



General Government and Health and Human Services Committee Meeting Agenda

April 3, 2023, 6:00 p.m.

Board of Commissioners Meeting Location

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

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

<https://us02web.zoom.us/j/3997000062>

A quorum of the Board of Commissioners may be in attendance at this meeting.

	Pages
1. Call Meeting to Order	
2. Roll Call	
3. Approval of Minutes	
3.1 Meeting Minutes dated: March 6, 2023	3
4. Approval of Agenda	
5. Reports	
6. Call to the Public	
7. Resolutions for Consideration	
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7.7	LETS	Greg Kellogg	28
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7.8	LETS	Greg Kellogg	41
	Resolution Authorizing the Creation of Eight Irregular Part-time Driver Positions		
8.	Adjournment		

**General Government and
Health and Human Services Committee
Meeting Minutes**



March 6, 2023, 6:00 p.m.
Board of Commissioners Meeting Location
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCB0C
<https://us02web.zoom.us/j/3997000062>

Members Present: Jay Gross, Douglas Helzerman, Frank Sample, Martin Smith

1. Call Meeting to Order

The meeting was called to order by Committee Chair, Commissioner Gross at 6:00 p.m.

2. Roll Call

Roll call by the recording secretary indicated the presence of a quorum.

3. Approval of Minutes

3.1 Meeting Minutes dated: February 6, 2023

Motion to approve the Minutes as presented.

It was moved by D. Helzerman

Seconded by F. Sample

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by M. Smith

Seconded by F. Sample

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

5. Reports

Commissioner Helzerman - reported LACASA event to tour the facility and attended this event. Liv Co known to be on cutting edge - as well as LACASA, a new building is going up across from the Public Safety complex on Tooley Road.

6. Call to the Public

Alisa Davis, City of Brighton, addressed the Committee members.

7. Resolutions for Consideration

7.1 Airport

Resolution To Concur with The Livingston County Aeronautical Facilities Board to Enter into A Grant Agreement with The Michigan Department of Transportation Under the American Rescue Plan Act (ARPA) of 2021

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: M. Smith

Mark Johnson, Airport Manager, presented the resolution and answered questions from committee members.

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

7.2 LETS

Resolution of Intent to Apply for Financial Assistance for Fiscal Year 2024 Under Act 51 of the Public Acts of 1951, as Amended

Recommend motion to the Board of Commissioners.

Moved by: F. Sample

Seconded by: D. Helzerman

Greg Kellogg, LETS Department Director, presented the resolution and answered questions from committee members.

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

7.3 Health Department

Resolution Authorizing the Reorganization of Clerical Positions

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: F. Sample

Rebecca Leach, Deputy Director of Personal/Preventative Health, presented the resolution and answered questions from committee members.

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

7.4 Health Department

Resolution Creating the Public Water Supply Coordinator Position

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: F. Sample

Heather Blair, Deputy Health Officer; presented the resolution and answered questions from committee members.

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

8. Adjournment

Motion to adjourn the meeting at 6:33 p.m.

It was moved by D. Helzerman

Seconded by M. Smith

Yes (4): J. Gross, D. Helzerman, F. Sample, and M. Smith

Motion Carried (4 to 0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State and Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds – County Administration

WHEREAS, Livingston County filed a lawsuit to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

1. Teva Pharmaceuticals Industries Ltd. (a prescription opioids manufacturer);
2. Allergan Finance, LLC (a prescription opioids manufacturer);
3. CVS Health Corp. and CVS Pharmacy, Inc. (a prescription opioids distributor); and
4. Walmart, Inc. (a prescription opioids distributor);

WHEREAS, the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to Livingston County’s lawsuit; and

WHEREAS, the Proposed Settlements contain significant equitable and monetary relief, including:

1. An agreement to pay (a) up to \$3.34 billion over the next 13 years by Teva; (b) up to \$2.02 billion over 7 years by Allergan; (c) \$4.9 billion over the next ten years by CVS; and (d) \$2.74 billion within six years by Walmart. The bulk of each of these payments will be dedicated to funding abatement and prevention strategies associated with the opioids public nuisance; and
2. An agreement by Teva and Allergan to abide by strict limitations on their marketing, promotion, sale, and distribution of opioids, including a ban on (a) promotion and lobbying; (b) rewarding or disciplining employees based on volume of opioid sales; and (c) funding or grants to third parties; and
3. An agreement by CVS and Walmart to implement changes in how they handle opioids, including requirements addressing: their compliance structures; pharmacist judgment; diversion prevention; suspicious order monitoring; and reporting on red-flag processes, as well as blocked and potentially problematic prescribers.

WHEREAS, Livingston County previously executed Participation Agreements for the Distributor and Janssen Settlements, which have conferred and continue to confer valuable benefits; and

WHEREAS, the Proposed Settlements each contain a “default” allocation method where settlement funds that are allocated to a particular state to resolve the claims asserted by state and local governments within that state are allocated as follows:

- 15% of settlement proceeds paid under the Proposed Settlements are allocable to the State;
- 15% of the settlement proceeds are allocable to local governments; and
- 70% of the settlement proceeds are allocable to an opioid abatement fund.

WHEREAS, the Proposed Settlements enable the state and local governments within a State to negotiate alternative allocation methods to the “default” allocation method referenced above; and

WHEREAS, Livingston County desires to enter into an alternative allocation method which allocates settlement funds on a 50/50 basis to:

1. Participating Local Governments who have elected to participate in the Proposed Settlements; and
2. the State of Michigan.

WHEREAS, Livingston County previously executed the Michigan State-Subdivision Agreement for Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement, which allocated funds attributed to the State of Michigan in a streamlined and equitable manner.

THEREFORE BE IT RESOLVED, Livingston County authorizes the County Administrator to proceed with the execution of Participation Agreements for: (1) the Master Settlement Agreement with Teva Pharmaceuticals Industries Ltd.; (2) the Master Settlement Agreement with Allergan Finance, LLC; (3) the Master Settlement Agreement with CVS Health Corp. and CVS Pharmacy, Inc.; and (4) the Master Settlement Agreement with Walmart, Inc., each of which are listed and available to the public at <https://nationalopioidsettlement.com/>. Specimen copies of the material terms of the participation agreements are attached as Exhibit A to this resolution.

BE IT FURTHER RESOLVED, Livingston County also authorizes the execution of a new Michigan State-Subdivision Agreement for Allocation of Allergan, Teva, CVS, and Walmart Settlement Agreements substantially similar to the proposed agreement attached as Exhibit B to this resolution. Livingston County also authorizes the County Administrator to proceed with the execution of a similar state-subdivision agreement to the extent that it provides a substantially similar allocation of settlement or bankruptcy proceeds obtained from opioids litigation with any other entity.

BE IT FURTHER RESOLVED, for the avoidance of doubt, Livingston County also authorizes its continued participation in the Distributor Settlement Agreement, the Janssen Settlement Agreement, and the Michigan State-Subdivision Agreement for the Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement, all previously executed.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reorganization of the Equalization Department – Equalization

WHEREAS, the Equalization Director has evaluated the operating structure of the department and wishes to make a change in the structure; and

WHEREAS, the department operated with 7.5 FTE prior to the downturn; and

WHEREAS, the department currently operates with 4 FTE; and

WHEREAS, the department has streamlined the functions of the department and the reporting, however, a new reporting system from the State of Michigan has increased the work load; and

WHEREAS, the position of Deputy Director has been evaluated by Municipal Consulting Services LLC., as Grade 13; and

WHEREAS, this position will be worked into the secession planning of the department; and

WHEREAS, the position will be funded from the General Fund; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approve the reorganization of the Equalization Department by creating and funding the position of Deputy Director.

Position #	Description	Group	Grade	FTE
25700102	Deputy Director of Equilization	NU	13	1.00

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

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MOVED:

SECONDED:

CARRIED:



MEMO

TO: Board of Commissioners

FROM: Sue Bostwick

DATE: March 22, 2023

Commissioners,

I am requesting a reorganization of the Equalization Department. This department has streamlined the procedures since the downturn and eliminated positions. Everything we do is based on parcel number count within a county. Similar size counties throughout the state that do not have assessing responsibilities currently have 7.5 to 8 people employed. Before the downturn our department had 7.5 FTE, currently we have 4 FTE. However currently we are working past our capacity, with the new reporting to the state. While our workload technically has not increased (we have had only one new report since 2013), a new reporting program from the State Tax Commission has increased the workload. To implement the changes, we must use our appraisal package (B S & A) to its full capacity. This requires us to do things through the appraisal software, making sure that the figures are in the system to run the reports, running the reports and verifying the accuracy of each report, uploading into the state system and quantifying the outcome of each report. What used to take about five hours to bring a local township in, after Board of Review, now requires eight to ten hours each. While reporting in this capacity will eventually be less work currently it has added to the workload and duplicating the reporting. Second, I need to think of a secession planning. I plan to retire May 1, 2025. By doing this now, it will enable someone to learn the general functions and the requirements of the department and make for an easy transition for the future of the county. Should you have any questions please contact me.



CONTACT INFORMATION

Requester: Sue Bostwick

Title of Requester: Director

Dept. Phone Number/Extension: 540-8778

Date Requested: 2-24-23

POSITION INFORMATION

Position Title: Deputy Director

Supervisor: Director

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☐ No ☒

From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position (REQUIRED): To get someone ready to assume the Director

position. To have adequate staff available to ensure the functions of the department

are met with above average standards.

FUNDING INFORMATION

Base Annual Salary: 92,408 x 90,595.21

This position is funded in whole or in part by a grant: Yes ☐ No ☒

% Funded: _____

Allocation (Required): Current: Org. 101257 % 100

Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

Sue Bostwick

2/24/23

Department Head

Date

HR OFFICE ONLY

Job Class: 7026 Job Title: Deputy Equalization Director Grade/Step: N13S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 02/28/2023

BUDGET OFFICE ONLY

Position Control # 25700102 Org. 28625700

Funds Available: Yes ☐ No ☒ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: Requires BOR approval and Budget Amendment

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Application of the Fiscal Year 2024 Grant with Michigan Veteran Affairs Agency to Support Livingston County Veteran Services to Enhance and Improve Operations – Veteran Services

- WHEREAS,** under PA 192 of 1953, The Michigan Veterans Affairs Agency (MVAA) shall make the County Veterans Services grant available to each County that meet grant conditions; and
- WHEREAS,** Livingston County Veterans Services and Committee requests authorization to submit a grant application in the amount of \$144,570 to MVAA for Fiscal Year 2024 covering the period of October 1, 2023 to September 30, 2024 with no County match or additional positions required; and
- WHEREAS,** the grant is to be utilized for the goal of enhancing, improving or maintaining new initiatives that support County veteran services operations and cannot be used to supplant current funds; and
- WHEREAS,** Livingston County Veteran Services met all MVAA criteria and would like to use the 2024 grant funds to fund an Administrative Specialist position, rental (lease/net lease) expenses and vehicle wrap for new vehicle.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the submission of an application in the amount \$144,570 to MVAA for Fiscal Year 2024 covering the period of October 1, 2023 to September 30, 2024, to support expanding Veteran Services in Livingston County.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all application forms and assurances regarding the above upon review and/or preparation of Civil Counsel, if required.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
VETERANS SERVICES DEPARTMENT

1420 Lawson Drive. Howell, MI 48843
Phone (517) 552-6902 Fax (517) 546-0942

Memorandum

To: Board of Commissioners

From: Ramon Baca, Veteran Services Director

Date: March 23, 2023

RE: **Resolution Authorizing an Agreement with Michigan Veterans Affairs Agency to Support Livingston County Veteran Services to Enhance and Improve Operations**

Livingston County Veteran Services (LCVS) offers a variety of services to our Veterans including transportation services, relief program and benefits counseling. LCVS is funded in part by millage and Michigan Veteran Affairs Agency (MVAA) grant funds. The MVAA grant is an annual grant application to support LCVS operations.

If authorized to submit the MVAA grant application, LCVS will request funding for the Administrative Specialist position, lease expenses, and vehicle wrap for a new vehicle. The grant amount request will match the MVAA target allocation. This target allocation is unknown at this time and estimated to be \$108,000.

On March 8, 2023, this resolution was reviewed and approved by the Livingston County Veteran Services Committee to move forward for your consideration.

Thank you for your consideration of this request. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with O'Donnell Electric to Provide Electrical Services – Facility Services

WHEREAS, Livingston County has a need for electrical services, repair, and replacement services on an as-needed basis; and

WHEREAS, in accordance with the county procurement policy, a formal bid process was performed with CoPro and submitted proposals were evaluated by representatives from Facility Services, Fiscal Services, and the Building Department; and

WHEREAS, the process resulted in a recommendation to award an electrical services contract to O'Donnell Electric of Whitmore Lake, Michigan; and

WHEREAS, the contract will support the county to perform electrical services, repairs, and replacement services on an as-needed basis for a five (5) year term at the discretion of the county based on satisfactory performance; and

WHEREAS, Funding for the same has been allocated and approved as a part of the 2023 Facility Services operating budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with O'Donnell Electric located at 8505 Main Street, Whitmore Lake, MI 48189 to provide electrical services, repair, and replacement services on an as-needed basis for a five (5) year term.

BE IT FURTHER RESOLVED that during each year the contract with O'Donnell Electric is in effect the annual expenses for electrical services, repair, and replacement services will not exceed the amount that has been budgeted and approved by the Livingston County Board of Commissioners for the year during which such expenses are incurred.

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.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: March 24, 2023

TO: Livingston County Board of Commissioners

FROM: Kevin Eggleston

RE: Resolution Authorizing an Agreement with O'Donnell Electric to Provide Electrical Services

Livingston county has a need for utilizing an outside contractor to perform electrical services, repair, and replacement services throughout various county buildings on an as-needed basis.

Per County procurement policy, a competitive bid process was performed in which the RFP was posted publicly with the help of CoPro+. As a result, the solicitation reached a large group of qualified companies, and we received Five (5) proposals for evaluation. An evaluation committee was formed by representatives of Facility Services, Fiscal Services, and the Building Department.

Based on the recommendation of the evaluation committee, I am requesting the attached resolution be approved to award a base contract with O'Donnell Electric to perform electrical services, repairs, and replacement services on an as-needed basis for a five (5) year term at the discretion of the county based on satisfactory performance.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.



**Bid Synopsis
For
Electrician Services**

RFP Issued & Publicly Posted: 02/17/2023	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation: RFP-LC-23-05	
RFP Due Date: 03/10/23	Proposals Received: 5

The purpose of this project is to enter into a contractual relationship with a vendor capable of providing general electrical services involving maintenance, repair and replacement projects as well as emergency repairs in Livingston County facilities.

The Evaluation Committee has completed evaluation of the proposals received for the Request for Proposals referenced above. Below is a recap of the bid evaluation.

The RFP was publicly posted. Five responses were received as follows:

1. County Line Electric
2. FBD Electric
3. Glover Electric
4. O'Donnell Electric
5. Shaw Service and Maintenance

All bidders submitted their responses within the timeframe outlined in the RFP. A summary of the Evaluation Committee review follows:

County Line Electric – This company provided all required documents. The references were general contractors, no municipalities, and no work volumes/caseloads were identified. Their base and premium rates were higher than other bidders. Very brief resumes were provided, listing only years of experience and titles. Average evaluation score: 68.33.

FBD Electric – FBD documentation indicates they are qualified and experienced. They did not provide caseloads or volumes for their references and their references were non-governmental; however, the variety of references is an indication of capabilities managing an array of projects. They were established in 2014 in Livingston County. Their base and premium rates were fair. Average evaluation score: 73.33.

Glover Electric – Glover has been in business since 1963. They provided a list of current clients, as well as Livingston County completed projects. They have access to an engineering firm on retainer. They did not include number of years or dates for their references. Glover is located in Livingston County. They provided a thorough qualifications statement and their work order approach was a plus. Their base rate was not as low as the recommended bidder. Average evaluation score: 77.33.

O'Donnell Electric: O'Donnell has 75 employees and has been in business since 1977. They provided a listing of current clients, and Livingston County was listed as a completed project. Resumes were not included, nor was license number. The variety of references listed give a good indication of project management capabilities. O'Donnell provided supplemental information that included one municipal reference. They are located in Whitmore Lake. They offer the lowest base rate. Average evaluation score: 79.67.



Shaw Service and Maintenance: Shaw has been in business since 1930 and has familiarity with Livingston County. Their current employee average employment is 14 years. They provided thorough project dates of construction and maintenance projects. Their response included resumes and license numbers. It was a very detailed proposal demonstrating qualifications and experience. Shaw is located in Southfield. They offered the highest base, overtime, and weekend rates of all the bidders. Average evaluation score: 79.33.

Based on the above, the evaluation committee recommends award to O'Donnell Electric pending Board of Commissioners approval. The contract will also be hosted by Livingston County for the Michigan Association of Counties CoPro+ Program and made available through the program to all Michigan governmental entities, public schools, colleges and universities.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with William E. Walter, Inc to Provide HVAC Services – Facility Services

WHEREAS, There is an on-going need to contract for HVAC services, repair, and replacement services; and

WHEREAS, in accordance with the County’s Procurement policy, a formal bid process was performed with CoPro+ and submitted proposals were evaluated by representatives from Facility Services, Fiscal Services, and the Building Department; and

WHEREAS, the process resulted in a recommendation to award an HVAC services contract to William E. Walter, Inc. of Flint, Michigan; and

WHEREAS, the contract will support the County to perform HVAC services, repairs, and replacement services on an as-needed basis for a five (5) year term continuing at the discretion of the county based on satisfactory performance; and

WHEREAS, Funding for the same has been allocated and approved as a part of the 2023 Facility Services operating budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with William E Walter, Inc. located at 1917 Howard Ave., Flint, MI to provide HVAC services, repair, and replacement services on an as-needed basis for a five (5) year term.

BE IT FURTHER RESOLVED that during each year the contract with William E. Walter, Inc. is in effect the annual expenses for electrical services, repair, and replacement services will not exceed the amount that has been budgeted and approved by the Livingston County Board of Commissioners for the year during which such expenses are incurred.

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:**



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: March 24, 2023

TO: Livingston County Board of Commissioners

FROM: Kevin Eggleston

RE: Resolution Authorizing an Agreement with William E. Walter, Inc. to Provide HVAC Services

Livingston county has a need for utilizing an outside contractor to perform HVAC services, repair, and replacement services throughout various county buildings on an as-needed basis.

Per County procurement policy, a competitive bid process was performed in which the RFP was posted publicly with the help of CoPro+. As a result, the solicitation reached a large group of qualified companies, and we received Three (3) proposals for evaluation. An evaluation committee was formed by representatives of Facility Services, Fiscal Services, and the Building Department.

Based on the recommendation of the evaluation committee, I am requesting the attached resolution be approved to award a base contract with William E. Walter, Inc. to perform HVAC services, repairs, and replacement services on an as-needed basis for a five (5) year term and continuing at the discretion of the county based on satisfactory performance.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.



**Bid Synopsis
For
HVAC Services**

RFP Issued & Publicly Posted: 03/01/2023	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation: RFP-LC-23-04	
RFP Due Date: 03/22/23	Proposals Received: 3

The purpose of this project is to enter into a contractual relationship with a vendor capable of providing HVAC services involving maintenance, repair and replacement projects as well as emergency repairs in Livingston County facilities.

The Evaluation Committee has completed evaluation of the proposals received for the Request for Proposals referenced above. All bidders submitted their responses within the timeframe outlined in the RFP. Below is a recap of the bid evaluation.

The RFP was publicly posted. Three responses were received as follows:

1. Great Lakes Air
2. Rolls Mechanical
3. William E. Walter

A summary of the Evaluation Committee review follows:

Great Lakes Air – Great Lakes Air appears to meet servicing requirements, but specific licenses were not identified including boiler. They have 21+ years of experience, but the least amount in comparison with the other bidders and no municipal references were provided. They cited a large vendor supply chain and provided detailed information on their response approach functions. They did the best job of specifically addressing the evaluation criteria. Their pricing was the highest among the bidders for base and overtime rates. Average evaluation score: 77.

Rolls Mechanical – The response offers all trade licenses, a comprehensive customer list, but no municipal references. The licenses provided for Master Electrician and Boilers has expired. They provided a good outline of their service approach with adequate staffing levels, but they do not mention response times. Their managers also have field experience, and they have 150 employees across the state. Their pricing offered the 2nd lowest base and overtime rates, lowest regular emergency rate, and highest trip charge. Average evaluation score: 80.

William E. Walter – This company has been in business for 75 years. Their equipment and systems are all qualified for service and installs. Municipal, school, and Consumers Energy references were provided. Their experience includes residential, light commercial, and heavy commercial. The service coordinator has been with the company for 23 years. They work with multiple vendors for supplies and equipment acquisitions. Their pricing provided the lowest overtime rate, second lowest for base hourly rate, lowest emergency overtime rate, and lowest vehicle charge. The William E. Walter response included detailed information regarding comprehensive experience and servicing of system and equipment, high and low pressure boiler licensing, and backflow device certifications. Average evaluation score: 86.

Based on the above, the evaluation committee recommends award to William E. Walter pending Board of Commissioners approval. The contract will also be hosted by Livingston County for the Michigan Association of Counties CoPro+ Program and made available through the program to all Michigan governmental entities, public schools, colleges and universities.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Updated LETS Vehicle Accessibility Plan (VAP) - LETS

WHEREAS, Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) and the official administrative rules for Michigan’s Comprehensive Transportation Fund require that all public transit agencies operating in Michigan file a Vehicle Accessibility Plan (VAP) with the Michigan Department of Transportation as a condition of receiving State funding; and

WHEREAS, the purpose of the VAP is to describe the agency’s demand-response transportation services offered to seniors and people with disabilities to demonstrate compliance with the requirements of Section 10e(18), which are listed in Section 1 of the VAP; and

WHEREAS, an abbreviated VAP is updated and submitted each year as part of the annual application for State funding, but MDOT has not requested a full plan update since 2005; and

WHEREAS, the updated VAP will remain in effect for a period of five (5) years following approval by the Livingston County Board of Commissioners and the Livingston Local Advisory Council.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the updated LETS Vehicle Accessibility Plan.

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MOVED:
SECONDED:
CARRIED:

**Vehicle Accessibility Plan
LETS Transportation
3950 W. Grand River Ave.
Howell, Michigan 48855**

1. Purpose

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter “the Act”) and the official administrative rules for administration of Michigan’s Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the demand-response service provided by LETS Transportation to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of LETS Transportation to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age or older and individuals with disabilities residing in LETS Transportation’s entire service area. (See attached map defining the service area.)
- B. That as a minimum, demand response service is provided to persons 65 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in LETS Transportation’s service area.
- C. That the average time required for demand response service to persons 65 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand response service provided to all other persons in LETS Transportation’s service area.
- D. That LETS Transportation has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in LETS Transportation’s service area. At least one member (or 12 percent of membership has been appointed jointly with the area agency on aging). The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached Livingston Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)

As used in this Accessibility Plan

- (a) “Individual with a disability” means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such

individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "Senior" means an individual 65 years of age or older. (Agency Note: Number supplied cannot exceed 65 years.)

3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)

LETS Transportation estimates that a total of 36,700 persons fitting the above definitions reside in the agency's defined service area.

4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)

LETS Transportation developed this plan using the following process: (Agency note: Below is a suggested process description. However, step b. below must be included in any process utilized.)

- a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code
- b. The draft plan content was reviewed at a meeting of the Livingston Local Advisory Council, held on **April 11, 2023**, wherein the Local Advisory Council was given opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- c. A final draft plan was submitted to and approved by LETS Transportation's governing body.

5. Local Advisory Council Composition - Rule 202

LETS Transportation's Local Advisory Council is currently comprised of five (5) members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of LETS Transportation. LETS Transportation ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency's defined service area. LETS Transportation further ensures that at least one member of its Local Advisory Council (or one of every eight members, whichever is larger) is approved jointly with the area agency on aging. LETS Transportation further ensures that its Local Advisory Council membership will include people who have diverse disabilities and the senior who are users of public transportation. LETS Transportation's Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

1. LAC Chairperson Name__ Mark Swanson_____ AAA 1-b_____

AFFILIATION

This Member is a:

(name of organization if any)

___ Person with Disabilities

This member is:

X Person 65 years and older

X Jointly appointed by the area
agency on aging

___ Neither of the above groups

___ A user of public transportation

___ Represents one of the above

___ Neither of the above

2. _____ Andrea Stepien _____

NAME

_____ Citizen at Large _____

AFFILIATION

This Member is a:

(name of organization if any)

X Person with Disabilities

This member is:

X Person 65 years and older

___ Jointly appointed by the area
agency on aging

___ Neither of the above groups

X User of public transportation

___ Represents one of the above

___ Neither of the above

3. _____ Steve Pugsley _____

NAME

_____ Citizen at Large _____

AFFILIATION

This Member is a:

(name of organization if any)

___ Person with Disabilities

This member is:

X Person 65 years and older

___ Jointly appointed by the area
agency on aging

___ Neither of above groups

___ A user of public transportation

___ Represents one of the above

___ Neither of the above

4. _____ Doug Anderson _____

NAME

_____ Citizen at Large _____

AFFILIATION

This Member is a:

(name of organization if any)

___ Person with Disabilities

This member is:

X Person 65 years and older

___ Jointly appointed by the area
agency on aging

___ Neither of above groups

___ A user of public transportation

___ Represents one of the above

___ Neither of the above

4. _____ Alice Andrews _____

NAME

_____ Citizen at Large _____

AFFILIATION

This Member is a:

(name of organization if any)

___ Person with Disabilities

This member is:

X Person 65 years and older

___ Jointly appointed by the area
agency on aging

___ Neither of above groups

___ A user of public transportation

___ Represents one of the above

___ Neither of the above

(Agency Note: Provide this information for all Local Advisory Council members)

6. Present Vehicle Inventory – Rule 201 (2) (a)

LETS Transportation's demand response vehicle inventory presently in service is as follows:

- a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = __32__
- b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = __31__

7. Anticipated Vehicle Inventory – Rule 201 (2) (b)

LETS Transportation's anticipated demand response vehicle inventory is as follows:

- a. Number of demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = __32__
- b. Number of accessible demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = __31__

8. Narrative Summary of Vehicles Requested – Rule 201 (2) (l)

As indicated above, the agency currently operates or plans to operate a total of __32__ demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is __31__ vehicles. The reason for operating or planning to operate this number of accessible vehicles is: The vast majority of the LETS fleet is comprised of accessible vehicles to accommodate the needs of seniors and people with disabilities, who comprise the largest share of our ridership. However, LETS retains at least one non-accessible bus to maximize seating capacity for large group trips where all passengers are ambulatory.

9. Fare Structure - Rule 201 (2) (d)

LETS Transportation's fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response and fixed route service is as follows:

	General Public	Seniors/Disabled Peak	Seniors/Disabled Non-Peak
Demand Response	\$2	\$1	\$1
Fixed Route	N/A	N/A	N/A

(Agency Note: The example chart above can be modified to reflect local agency service hours, routes, and services. However, agencies must comply with the statutory requirement for preferential fares for individuals with disabilities and persons 65 years of age and older, for off peak periods of service. Preferential fares may not be higher than 50% of the regular 1-way single fare. Refer to the Michigan Transportation Fund Act, MCL 247.660e ,Sec. 10e (4) (a) (iii).)

10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

For demand-response service, LETS Transportation's Service Area is the entirety of Livingston County and the portions of the South Lyon—Hamburg—Genoa, MI Urban Area that are outside of Livingston County. In addition, LETS provides limited regional service to surrounding counties.

Refer to the attached map of LETS Transportation's service area, depicting LETS Transportation's service area and routes.

11. Service Schedule – Rule 201 (2) (g)

LETS Transportation's current service schedules, including hours of day and days per week for demand response service is as follows:

Monday-Friday: 6:00am – 9:00pm

Saturday: 7:00am-7:00pm

Sunday: 7:00am-5:00pm

12. Schedules in Alternative Formats – Rule 201 (2) (h)

LETS Transportation has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)

LETS Transportation does make demand-response service vehicles available for use during hours or days other than regular service hours and days. LETS Transportation confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)

LETS Transportation does not require that the senior, people with disabilities, and the general public must make an advance request to obtain demand response service. However, on-demand or same-day service cannot be

guaranteed at all times. For guaranteed availability the required advance request time period is 2 days.

15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)

LETS Transportation provides service to all customers within the following constraints on capacity and restrictions on trip purpose: As noted above, capacity constraints limit the availability of on-demand or same-day service availability. Regional service to surrounding counties is constrained by vehicle availability and limited to medical trip purposes.

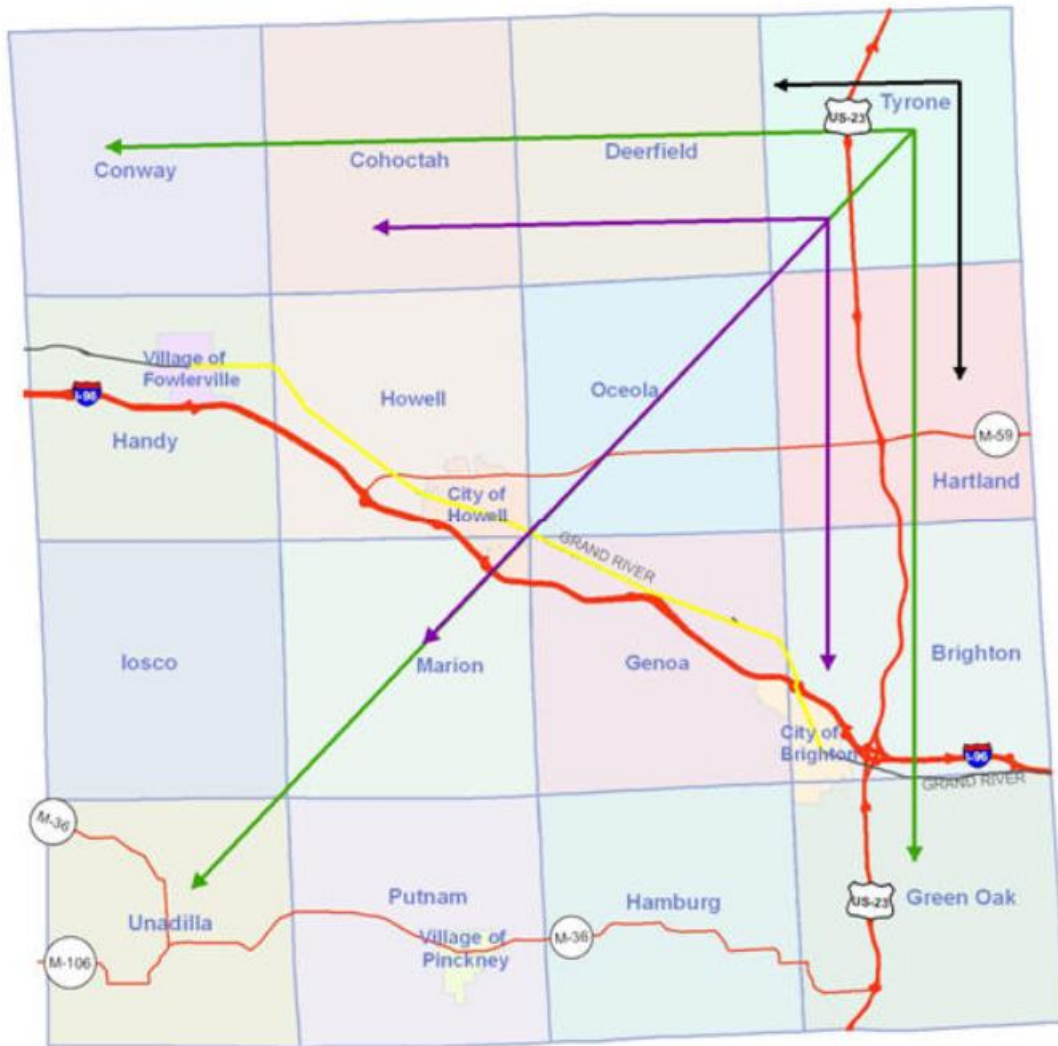
16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)

LETS Transportation's Local Advisory Council members made the following comments about this plan: N/A

17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)

LETS Transportation made the following response to its Local Advisory Council regarding the above comments: N/A

Attachment A – Service Area Map



Fares are based on zones (townships) traveled through. Please have exact fare as drivers cannot make change.

Traveling	Legend	Regular Fare	Seniors & Disabled Fares
Within Township	→	\$2	\$1
To Adjacent Township	→	\$2	\$1
2 Townships Away	→	\$4	\$2
3 Townships Away	→	\$6	\$3
Regional (Surrounding Counties)		\$20 round trip	\$10 round trip



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 03/20/2023
Re: Resolution Approving the Updated LETS Vehicle Accessibility Plan (VAP) - LETS

The Michigan Transportation Fund Act and the official administrative rules for Michigan's Comprehensive Transportation Fund require that all public transit agencies operating in Michigan file a Vehicle Accessibility Plan (VAP) with the Michigan Department of Transportation as a condition of receiving State funding.

The purpose of the VAP is to describe the agency's demand-response transportation services offered to seniors and people with disabilities to demonstrate compliance with the requirements of Section 10e(18), which are listed in Section 1 of the attached VAP.

An abbreviated VAP is updated and submitted each year as part of the annual application for State funding, but MDOT has not requested a full plan update since 2005.

The updated VAP will remain in effect for a period of five (5) years following approval by the Livingston County Board of Commissioners and the Livingston Local Advisory Council (the LLAC is described in Section 1 of the attached VAP).

As always, please do not hesitate to contact me at 517-540-7843 if you have any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Authorizing LETS to Apply for Capital Funding under the FY 2023
Section 5339(b) Bus and Bus Facilities Discretionary Grant Program – LETS**

WHEREAS, the Federal Transit Administration released a Notice of Funding Opportunity for the FY 2022 Section 5339(b) Bus and Bus Facilities Discretionary Grant program on January 27, 2023 with an application deadline of April 13, 2023; and

WHEREAS, the 5339(b) program provides approximately \$469 million in competitive grant funding for capital projects that include the purchase of buses and related equipment and construction of bus-related facilities; and

WHEREAS, LETS is requesting authorization to apply for 5339(b) funding of \$8 million, with a State match of \$2 million, for a total application amount of \$10 million, to purchase land and construct a new facility in the Brighton area; and

WHEREAS, the facility will serve as a satellite operations center 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, if awarded funding 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 2023 Section 5339(b) Bus and Bus Facilities Discretionary Grant program.

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

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MOVED:

SECONDED:

CARRIED:



3950 W. Grand River Ave.
Howell, MI 48855
517-546-6600
www.livgov.com/LET'S

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: March 27, 2023
Re: Resolution Authorizing LETS to Apply for Capital Funding under the FY 2023 Section 5339(b) Bus and Bus Facilities Discretionary Grant Program – LETS

LET'S is requesting authorization to apply for capital grant funding in the amount of \$10 million under the FY 2023 Section 5339(b) Bus and Bus Facilities Discretionary Grant program. The 5339(b) program provides approximately \$469 million in competitive grant funding for projects that include the purchase of buses and related equipment and construction of bus-related facilities.

The application will include Federal funding of \$8 million with a State match of \$2 million, for a total application amount of \$10 million, to purchase land and construct a new facility in the Brighton area. The facility will serve as a satellite operations center for LET'S as well as a transit hub for Michigan Flyer and other regional transit connections, as recommended by the 2019 Transit Master Plan.

This application is the initial step in securing funds and planning for the facility. If awarded funding from the 5339(b) grant program LET'S will seek Board approval for acceptance of the funds and any subsequent activities, including architecture & engineering, environmental review, and property acquisition.

A comprehensive memo prepared by our partner on the 2019 Transit Master Plan, AECOM Great Lakes, is attached. The memo includes an updated Origin-Destination Analysis showing the distribution of LET'S trips across the County, which indicates that the proportion of trips centered around the Brighton area has not changed significantly since the Transit Master Plan was completed in 2019.

The application deadline is April 13, 2023. The Notice of Funding Opportunity (NOFO) for the 5339(b) grant program can be viewed [here](#).

Thank you, and as always please do not hesitate to contact me with any questions at 517-540-7843.



AECOM
4219 Woodward Ave.
Detroit, MI 48201

To:
Livingston County Board of
Commissioners
304 E. Grand River Ave.
Howell, MI 48843

Project name:
Brighton Multimodal Transit Facility

From:
Jeromie Winsor, AICP

CC:
Greg Kellogg

Date:
March 27, 2023

Memo

Subject: FY23 5339b Grant Application for the Brighton Multimodal Transit Facility

What is the Brighton Multimodal Transit Facility?

The Brighton Multimodal Transit Facility is a proposed project coming out of the 2019 Transit Master Plan that would create a new combined operations center and passenger hub in the Brighton area that would supplement the current operations headquarters located west of Howell and serve as a transfer point between multiple different transit services operating in Livingston County.

What transportation challenges will the facility address? What benefits will it create?

The Brighton Multimodal Transit Facility will:

1. Decrease deadhead and emissions,
2. Enable speedier ride request fulfillment, and
3. Provide a permanent location for out-of-county transit services.

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 (see the Background Data section of this memo). Approximately half of the LETS fleet is used for routes in Brighton, and drivers must travel 10 to 15 miles from the current operations center in Howell where buses are dispatched from to reach those who need to be picked up. This results in significant dead head mileage and emissions when there are no passengers in the vehicle.

LETS launched its new software platform Ecolane and the associated smartphone app last year to allow customers to book on-demand rides. With this technology in place, LETS can provide much more efficient transportation than the previous manual trip scheduling system. The Brighton Multimodal Transit Facility will capitalize on this technology investment by providing a second location to dispatch vehicles from to meet on-demand ride requests within Brighton, where many such requests occur due to the concentration of activity centers there.

In 2019, Indian Trails, provider of Michigan Flyer intercity bus service, began providing trips between Livingston County, Ann Arbor, and the Detroit Metropolitan Airport with a temporary pick-up and drop-off location at the Meijer grocery store parking lot in Brighton. The service meets a clear demand that was documented by the Livingston County Transit Master Plan and will continue to be an important service for county residents. However, without a permanent location within the next few years, Michigan Flyer service to and from Livingston County may be discontinued. The Brighton Multimodal Transit Facility will provide the permanent location that the Michigan Flyer needs to continue serving Livingston County.

Additional services that will greatly benefit from the Brighton Multimodal Transit Facility include People's Express (which currently operates commuter service from Brighton and Whitmore Lake in Livingston County to the University of Michigan Hospital in Ann Arbor), the planned fixed-route bus route on Grand River Avenue, and potential future workforce transportation provided by Flint MTA and/or CATA. Having a central location for these services' buses and passengers would enable more efficient transfers and more effective transportation.

Why is grant funding needed?

The proposed Brighton Multimodal Transit Facility is a significant one-time capital investment beyond what can be reasonably funded from FTA formula program allocations and State and local resources. The vast majority of LETS' formula, State, and local funding is needed for preventative maintenance and operations, and it would take many years to build up the level of funding required for the facility without assistance. Therefore, LETS is seeking funding from the Federal 5339b Grants for Buses and Bus Facilities Competitive Program, which requires a State funding match of 20 percent (the application is due April 13, 2023).

Background Data

Figure 1: Passenger Origins and Destinations per Square Mile by Jurisdiction

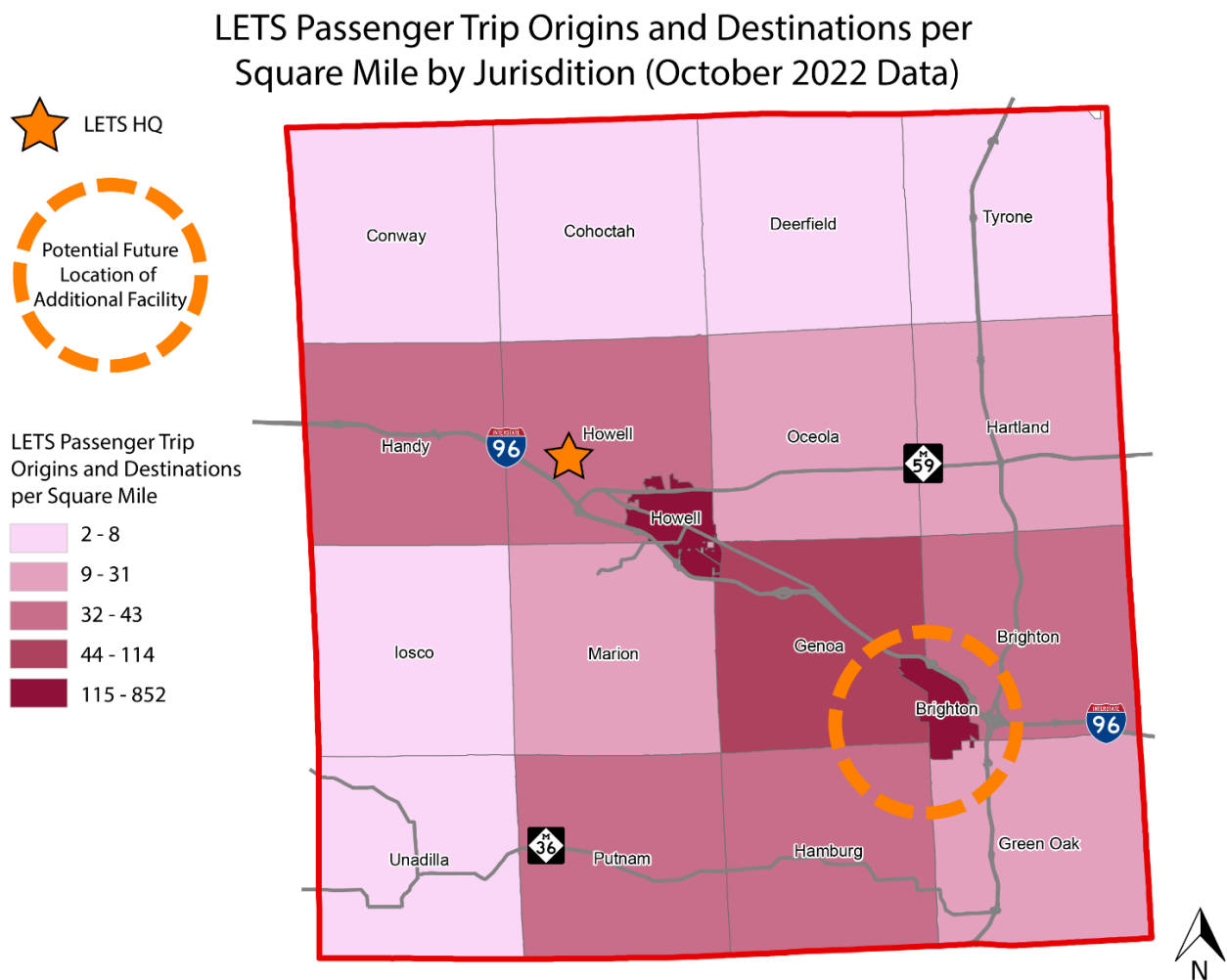


Table 1: Passenger Pickups Per Jurisdiction

Jurisdiction	Passenger Pickups	Percent of Total Passenger Pickups	Passenger Pickups per Square Mile
City of Howell	2,122	19%	414
Genoa Township	2,032	18%	56
City of Brighton	1,556	14%	425
Howell Township	705	6%	22
Brighton Township	698	6%	20
Putnam Township	671	6%	19
Hamburg Township	591	5%	16
Marion Township	556	5%	16
Handy Township	520	5%	15
Hartland Township	452	4%	12
Green Oak Township	418	4%	11
Oceola Township	330	3%	9
Outside Livingston County	238	2%	
Iosco Township	149	1%	4
Conway Township	91	1%	2
Deerfield Township	80	1%	2
Unadilla Township	52	0%	1
Cohoctah Township	51	0%	1
Tyrone Township	45	0%	1
Total	11,357	100%	

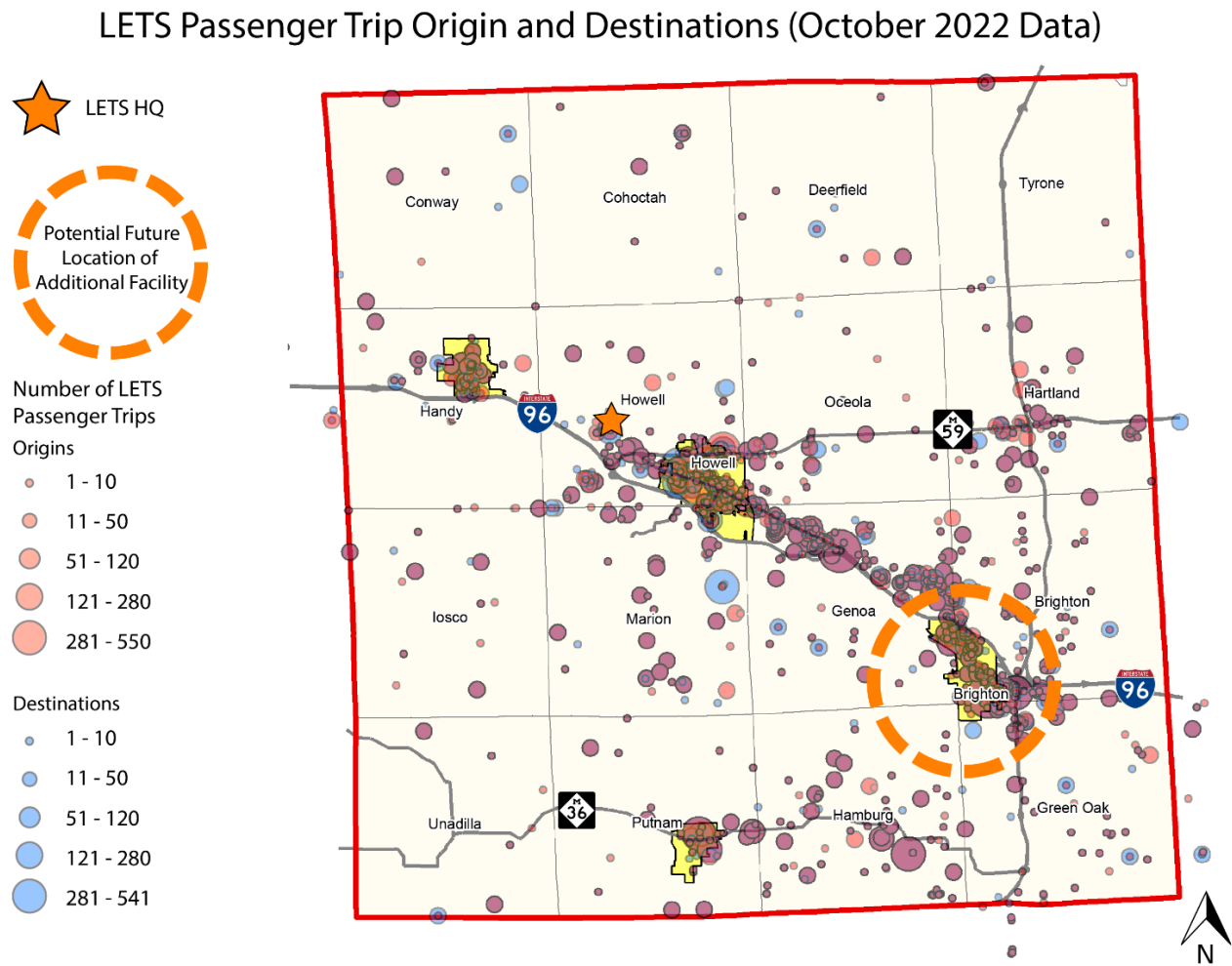
Source: LETS Origins (October 2022 Data)

Table 2: Passenger Drop-offs Per Jurisdiction

Jurisdiction	Passenger Drop-offs	Percent of Total Passenger Drop-offs	Passenger Drop-offs per Square Mile
City of Howell	2,093	18%	409
Genoa Township	2,074	18%	57
City of Brighton	1,563	14%	427
Howell Township	656	6%	20
Brighton Township	740	7%	21
Putnam Township	671	6%	19
Hamburg Township	648	6%	18
Marion Township	412	4%	11
Handy Township	588	5%	17
Hartland Township	524	5%	14
Green Oak Township	419	4%	11
Oceola Township	311	3%	8
Outside of Livingston County	226	2%	
Iosco Township	147	1%	4
Conway Township	72	1%	2
Deerfield Township	75	1%	2
Unadilla Township	47	0%	1
Cohoctah Township	51	0%	1
Tyrone Township	40	0%	1
TOTAL	11,357	100%	

Source: LETS Destinations (October 2022 Data)

Figure 2: Origin-Destination Density Map





Brighton Multimodal Transit Facility





What is the Brighton Multimodal Transit Facility?

- Result of 2019 Transit Master Plan
- Proposed combined operations center and passenger hub in the Brighton area
- Would supplement Howell facility where buses are currently dispatched from

Why?

- Decreasing deadhead and emissions
- Enabling speedier ride request fulfillment
- Providing a permanent location for out-of-county transit services

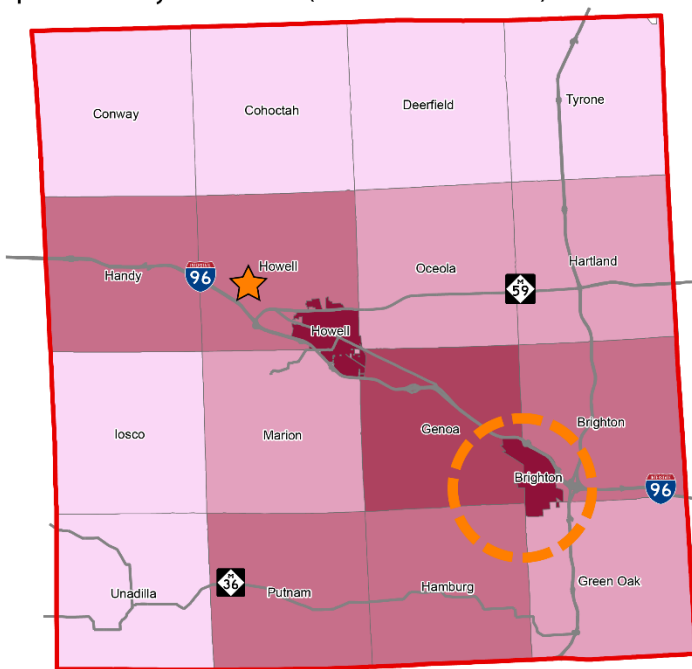
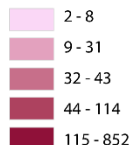


Origin-Destination Data by Jurisdiction

LETS Passenger Trip Origins and Destinations per Square Mile by Jurisdiction (October 2022 Data)



LETS Passenger Trip Origins and Destinations per Square Mile

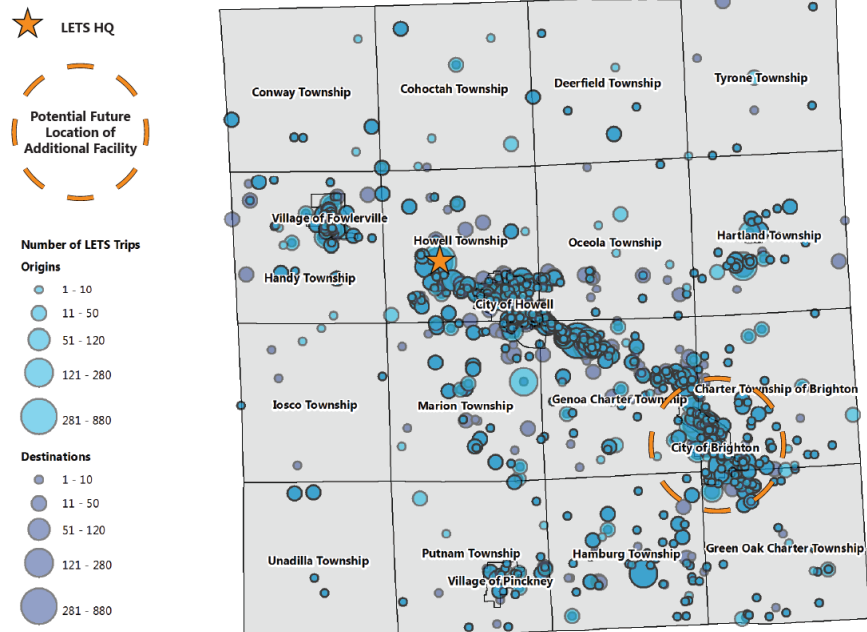


Jurisdiction	Percent Pickups	Percent Drop-offs	Pickups/ Square Mile	Drop-offs/ Square Mile
City of Howell	19%	18%	414	409
Genoa Township	18%	18%	56	57
City of Brighton	14%	14%	425	427
Howell Township	6%	6%	22	20
Brighton Township	6%	7%	20	21
Putnam Township	6%	6%	19	19
Hamburg Township	5%	6%	16	18
Marion Township	5%	4%	16	11
Handy Township	5%	5%	15	17
Hartland Township	4%	5%	12	14
Green Oak Township	4%	4%	11	11
Oceola Township	3%	3%	9	8
Outside Livingston County	2%	2%	-	-
Iosco Township	1%	1%	4	4
Conway Township	1%	1%	2	2
Deerfield Township	1%	1%	2	2
Unadilla Township	0%	0%	1	1
Cohoctah Township	0%	0%	1	1
Tyrone Township	0%	0%	1	1
Total	100%	100%		
October 2022 Origin-Destination Data				



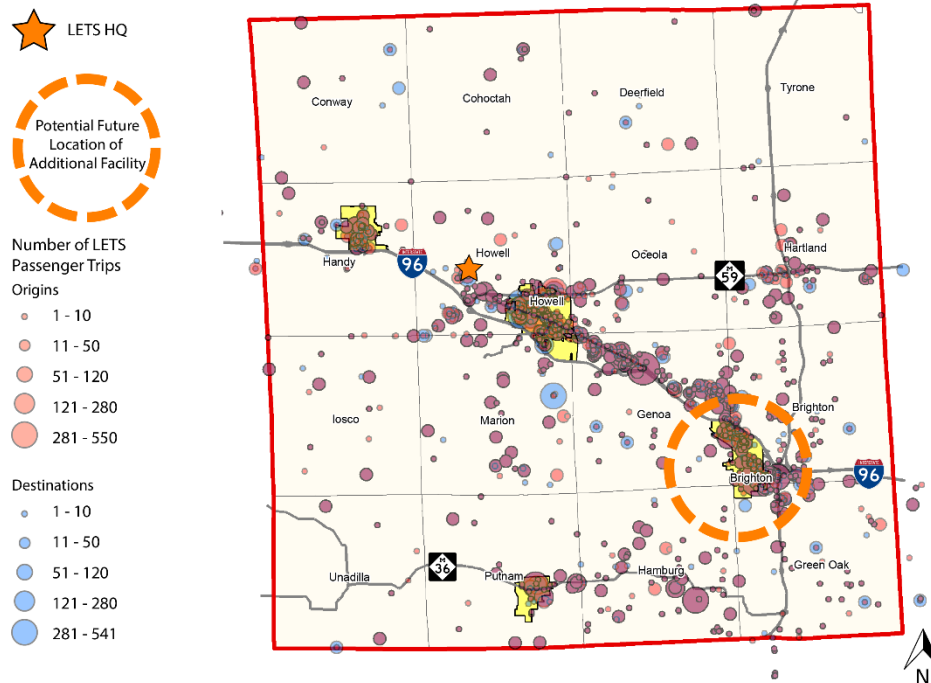
Origin-Destination Data 2018 vs. 2022

LETS Origins and Destinations (May 2018 Data)



- Approximately **14,300 passenger trips**
- Many vehicle trips carry one passenger

LETS Passenger Trip Origin and Destinations (October 2022 Data)



- Approximately **11,357 passenger trips**
- Average of 1.2 passengers per trip



Project Need

- Despite a drop in overall ridership, LETS trips continue to be concentrated in the Brighton area, far from the current Howell facility
- The Michigan Flyer still needs a permanent stop in Livingston County (currently at temporary Meijer parking lot location)
- New partnerships are in the works with Flint MTA and CATA for out-of-county service that would need a stop/transfer location
- People's Express and/or future commuter service to Ann Arbor need a more centralized stop



Federal Grant Funding

- One-time capital investment beyond what can be reasonably funded from current funding sources
- Seeking funding from the 5339b Grants for Buses and Bus Facilities Competitive Program (application due April 13)
 - State match of 20%

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Creation of Eight Irregular Part-time Driver Positions – LETS

WHEREAS, LETS is requesting the creation of eight (8) Irregular Part-time (IR PT) Driver positions to accommodate drivers who work limited or inconsistent schedules and are currently classified as Temporary employees; and

WHEREAS, despite working limited hours these drivers fill important scheduling gaps, including serving as substitutes for sick call-ins or working certain shifts that are difficult to fill, such as nights and weekends; and

WHEREAS, historically these needs have been filled by Temporary drivers, but employees can only remain in the Temporary classification for 1 year, at which time they must be terminated or moved to a permanent position; and

WHEREAS, it is in the best interest of LETS and the employees to remove this time constraint, and the only budgetary impact from this change is that Irregular Part-time employees are eligible for annual step increases; and

WHEREAS, of the eight (8) IR PT positions, four (4) will be Grade 2 non-CDL drivers and four (4) will be Grade 3 CDL drivers; and

WHEREAS, funds were budgeted for Temporary employees in the LETS 2023 budget, so a budget transfer will be needed to transfer funds to IR PT line item.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the creation of four (4) IR PT Grade 2 non-CDL Driver positions and four (4) IR PT Grade 3 CDL Driver positions, per the chart below:

Position #	Description	Group	Grade	FTE
53800167	DRIVER - NON CDL	NU	2	0.12
53800168	DRIVER - NON CDL	NU	2	0.12
53800169	DRIVER - NON CDL	NU	2	0.12
53800171	DRIVER - NON CDL	NU	2	0.12
53800138	DRIVER - CDL	NU	3	0.12
53800172	DRIVER - CDL	NU	3	0.12
53800174	DRIVER - CDL	NU	3	0.12
53800175	DRIVER - CDL	NU	3	0.12

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

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MOVED:
SECONDED:
CARRIED:



CONTACT INFORMATION

Requester: Nikki Grover Title of Requester: Operation Manager
 Dept. Phone Number/Extension: 7848 Date Requested: 03/27/2023

POSITION INFORMATION

Position Title: 4 IR PT Grade 3 Driver Supervisor: Nikki Grover

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☐

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☐ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: _____

Recommended by Hr to change 19 temps to Irregular Part time Positons

FUNDING INFORMATION

Base Annual Salary: 19.37 hr./19,339.00 yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation **(Required)**: Current: Org. 58859600 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☒ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Nikki Grover 3/27/23 Adam Baranski
 Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 2115 Job Title: Irregular Driver Grade/Step: NU3 / 1

FTE: 0.48 Employee Group: NU HR Reviewed: Amy Hill Date: 03/27/2023

BUDGET OFFICE ONLY

Position Control # 53800138, 53800172, 53800174, 53800175 Org. 58859600

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: Requires Board Approval. May need budget amendment / transfer

539OPS-OPERATIONS-SALARIES-PTUNDER20

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Nikki Grover Title of Requester: Operation Manager
 Dept. Phone Number/Extension: 7848 Date Requested: 03/27/2023

POSITION INFORMATION

Position Title: 4 IR PT Grade 2 Driver Supervisor: Nikki Grover

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☐

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☐ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: _____

Recommended by Hr to change 19 temps to Irregular Part time Positons

FUNDING INFORMATION

Base Annual Salary: 18.02 hr./17,991.16 yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation **(Required)**: Current: Org. 58859600 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☒ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Nikki Grover 3/27/23 Adam Baranski
 Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 2129 Job Title: Irregular Non-CDL Driver Grade/Step: NU2 / 1

FTE: 0.48 Employee Group: NU HR Reviewed: Amy Hill Date: 03/27/2023

BUDGET OFFICE ONLY

Position Control # 53800167, 53800168, 53800169, 53800171 Org. 58859600

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: Requires Board approval. May require a budget amendment / transfer

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____