- Additional passenger information
- Vehicle location when you're about to be picked up

Additionally, you can cancel a trip you no longer need (subject to agency rules) or copy a trip you want to take again.





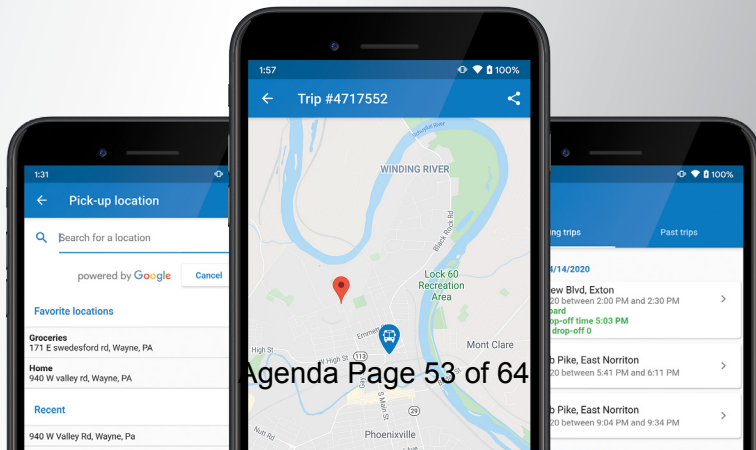
Your User Account

View your user account by clicking on the account button at the bottom of the page.

In the account you can:

- View your profile
- Contact your agency
- Manage your credit cards

Thank you and we hope you enjoy the flexibility, convenience, and independence of the Ecolane mobile app.





Customer Feedback

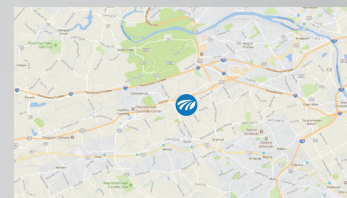


The integrated customer feedback module provides tools for collecting and tracking issues reported to customer service directly inside the Ecolane DRT platform.

- ✓ Provide tools for collecting and tracking issues reported to customer service
- ✓ Link feedback issues to trips, drivers, vehicles, reservation agents, incidents and more
- ✓ Attach files as supporting data directly to the system to speed up support process
- ✓ Track log data for follow-up action
- ✓ Search through feedback issues, grouped by definable categories
- ✓ Track both positive and negative feedback in easy-to-use interface



www.ecolane.com
info@ecolane.com



Map data: Google

Ecolane North America
940 W Valley Road, Suite 1400
Wayne, Pennsylvania 19087

(844) ECOLANE

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing LETS to Apply for Capital Funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program – LETS

WHEREAS, LETS is requesting authorization to apply for capital grant funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant program; and

WHEREAS, RAISE grants are for capital investments in surface transportation that will have a significant local or regional impact, including public transportation infrastructure projects; and

WHEREAS, the application will include funding for a new facility located in the Brighton area that will serve as a satellite operations facility for LETS as well as a transit hub for Michigan Flyer and other regional transit connections, as recommended by the 2019 Transit Master Plan; and

WHEREAS, the application will include Federal funding in the amount of \$8 million with a State match of \$2 million, for a total application amount of \$10 million; and

WHEREAS, if awarded funding from the RAISE Grant program, LETS will seek Board approval for acceptance of the funds and any subsequent activities.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes LETS to apply for capital grant funding in the amount of \$10 million under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant program.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board chair to sign any application documents upon review and approval by Mark T. Koerner, LETS Transit Attorney.

#

#

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 06/01/2021
Re: Resolution Authorizing LETS to Apply for Capital Funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program – LETS

LETS is requesting authorization to apply for capital grant funding under the FY 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant program. RAISE grants are for capital investments in surface transportation that will have a significant local or regional impact, including public transportation infrastructure projects.

The application will include funding for a new facility located in the Brighton area that will serve as a satellite operations facility for LETS as well as a transit hub for Michigan Flyer and other regional transit connections, as recommended by the 2019 Transit Master Plan.

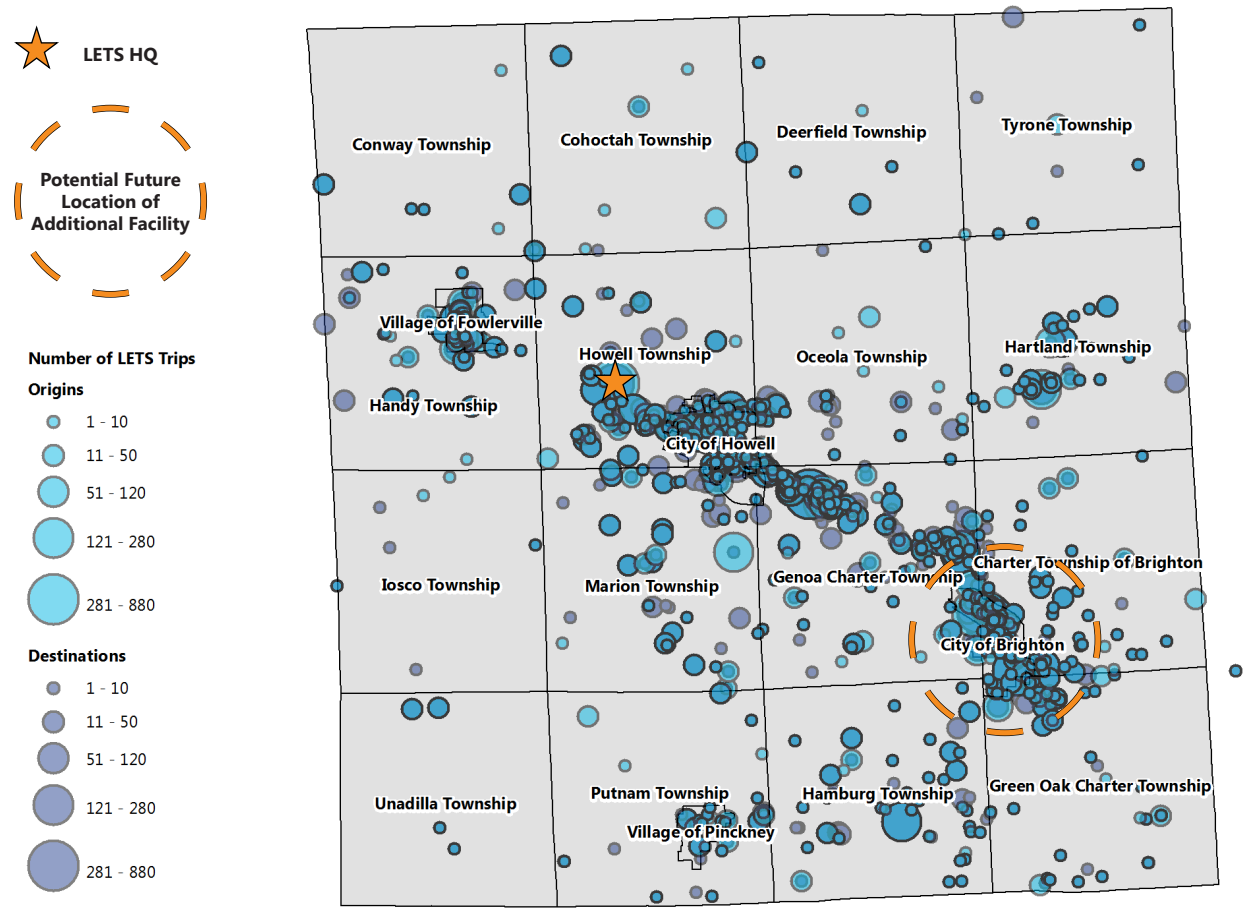
The application will include Federal funding in the amount of \$8 million with a State match of \$2 million, for a total application amount of \$10 million.

This application is the initial step in securing funding and planning for the facility. If awarded funding from the RAISE Grant program LETS will seek Board approval for acceptance of the funds and any subsequent activities, including architecture & engineering, environmental review, and property acquisition.

The Notice of Funding Opportunity (NOFO) for the RAISE Grant program can be viewed [here](#). The relevant pages from the 2019 Transit Master Plan are attached.

Please do not hesitate to contact me with any questions at 517-540-7843.

ACTION:
3. NEW OPERATIONS CENTER



LETS is currently headquartered west of Howell, but the bulk of its pick-ups and drop-offs occur further east in the Grand River Avenue / I-96 corridor from Howell to Brighton. While LETS should plan to maintain the current facility, having a second facility located closer to these locations would decrease dead-head time for drivers and ride time for passengers, and would enable buses to be more readily dispatched to serve ride requests that come in throughout the day. The new facility would include a fueling station, bathroom, secured parking for LETS vehicles, 10 to 15 parking spots for visitors, and space for dispatch staff.

TIMELINE		
1-2 years	3-5 years	5+ years
Identify & design site	Develop new facility	

COST \$6 million - \$7 million

LOCAL SHARE \$56,000 per year

- Bus garage
- Dispatch, driver support, and training
- Restrooms / locker rooms
- Break area / conference space
- Propane fueling station
- Lighting

ACTION:
13. PASSENGER HUB



Creating a centrally-located, designated space for passengers to get on and off buses and to transfer between different services would help facilitate connections both within and outside the County. A potential location for this hub would be near the I-96 / Grand River Avenue interchange, within the City of Brighton. Connections to LETS, Flint MTA, airport service, Ann Arbor commuter service, and a potential future Grand River Avenue bus route could all be made available from this location, provided that ADA accessibility and adequate parking are incorporated. Connections to the hub via sidewalks and bike paths, and amenities like bike storage would also foster greater interconnectivity between non-motorized transportation and transit. In the future, other mobility options including Uber/Lyft-type services and autonomous vehicles could also use the passenger hub.

TIMELINE			COST \$2 million - \$2.2 million LOCAL SHARE \$17,000 per year <ul style="list-style-type: none">• Bus shelters• Site improvement / landscaping• Parking / site circulation• Lighting• Restrooms
1-2 years	3-5 years	5+ years	
Implementation is dependent on other Plan elements, community support, and funding. See related: Grand River Ave Bus Route on page 14, Detroit Metro Airport Service on page 16, Commuter Service to Ann Arbor on page 17, Connections to Out-of-County Transit Providers on page 18			



City of Brighton

OFFICE OF THE MAYOR AND CITY COUNCIL

June 4, 2021

Honorable Peter Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg,

The City of Brighton is pleased to submit a letter of support for the Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) Grant application by the Livingston Essential Transportation Service (LETS) for an East Operations Center/Transit Hub in the amount of \$10 million.

The LETS proposal is consistent with the objectives in the 2019 Livingston County Transit Master Plan, and by funding it, the U.S. Department of Transportation will support a project that will have a significant impact on the local and regional transportation infrastructure, which will create jobs, reduce greenhouse gas emissions, and improve economic opportunity for low-income residents.

LETS is currently headquartered west of Howell, but the bulk of its pick-ups and drop-offs occur east in the Grand River Avenue/I-96 corridor from Howell to Brighton. A second facility located closer to these locations would decrease dead-head time for drivers and ride time for passengers, and would enable vehicles to be more readily dispatched to provide transit service in that area.

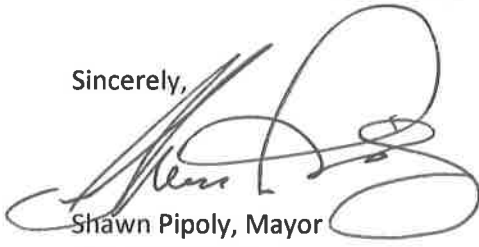
Moreover, a centrally-located, designated space for passengers to access public transit services would help facilitate connections both within and outside the County. In the immediate term, the transit hub would serve as a permanent stop for the existing Michigan Flyer bus service between Brighton and Detroit Metro Airport, which also provides commuter service between Brighton, East Lansing, and Ann Arbor.

Potential future connections include the planned Grand River Avenue bus route and connections with surrounding transit agencies including the Ann Arbor Area Transportation Authority, the Capital Area Transportation Authority, and the Flint Mass Transportation Authority. Connections to the hub via sidewalks and bike paths, and amenities like bike storage would also foster greater interconnectivity between non-motorized transportation and transit.

A potential location for this hub would be near the I-96 / Grand River Avenue interchange, within the City of Brighton. The City fully supports this significant investment in its transportation infrastructure and encourages your support of the LETS application. Livingston County, located at the major intersection of I-96 and US-23, is an underserved County within the Detroit/Ann Arbor metro area. Access to a robust and reliable public transportation system would greatly improve the County's quality of life and increase transportation opportunities for those without other options, or those who would choose public transportation if it were available.

On behalf of the City of Brighton City Council, I greatly appreciate your consideration of LETS' RAISE grant application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Pipoly', with a large, stylized loop at the end.

Shawn Pipoly, Mayor

City of Brighton

Phone: (810) 227-6552

Email: pipolys@BrightonCity.org

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Levy 2021 Allocation Millage – Equalization Department

WHEREAS, in compliance with the requirements of Act 5, Public Acts of Michigan 1982, as amended; and

WHEREAS, the proposed levy would apportion taxes for the county operation purposes based on the Taxable /valuation of; and

WHEREAS, prior to the presentation of this resolution, the following tax levies were recommended:

General Operations	3.2391
Ambulance	.2863
Veterans Relief	.1127

THEREFOR BE IT RESOLVED that the apportionment of taxes for the county operating purposes be approved and authorized to be levied on the summer tax billing against the Taxable Valuation of the County at the rate of 3.2391.

BE IT FURTHER RESOLVED that the Ambulance Millage and Veterans Relief Millage be levied on the winter tax billing against the Taxable Valuation of the County at the rates of .2863 and .1127 respectively.

BE IT FURTHER RESOLVED that the 2021 levy for the county operations and debt be approved and levied as recommended.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the 2021 Millage Rate Request (L-4029) upon approval of the Board of Commissioners.

#

MOVED:
SECONDED:
CARRIED:

Memorandum

To: Livingston County Board of Commissioners

From: Sue I. Bostwick

Date: May 12, 2021

Re: Resolution – 2016 County Millage rates

I have attached the resolution for the 2021 L-4029, Millage Request, for the county's levies. Included in the form are both summer and winter levies calculated with the proper Headlee rollback. The rates are based on the approval of the Allocation Board's final allocated portion of the millage available. The timing of the request is based on the final approval of the Allocation Board, the County Boards meeting calendar and townships need to get the tax bills to the printer.

If you have any question regarding this matter, please contact me.

2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	Livingston	2021 Taxable Value of ALL Properties in the Unit as of 5-23-11	\$ 10,235,105,245
Local Government Unit	Livingston County	For LOCAL School Districts:	2021 Taxable Value of Non-Homestead and Non-Qualified Agricultural Properties if a millage is Levied Again \$ 0

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1)	(2)	(3)	(4)	(5)**	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2020 Millage Rate Permanently Reduced by MCL 211.34d	2021 Current Year Millage Reduction Fraction	2021 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec 1	Expiration Date of Millage Authorized
Allocated	Operating	N/A	5.0000	3.2765	0.9886	3.2391	1.0000	3.2391	3.2391		Allocated
Extra Voted	EMS	08/12/10	0.3000	0.2897	0.9886	0.2863	1.0000	0.2863		0.2863	12/31/2030
Extra Voted	Veterans	08/02/16	0.1390	0.1341	0.9886	0.1325	1.0000	0.1325		0.1127	12/1/2021
Total			5.4390	3.7003		3.6579		3.6579	3.2391	0.3990	

Prepared by	Sue Bostwick	Title	Director	Date	5/3/2021
-------------	---------------------	-------	----------	------	----------

As the Representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211 (3).

Clerk	X	Signature	Type Name	Date
			Elizabeth Hundley	
Secretary	X	Signature	Type Name	Date
			Wesley Nakarini	
Chairperson	X	Signature	Type Name	Date
President				

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).