

# GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

## AGENDA

February 12, 2018

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

**Pages**

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**  
Minutes of Meeting Dated: January 8, 2018
3. **APPROVAL OF AGENDA**
4. **REPORTS**
  - 4.1 **Health Department Update - Dianne McCormick**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**
  - 6.1 **EMERGENCY MEDICAL SERVICES** 3  
RESOLUTION AUTHORIZING THE PURCHASE OF DELL MOBILE DATA COMPUTERS
  - 6.2 **CAR POOL** 11  
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND SUPPLEMENTAL APPROPRIATION
  - 6.3 **CAR POOL** 14  
RESOLUTION AUTHORIZING THE USE OF THE WEX BANK FKA WRIGHT EXPRESS FLEET CARD PROGRAM TO PROVIDE FUEL FOR LIVINGSTON COUNTY MOTOR POOL VEHICLES
  - 6.4 **L.E.T.S.** 16  
RESOLUTION APPROVING THE UPDATED L.E.T.S. TITLE VI PROGRAM REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)
  - 6.5 **L.E.T.S.** 17  
RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON

<b>6.6</b>	<b>L.E.T.S.</b>	<b>19</b>
	RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2019 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED	
<b>6.7</b>	<b>L.E.T.S.</b>	<b>22</b>
	RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2019 FOR TRANSPORTATION TO WORK GRANT	
<b>6.8</b>	<b>TREASURER</b>	<b>24</b>
	RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE	
<b>6.9</b>	<b>TREASURER</b>	<b>25</b>
	RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY CLERK'S DOWNTOWN OFFICE	
<b>6.10</b>	<b>TREASURER</b>	<b>26</b>
	RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY BUILDING DEPARTMENT	
<b>6.11</b>	<b>VETERANS SERVICES</b>	<b>27</b>
	RESOLUTION TO APPROVE A NON-PRECEDENT SETTING DONATION OF A VEHICLE TO THE DEPARTMENT OF VETERANS' SERVICES	
<b>6.12</b>	<b>VETERANS SERVICES</b>	<b>29</b>
	RESOLUTOIN AUTHORIZING THE RENOVATION OF LIVINGSTON COUNTY VETERANS SERVICES OFFICE AND A SUPPLEMENTAL APPROPRIATION	

**7. CALL TO THE PUBLIC**

**8. ADJOURNMENT**

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING THE PURCHASE OF DELL MOBILE DATA COMPUTERS**

- WHEREAS,** the Livingston County EMS Department would like authorization to purchase (13) Dell Mobile Data Computers; and
- WHEREAS,** the attached quote lists the description of the Dell Mobile Data Computers that the EMS department would like to purchase; and
- WHEREAS,** the computers are required for patient charting; and
- WHEREAS,** the existing computers have reached the end of their life cycle and are in need of replacement; and
- WHEREAS,** the money to purchase the computers is in the EMS Budget; and
- WHEREAS,** IT has secured the best price following purchasing guidelines for the computers; and
- WHEREAS,** the total cost for (13) Dell Mobile Data Computers for EMS is \$ 33,361.38.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby  
authorizes the purchase of the (13) Dell Mobile Data Computers for the County’s EMS  
Department for a cost not exceed \$33,361.38.

# # #

MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd**  
**Date: 01/23/2018**  
**Re: Charting Computer Replacements**

---

The EMS department currently has 13 computers that are used to generate electronic patient care records that have reached the end of their life. The bulk of those computers were purchased in February of 2014 or earlier. The replacement of these computers was budgeted for in CY 2018 and EMS has worked with IT to find the best solution and the best price to accomplish the task.

If you have any questions regarding this matter please contact me.



## A quote for your consideration!

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

**Total: \$33,361.38**

<b>Quote number:</b> 3000021053798.1	<b>Quote date:</b> Jan. 5, 2018	<b>Quote expiration:</b> Feb. 4, 2018	
<b>Company name:</b> LIVINGSTON COUNTY	<b>Customer number:</b> 10920868	<b>Phone:</b> (517) 540-8803	<b>Purchase Order:</b> 1700115300
<b>Sales rep information:</b> Tony Travis Tony_Travis@Dell.com (800) 456-3355 Ext: 5138207	<b>Billing Information:</b> LIVINGSTON COUNTY ADMINISTRATION BLDG 304 E GRAND RIVER AVE STE 101 HOWELL MI 48843-2488 US (517) 540-8803		

## Pricing Summary

Item	Qty	Unit Price	Subtotal
Latitude 12 Rugged Extreme 7214	13	\$2,549.07	\$33,137.91
Dell Rugged Stylus and Tether Kit - Latitude Rugged Extreme	13	\$17.19	\$223.47
<b>Subtotal:</b>			\$33,361.38
<b>Shipping:</b>			\$0.00
<b>Environmental Fees:</b>			\$0.00
<b>Non-Taxable Amount:</b>			\$33,361.38
<b>Taxable Amount:</b>			\$0.00
<b>Estimated Tax:</b>			\$0.00
<b>Total:</b>			\$33,361.38

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

## Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,  
Tony Travis

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

## Shipping Group 1

<b>Shipping Contact:</b>	<b>Shipping phone:</b>	<b>Shipping via:</b>	<b>Shipping Address:</b>
INFORMATION TECHNOLOGY	(517) 540-8803	Standard Ground	304 GRAND RIVER AVE STE 101 ADMINISTRATION BLDG HOWELL MI 48843 US

SKU	Description	Qty	Unit Price	Subtotal
	<a href="#">Latitude 12 Rugged Extreme 7214</a>	13	\$2,549.07	\$33,137.91
	<b>Estimated delivery date:</b> Jan. 25, 2018 <b>Contract No:</b> 87AHG <b>Customer Agreement No:</b> 071B6600111			
210-AJRS	Latitude 7214, XCTO	13	-	-
338-BJKC	Intel Core i5-6300U Processor (Dual Core, 3M Cache, 2.40 GHz)	13	-	-
619-ALSQ	Windows 7 Professional English 64bit NB (Includes Windows 10 Pro License, Microsoft Volume License Only)	13	-	-
630-AARX	No Software	13	-	-
631-AAZC	Intel vPro Technologys Advanced Management Features	13	-	-
370-ACDD	8GB (1x8GB) 2133MHz DDR4 Memory	13	-	-
400-ANIO	256GB Mobility Solid State Drive	13	-	-
490-BBTM	Intel [R] Integrated HD Graphics 520	13	-	-
391-BCSF	29.5cm (11.6") HD (1366x768) Touch Display with Microphone Camera with Privacy Shutter	13	-	-
389-BKMY	Regulatory Label, W/GS, No Rubber coating	13	-	-
580-ABYR	Sealed Internal RGB Backlit English Keyboard	13	-	-

570-AADK	No Mouse	13	-	-
555-BCZH	Intel Dual-Band Wireless-AC 8260 Driver	13	-	-
555-BCXB	Intel Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Card (2x2)	13	-	-
362-BBBB	No Wireless WWAN Card	13	-	-
389-BKOU	Regulatory Label, LAN, GS/NGS, C2	13	-	-
395-BBBG	Antenna, No-Upgrade, 7214	13	-	-
451-BBWO	4-cell (56Wh) Lithium Ion Battery With ExpressCharge	13	-	-
492-BBEM	65W AC Adapter, 3-pin	13	-	-
346-BBXW	No Fingerprint Reader	13	-	-
817-BBBB	No FGA	13	-	-
450-AAEJ	US Power Cord	13	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	13	-	-
340-BEXO	Quick Setup Guide (English)	13	-	-
387-BBFE	Energy Star	13	-	-
328-BBMU	Shipping Box Shuttle for DAO	13	-	-
340-AAFC	System Shipment	13	-	-
332-1286	US Order	13	-	-
389-BKKW	Regulatory label	13	-	-
800-BBGS	BTO Standard Shipment (M)	13	-	-
340-ACQQ	No Option Included	13	-	-
575-BBCH	No Stand included	13	-	-
460-BBEX	No Carrying Case	13	-	-
389-BJUF	Intel Core i5 Vpro Processor Label	13	-	-
340-AATY	Dell Client System Update	13	-	-
340-AATY	Dell Client System Update	13	-	-
340-AAUC	Dell Digital Delivery Cirrus Client	13	-	-
340-AAUC	Dell Digital Delivery Cirrus Client	13	-	-
340-ADFZ	Dell Power Manager	13	-	-

340-ADFZ	Dell Power Manager	13	-	-
422-0007	Dell Data Protection Security Tools Digital Delivery/NB	13	-	-
422-0007	Dell Data Protection Security Tools Digital Delivery/NB	13	-	-
422-0007	Dell Data Protection Security Tools Digital Delivery/NB	13	-	-
422-0052	SW,MY-DELL,CRRS	13	-	-
640-BBDI	Adobe Reader 11	13	-	-
640-BBDI	Adobe Reader 11	13	-	-
640-BBDI	Adobe Reader 11	13	-	-
640-BBEU	Dell Data Protection Protected Workspace	13	-	-
640-BBQC	System Driver, Dell Rugged Extreme 12	13	-	-
658-BBNF	Waves Maxx Audio Royalty	13	-	-
658-BBNF	Waves Maxx Audio Royalty	13	-	-
658-BBNF	Waves Maxx Audio Royalty	13	-	-
658-BCUV	Dell Developed Recovery Environment	13	-	-
658-BCUV	Dell Developed Recovery Environment	13	-	-
451-BBWQ	Rugged Battery Hotswap,7214	13	-	-
389-BDCE	No UPC Label	13	-	-
620-AAOH	No Media	13	-	-
540-BBFB	Express Card Reader (Replaces 8-in-1 Memory Card Reader and one USB 3.0 port)	13	-	-
319-BBEB	Bottom Camera with Flash	13	-	-
340-ACQQ	No Option Included	13	-	-
340-ACQQ	No Option Included	13	-	-
804-0511	ProSupport Plus: Next Business Day Onsite, 1 Year Extended	13	-	-
804-0513	ProSupport Plus: Next Business Day Onsite, 3 Years	13	-	-
975-3461	Dell Limited Hardware Warranty Extended Year(s)	13	-	-
997-6988	Dell Limited Hardware Warranty Initial Year	13	-	-
997-7007	ProSupport Plus: Accidental Damage Service, 4 Years	13	-	-
997-7010	ProSupport Plus: Keep Your Hard Drive, 4 Years	13	-	-



997-7036	ProSupport Plus: 7x24 Technical Support, 4 Years	13	-	-
997-8367	Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	13	-	-

SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Rugged Stylus and Tether Kit - Latitude Rugged Extreme</b>	13	\$17.19	\$223.47
	<b>Estimated delivery date:</b> Jan. 11, 2018			
	<b>Contract No:</b> 87AHG			
	<b>Customer Agreement No:</b> 071B6600111			
750-AAQE	Stylus and Tether for Rugged Extreme notebooks, Customer Kit, ShpW	13	-	-

<b>Subtotal:</b>	\$33,361.38
<b>Shipping:</b>	\$0.00
<b>Environmental Fees:</b>	\$0.00
<b>Estimated Tax:</b>	\$0.00
<b>Total:</b>	<b>\$33,361.38</b>

## Important Notes

### Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale ([www.dell.com/learn/us/en/uscorp1/terms-of-sale](http://www.dell.com/learn/us/en/uscorp1/terms-of-sale)), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy ([www.dell.com/returnpolicy](http://www.dell.com/returnpolicy)) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A ([www.dell.com/AEULA](http://www.dell.com/AEULA)) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S ([www.dell.com/SEULA](http://www.dell.com/SEULA)).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

### Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com).

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND SUPPLEMENTAL APPROPRIATION**

**WHEREAS,** the Veteran Services department is requesting a new vehicle to replace a donated van that became unsafe and was decommissioned in 2016; and

**WHEREAS,** the replacement vehicle is a wheelchair accessible 2018 Ford Transit conversion van at a cost not to exceed Forty-Three Thousand Three Hundred and Fifty-Five dollars (\$43,355), including delivery, plus an additional Six Thousand Two Hundred and Ninety-Five dollars (\$6,295) in annual vehicle operating costs; and

**WHEREAS,** the conversion van will be purchased from Mobility TRANS of Canton, MI at government fleet pricing; and

**WHEREAS,** the Veteran Services and Motor Pool departments did not include this vehicle in their respective 2018 budgets; and

**WHEREAS,** a supplemental appropriation is necessary to increase the Veterans Services and Motor Pool budgets by Forty-Nine Thousand Six Hundred and Fifty dollars (\$49,650) each; and

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes the Motor Pool Director to purchase one (1) MY 2018 Ford Transit conversion van for Veterans Services from Mobility TRANS of Canton Michigan, at a cost not to exceed Forty-Three Thousand Three Hundred and Fifty-Five dollars (\$43,355) plus an additional Six Thousand Two Hundred and Ninety-Five dollars (\$6,295) to cover the annual operating costs of the vehicle.

**BE IT FURTHER RESOLVED** that the total requested supplemental appropriation for Veterans Services and Motor Pool is Forty Nine Thousand Six Hundred and Fifty dollars (\$49,650)

**BE IT FURTHER RESOLVED** that the new Veteran's vehicle will be leased back to Veteran's Services for a term of 84 months.

---

**BE IT FURTHER RESOLVED** that Livingston County Board of Commissioners hereby adopts the  
Proposed Amended 2018 Budget as follows;

<u>Fund</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
Motor Pool	\$1,696,544	\$49,650	\$1,746,194
Veterans' Services	\$ 849,940	\$49,650	\$ 899,590

**BE IT FURTHER RESOLVED** that the Budgetary Status Reports showing the line item  
changes for this supplemental appropriation will be attached as part of this  
resolution.

**BE IT FINALLY RESOLVED** that the Motor Pool Director is hereby authorized to dispose of  
the replaced vehicle per the County Purchasing/Disposal Policy.

#

#

#

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Transportation Director**  
**Date: 01/30/2018**  
**Re: RESOLUTION AUTHORIZING CAPITAL  
EXPENDITURE FOR ONE (1) VEHICLE AND  
SUPPLEMENTAL APPROPRIATION – Motor Pool /  
Veteran Services / General Government / Finance / Board**

---

Attached is a resolution for your consideration and approval for the purchase of one (1) new vehicle for Veteran Services and supplemental appropriation for the Veterans Services and Motor Pool departments.

The Veteran Services department is requesting a new vehicle to replace a donated van that became unsafe due to age and condition and was decommissioned in 2016.

The new vehicle for Veteran's Services will be a 2018 Ford Transit van with all transit vehicle requirements including placement for two wheelchairs, an extended body, and a high roof. The van will be built by Mobility TRANS of Canton, Michigan at a cost not to exceed Forty-Three Thousand Three Hundred and Fifty-Five dollars (\$43,355), plus an additional Six Thousand Two Hundred and Ninety-Five dollars (\$6,295) in operating costs for the remainder of the year (lease costs, fuel, insurance, repair and maintenance) for a total of Forty-Nine Thousand Six Hundred and Fifty dollars (\$49,650).

Mobility TRANS is an approved MDOT bus builder with contracts for Transit buses. They are also a current vendor of L.E.T.S. for replacement buses. The pricing is Government fleet pricing.

A supplemental appropriation is required because the purchase of this vehicle was not included in either the Veterans Services or Motor Pool 2018 approved budgets. Therefore, an increase in both the 2018 Veterans Services and Motor Pool budget of Forty-Nine Thousand Six Hundred and Fifty dollars (\$49,650) is required for the purchase and related operating costs.

Please contact me if you have any questions, my direct phone number is 517-540-7847

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING THE USE OF THE WEX BANK FKA WRIGHT EXPRESS FLEET CARD PROGRAM TO PROVIDE FUEL FOR LIVINGSTON COUNTY MOTOR POOL VEHICLES**

**WHEREAS,** Livingston County currently uses the Wright Express program for which the contract expires on April 1, 2018; and

**WHEREAS,** the State of Michigan (SOM) has an extendable contract with WEX Bank, formerly known as Wright Express, which offers benefits to the County that include numerous service locations, no fees and an increased rebate; and

**WHEREAS,** we will continue to have pre-purchase controls, web-based tracking and reporting features for the Livingston County fleet management functions; and

**WHEREAS,** the SOM contract period is until September 30, 2020, and contains up to three (3) additional one-year renewal options; and

**WHEREAS,** funding for same has been allocated and approved as part of the departmental budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes use of the WEX Bank Fleet Card Program for County fleet functions by piggybacking on the State of Michigan (SOM) contract # 071B7700171 until September 30, 2020 with up to three (3) additional one-year renewal options subject to the availability of appropriated funds.

**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 as prepared by Civil Counsel.

#

#

#

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**MOTOR POOL DEPARTMENT**

**3950 W. Grand River Ave.**  
**Howell, MI 48855**

**Phone 517-540-7847 Fax 517-546-5088**

**Web Site: [www.livgov.com/carpool/Pages/default.aspx](http://www.livgov.com/carpool/Pages/default.aspx)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Motor Pool Director**  
**Date: January 25, 2018**  
**Re: RESOLUTION AUTHORIZING THE USE OF THE WEX BANK FKA WRIGHT EXPRESS FLEET CARD PROGRAM TO PROVIDE FUEL FOR LIVINGSTON COUNTY MOTOR POOL VEHICLES – GENERAL GOVERNMENT/ FINANCE/ BOARD**

Attached for your review and approval is a resolution to authorize piggybacking from the State of Michigan Contract (071B7700171) with WEX Bank, formerly known as Wright Express, for fleet card services using the Speedway Rebate Program. Motor Pool has been utilizing a similar program with Wex Bank via the National Joint Powers Alliance (NJPA) contract which expires on April 1, 2018. All aspects of the program will remain the same with the exception of an increase in our current rebate of 1% at non-speedway locations to 1.25%. We will receive a rebate of 2.58% on unleaded and 3.80% on diesel purchases made at all Speedway locations. The only cost to the County under this program will be if we were to request any type of expedited shipping for replacement or lost cards.

WEX Bank is accepted wherever Mastercard and Visa are accepted including Costco, Kroger, and Meijer. The benefits of having more participating locations include the reduction in the number of employee reimbursements for fueling a County vehicle and an increase in the County receiving tax-exemption on the purchase.

We will continue to have several pre-purchase controls, tracking and reporting features such as:

- **Pre-Purchase:** Transaction is authorized only when a vehicle-specific gas card and employee PIN number match. Transactions per day and gallons per fill and day can be limited. Mileage is entered with each transaction.
- **Tracking:** Web-based tracking of transactions is available 24/7. Vehicle cards and pin-numbers can be disabled in real-time by Motor Pool staff
- **Reporting:** Receive a monthly bill in excel format that can be customized as Motor Pool requires (by vehicle, driver, department, etc.) for chargeback's. Each transaction contains the deduction of taxes at time of purchase, the mileage entered, and a mileage per gallon calculation.

Therefore, I am recommending that the attached resolution be approved which authorizes piggybacking on the State of Michigan contract with WEX Bank. The contract period is until September 30, 2020 and contains renewal options for up to three (3) additional one-year periods.

If you have any questions regarding this program, please do not hesitate to contact me at 517-540-7847 or extension 7847.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION APPROVING THE UPDATED L.E.T.S. TITLE VI PROGRAM REQUIRED BY THE  
FEDERAL TRANSIT ADMINISTRATION (FTA) - L.E.T.S.**

**WHEREAS,** the Federal Transit Administration (FTA) requires an updated Title VI program every three (3) years from direct recipients of Federal funds, FTA as the operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by C.F.R. 49, Chapter 53; Section 5332, or other Federal statutes administered by the Federal Transit Administration; and

**WHEREAS,** the Federal Transit Administrator has been delegated authority to award Federal Financial Assistance for a transportation project with a cooperative agreement for Federal financial assistance the Federal Transit Administrator, will impose certain up to date documentation and obligations upon the Applicant; and

**WHEREAS,** L.E.T.S. is required to update their Title VI anti-discrimination program every three (3) years and submit to the FTA Region V office in Chicago, IL for the Civil Rights Officer's approval.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the updated L.E.T.S. Title VI program effective February 1, 2018 upon recommendation from Mark T. Koerner, special transit attorney for L.E.T.S.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to sign all documents related to the updated L.E.T.S. Title VI program required by the Federal Transit Administration.

#

#

#

MOVED:  
SECONDED:  
CARRIED:



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON (L.E.T.S.) FOR FY 2019 - L.E.T.S.**

**WHEREAS,** L.E.T.S. is the eligible governmental agency representing SPECIALIZED SERVICES interests receiving funds under this contract for Livingston County; and

**WHEREAS,** SPECIALIZED SERVICES are public transportation services primarily designed for persons who are disabled or who are sixty (60) years of age or older; and

**WHEREAS,** This contract is to provide operating assistance funds from the Michigan Department of Transportation to SPECIALIZED SERVICES providers in Livingston County, as follows:

Specialized Services Recipients	
Hartland Senior Center	\$16,000
Brighton Community Education	\$16,000
Livingston County Community Mental Health	\$16,000
Catholic Social Charities	\$ 9,362
Special Ministries of Livingston County	\$ 2,500
<b>TOTAL:</b>	<b><u>\$59,862</u></b>

**WHEREAS,** Upon execution, this Contract shall cover the period commencing October 1, 2018, and extending through September 30, 2019.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the SPECIALIZED SERVICES Contract between the Michigan Department of Transportation and the County of Livingston, together with the above-stated provider contracts, for services from October 1, 2018, through September 30, 2019.

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign said contracts and subsequent Project Authorization(s) upon review and recommendation of Mark T. Koerner, Legal Counsel for L.E.T.S.

# # #

MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Director of Transportation Services**  
**Date: 1/8/2018**  
**Re: RESOLUTION AUTHORIZING SPECIALIZED  
SERVICES CONTRACT BETWEEN THE MICHIGAN  
DEPARTMENT OF TRANSPORTATION AND THE  
COUNTY OF LIVINGSTON (L.E.T.S.) FOR FY 2019 –  
L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD**

---

Attached for your review and consideration is a resolution authorizing a contract between MDOT and Livingston County - L.E.T.S. for Specialized Services Grant for FY 2019 including the authorization and signature of Board Chair of the 3<sup>rd</sup> party contracts to the sub-recipients. Once again, we are asking for \$59,862. which the same amount as last years' allocation. This is what MDOT anticipates will be available for Livingston County. All allocated monies come through L.E.T.S. as the "pass through" agent and are distributed to the sub-recipients named in the resolution.

L.E.T.S. has the fiduciary responsibility to apply for funding and to report on activity to MDOT including the distribution of funds to qualified Specialized Service participants. The Specialized Services recipients are the Hartland Senior Center, Brighton Community Education, Livingston County Mental Health, Catholic Social Services, and Special Ministries of Livingston County.

This is strictly a "pass through" from MDOT to the five (5) sub-recipients. We receive a quarterly check from MDOT and immediately have checks issued to the sub-recipients. There are no local dollars expended for these services as Specialized Services is only a State of Michigan program.

As always, if you have any questions, please do not hesitate to contact me at your convenience at 540-7847.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2019 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

**WHEREAS,** pursuant to Act No. 51 of the Public Acts of 1951, as amended (ACT 51), the County of Livingston will provide a local transportation program for the State as established under Act 51 for Fiscal Year 2019 and therefore, apply for State Financial Assistance under provisions of Act 51; and

**WHEREAS,** it is necessary for the County of Livingston to name an official representative for all public transportation matters who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51; and

**WHEREAS,** it is necessary to certify that no changes in eligibility documentation has occurred during the past State Fiscal Year, and

**WHEREAS,** the 10e (18) accessibility plan amendment for this agency has been reviewed and approved by the Livingston County Board of Commissioners; and

**WHEREAS,** the performance indicators for this agency have been reviewed and approved by the Livingston County Board of Commissioners; and

**WHEREAS,** the County of Livingston, has reviewed and approved the proposed 2019 budget and funding sources consisting of estimated Federal Funds – \$1,586,809; estimated State Funds – \$1,190,785; estimated Local Funds - \$490,000; estimated non-transit revenues - \$23,000; for a Total Estimated Revenues of \$3,290,594 and total Estimated Expenditures of \$3,290,594; and capital requests of \$162,000 for one replacement bus and facility upgrades.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby makes its intentions known to provide public transportation service and authorizes application for state financial assistance with this annual plan for Fiscal Year 2019, in accordance with Act 51.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board chair to sign said application documents and subsequent Project Authorization(s) as approved to form by Mark T. Koerner, L.E.T.S. Legal Counsel.

**BE IT FINALLY RESOLVED** that the Livingston County Board of Commissioners hereby appoints Transportation Director, Douglas J. Britz (or Deputy Transportation Director, Greg Kellogg in his absence) as the Transportation Coordinator for all public transportation

matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51 for the Fiscal Year 2019.

#

#

#

MOVED:

SECONDED:

CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Transportation Director**  
**Date: 01/25/2018**  
**Re: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE  
FOR STATE FISCAL YEAR 2019 UNDER ACT NO. 51 OF THE PUBLIC  
ACTS OF 1951, AS AMENDED - L.E.T.S. / GENERAL GOVERNMENT /  
FINANCE / BOARD**

---

Attached for your consideration and approval is a resolution stating the intention of L.E.T.S. to apply for financial assistance from the State of Michigan for FY 2019 under Act 51 of the Public Acts of 1951, as amended. This resolution needs to accompany the Application to be considered for Federal and State of Michigan Act 51 of the Public Acts of 1951, as amended, reimbursement funding.

The Operating grant application is very similar to last year's budget. The proposed FY 2019 State application operating budget and funding sources consists of estimated federal funds in the amount of \$1,586,808; estimated state funds in the amount of \$1,190,786; estimated fare box/local funds in the amount of \$490,000; and estimated non-transit revenues of \$23,000 for a total of \$3,290,594 in estimated revenues and \$3,290,594 in estimated eligible expenses.

L.E.T.S. is also requesting \$162,000 in Capital funds for two (2) replacement vehicles and various facility improvements.

Please note that L.E.T.S. anticipates requesting \$50,000 in Local Contribution (General Fund) funds in the FY 2019 budget to maintain service levels consistent with our 2018 expansion. I anticipate that State of Michigan and federal funding will cover 82.1% of our costs; farebox/local funds will make up 17.3% and non-transit revenue 0.6%.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE:

---

---

**RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2019 FOR TRANSPORTATION TO WORK GRANT – L.E.T.S.**

**WHEREAS,** L.E.T.S. has provided Transportation to Work transit service in Livingston County since 2009 when it was originally called Job Access and Reverse Commute (JARC) transit service; and

**WHEREAS,** on September 23, 2010 the ARC of Livingston, Community Mental Health, and the Livingston Transportation Coalition gathered a forum and conducted a review of the original Public Transportation Coordination Plan including area transportation providers, citizens at large, senior centers, a SEMCOG representative, Livingston County United Way, local government leaders, and others; and

**WHEREAS,** a coordination plan was adopted in September 2010 and has been reviewed annually with no subsequent major changes, and one of the major needs identified by the coordination plan is extended weekday hours to get low income and elderly passengers to work and back home; and

**WHEREAS,** the County of Livingston has reviewed and approved the proposed FY 2019 Transportation to Work budget which includes funding sources consisting of State funds of \$77,670 and fare box revenue of \$10,000 for total revenue of \$87,670 and total expenditures of \$87,670.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Transportation to Work transportation services and authorizes the application for State operating assistance in the amount of \$77,670.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board Chair to sign said application documents and subsequent Project Authorizations once reviewed and approved as to form by Mark T. Koerner, Legal Counsel for L.E.T.S.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby appoints Transportation Director, Douglas Britz (or Deputy Transportation Director Greg Kellogg in his absence) as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its administration of the Transportation to Work grant.

#

#

#

**MOVED:  
SECONDED:  
CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE**

**3950 W. Grand River Ave.**  
**Phone 517-540-7847 Fax 517-546-5088**  
**Web Site: [www.livgov.com/lets](http://www.livgov.com/lets)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Transportation Director**  
**Date: 01/25/2018**  
**Re: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL  
ASSISTANCE FOR STATE FISCAL YEAR 2019 FOR  
TRANSPORTATION TO WORK GRANT - L.E.T.S. /  
GENERAL GOVERNMENT / FINANCE / BOARD**

---

Attached for your consideration and approval is a resolution stating the intention of L.E.T.S. to apply for financial assistance from the State of Michigan for FY 2019 for the Transportation to Work grant (formally called Job Access and Reverse Commute) which L.E.T.S. has successfully applied for since 2009.

A public transportation coordination plan was adopted in September 2010 and has been reviewed annually with no subsequent major changes. One of the major needs identified by the coordination plan is extended weekday hours to get low income and elderly passengers to work and back home. The L.E.T.S. Transportation to Work route, which traverses Grand River Ave. with a 1-mile deviation, was established to serve this low-income and elderly working population and has done so successfully with level or increasing year-over-year ridership.

The Transportation to Work grant funding sources consist of State funds of \$77,670 and fare box revenue of \$10,000 for total revenue of \$87,670 and total expenditures of \$87,670.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY DRAIN COMMISSIONER’S OFFICE**

**WHEREAS,** the Livingston County Drain Commissioner’s Office takes in payments for various permits, special assessments and other fees for service; and

**WHEREAS,** the Livingston County Drain Commissioner’s Office is currently authorized to have \$300 for drawer startup cash and \$400.00 for petty cash (a total of \$700.00); and

**WHEREAS,** the Drain Commissioner would like to implement the best practice of assigning one cash drawer to each individual cashier as opposed to multiple cashiers using one drawer; and

**WHEREAS,** an increase in “startup” cash will be necessary to provide each drawer/cashier the ability to make change for transactions; and

**WHEREAS,** this additional cash will be used only for making change and will not be used for any “petty cash” purchases; and

**WHEREAS,** the Drain Commissioner’s Office has indicated an additional \$150.00 for startup cash would be adequate.

**THEREFORE LET IT BE RESOLVED** that the Livingston County Treasurer shall be authorized to increase the total Imprest Cash for the Livingston County Drain Commissioner’s Office from \$700.00 to \$850.00, with the additional \$150.00 to be used solely for the Drain Commissioner’s Office to make change for transactions.

# # #

MOVED:  
SECONDED:  
CARRIED:



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY CLERK’S DOWNTOWN OFFICE**

- WHEREAS,** the Livingston County Clerk’s Office takes in payments for concealed pistol licenses, vital records, assumed names, and other services; and
- WHEREAS,** the Livingston County Clerk’s Office is currently authorized to have \$100.00 for startup cash and \$50.00 for petty cash (a total of \$150.00); and
- WHEREAS,** an increase in the number of transactions has created a need for an increase in available cash to use for making change for transactions; and
- WHEREAS,** this additional cash will be used only for making change and will not be used for any “petty cash” purchases;
- WHEREAS,** the Livingston County Clerk has indicated that another \$200.00 for startup cash would be adequate;

**THEREFORE LET IT BE RESOLVED** that the Livingston County Treasurer shall be authorized to increase the total Imprest Cash for the Livingston County Clerk’s Office (downtown), from \$150.00 to \$350.00, with the additional \$200.00 to be used solely for the Clerk to make change for her office.

# # #

MOVED:  
SECONDED:  
CARRIED:

**RESOLUTION**

**NO: 2018-02-033**

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY BUILDING DEPARTMENT**

- WHEREAS,** the Livingston County Building Department takes in payments for various permits, inspections and other fees for service; and
- WHEREAS,** the Livingston County Building Department is currently authorized to have \$200 for drawer startup cash; and
- WHEREAS,** the Building Department would like to implement the best practice of assigning one cash drawer to each individual cashier as opposed to multiple cashiers using one drawer; and
- WHEREAS,** an increase in “startup” cash will be necessary to provide each drawer/cashier the ability to make change for transactions; and
- WHEREAS,** this additional cash will be used only for making change and will not be used for any “petty cash” purchases;
- WHEREAS,** the Building Department has indicated an additional \$1,000 for startup cash would be adequate;

**THEREFORE LET IT BE RESOLVED** that the Livingston County Treasurer shall be authorized to increase the total Imprest Cash for the Livingston County Building Department from \$200.00 to \$1200.00, with the additional \$1000.00 to be used solely for the Building Department to make change for transactions.

# # #

MOVED:  
SECONDED:  
CARRIED:

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION TO APPROVE A NON-PRECEDENT SETTING DONATION OF A VEHICLE TO THE DEPARTMENT OF VETERANS’ SERVICES - VETERANS’ SERVICES**

**WHEREAS,** the Department of Veterans’ Services has the opportunity to accept a vehicle donation for a needy Veteran in the community; and

**WHEREAS,** said donation would be evaluated and repaired prior to subsequent donation to the Veteran selected; and

**WHEREAS,** prior to the donated vehicle being transferred to the selected Veteran, he/she would be required to sign a document releasing the County from any liability; and

**WHEREAS,** the acceptance of this donation is been recommended for approval by the Veterans’ Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a non-precedent setting, one-time acceptance of a vehicle donation to the Department of Veterans’ Services.

# # #

MOVED:  
SECONDED:  
CARRIED:



## Livingston County Veterans' Services

2300 East Grand River Avenue, Suite 109

Howell, Michigan 48843

517-546-6338

---

### **Memorandum**

To: Livingston County Board of Commissioners  
From: Livingston County Veterans' Services  
Date: February 8, 2018  
Subject: Resolution to Authorize Vehicle Donation

Livingston County Veterans' Services submits a resolution to allow the acceptance of a vehicle donation by the family of Commissioner Douglas Helzerman. Our department is very grateful for the donation and would like to accept this donation, make it road worthy and present it to a Veteran family. The need for vehicle donations does exist, at least monthly we will respond to inquiries for vehicle repair or donation and we believe accepting this would benefit the community.

The Veterans Services Committee has already endorsed the donation and will be the deciding factor for who will be receive of the vehicle in the future. While the vehicle is held by Livingston County, the County will be the titleholder and the donor will receive a fair market value donation letter from the Livingston County Treasurer. Any applicant who may be considered to receive the donation will also be required to sign a release of liability to ensure Livingston County is protected.

For any questions, please contact the undersigned at 517-546-6338 or [asmiddy@livgov.com](mailto:asmiddy@livgov.com).

Adam J. Smiddy  
Director,  
Livingston County Veterans' Services

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTOIN AUTHORIZING THE RENOVATION OF LIVINGSTON COUNTY VETERANS SERVICES OFFICE AND A SUPPLEMENTAL APPROPRIATION**

**WHEREAS,** to maintain client privacy, Veterans' Services would like to replace and rehang existing door frames within the department; and

**WHEREAS,** Allied Building Services Company of Detroit, a MiDeal contract holder with the State of Michigan that we plan to piggyback on, has provided Livingston County Veteran Services a reasonable quote and is being recommended to complete the project; and

**WHEREAS,** the quoted cost of these renovations at \$8,990 includes removal and replacement of three doors and frames as well as patch and paint work, plus an additional \$900 for contingency is requested; and

**WHEREAS,** the project will be overseen and paid for by Facility Services and then charged back to the Veterans' Services Department; and

**WHEREAS,** the project was not planned for in the 2018 Budget and will require a supplemental appropriation of \$9,890 to cover these expenditures in both Facility Services and Veteran Service budgets; and

**WHEREAS,** this project has gone through and is being recommended for approval by the Veterans' Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the Veteran Services door renovation project to include removal and replacement of three doors and frames as well as patch and paint work, in the amount of \$8,900, plus 10% contingency of \$900, for a total project cost of \$9,890.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves a supplemental appropriation of \$9,890, which includes a 10% contingency, for the above stated renovation project to the Facility Services and Veterans' Services Department 2018 budget as follows:

<u>Fund</u>	<u>Adopted Budget</u>	<u>Proposed Amendment</u>	<u>Proposed Amended Budget</u>
Facility Services – Fund 631	\$3,893,800	\$9,890	\$3,903,690
Veteran Services – Fund 295	\$849,940	\$9,890	\$859,830

#

#

#

MOVED:  
SECONDED:  
CARRIED:



## Livingston County Veterans' Services

2300 East Grand River Avenue, Suite 109

Howell, Michigan 48843

517-546-6338

---

### **Memorandum**

To: Livingston County Board of Commissioners  
From: Livingston County Veterans' Services  
Date: February 8, 2018  
Subject: Resolution to Authorize Office Renovation

Livingston County Veterans' Services submits a resolution to authorize minor office renovations to replace and rehang office doors for our Counselors offices. As a department, we take every step to ensure our clients feel comfortable discussing a variety of service related injuries that vary from skeletal-muscle issues to sexual trauma. I believe that our current office configuration does not lend to ensuring client privacy and thus delivering accurate services.

Today the counselor offices have clear lines of sight, which allows clients to be heard and seen in adjacent spaces by other counselors or clients. This has made it difficult to protect client privacy or have in-depth discussions required to obtain the necessary details of service. The department believes this renovation is long overdue but once completed, will result in a more secure client environment.

For any questions, please contact the undersigned at 517-546-6338 or [asmiddy@livgov.com](mailto:asmiddy@livgov.com).

Adam J. Smiddy  
Director,  
Livingston County Veterans' Services