FINANCE COMMITTEE
AGENDA

July 11, 2018

7:30 AM

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

Pages

1. CALL MEETING TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES 3

   Meeting minutes dated: June 27, 2018

4. TABLED ITEMS FROM PREVIOUS MEETINGS

5. APPROVAL OF AGENDA

6. CALL TO THE PUBLIC

7. REPORTS

8. RESOLUTIONS FOR CONSIDERATION

   8.1 Juvenile Court 8

   Resolution Authorizing Submission of the 2018/2018 Child Care Fund Budget Amendment to the State of Michigan – 44th Circuit-Juvenile Unit

   8.2 Board of Commissioners 10

   Resolution Approving the FY 2019 Annual Implementation Plan of the Area Agency on Aging 1-B

   8.3 Information Technology 45

   Resolution Authorizing the Assumption of Addressing Responsibilities for Brighton Township and Amendment of the Street Naming and Addressing Policy

   8.4 Equalization 92

   Resolution in Opposition to House Bill 6049 and Senate Bill 1025

8.5 Equalization 93

Resolution in Opposition to Senate Bill 1031

9. ANNUAL REPORTS

9.1 Human Resources Annual Report 94

9.2 L.E.T.S. & Car Pool Annual Report 112

10. CLAIMS

Miscellaneous Claims Dated: July 11, 2018

11. PREAUTHORIZED

Computer Print-out Dated: June 28 through July 11, 2018

12. CALL TO THE PUBLIC

13. ADJOURNMENT

FINANCE COMMITTEE

MEETING MINUTES

June 27, 2018
7:30 a.m.
304 E. Grand River, Board Chambers, Howell MI 48843

Members Present:
C. Griffith, D. Helzerman, K. Lawrence , W. Green , D. Domas, D. Parker, R. Bezotte, D. Dolan , G. Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Carol Griffith at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: June 13, 2018

Motion to approve the minutes as presented.

Moved by: G. Childs
Seconded by: D. Dolan

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: K. Lawrence
Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

7.1 2019 Revenue Forecast

Cindy Catanach began the presentation, each department presented information for their revenue forecast.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Court Central Services & District Court

Resolution Authorizing an Agreement with D'n'A to Provide Drug and Alcohol Testing Services

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence
Seconded by: R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.2 Juvenile Court

Resolution Authorizing an Agreement with Ottawa County Juvenile Detention Center to Provide Bed Rental Services

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte
Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.3 Sheriff

Resolution Authorizing an Agreement with Putnam Township to Provide Law Enforcement Services

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte
Seconded by: D. Dolan

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.4 Human Resources

Resolution Authorizing an Agreement with Aon Hewitt to Provide Employee Benefits Broker and Consulting Services

Recommend Motion to the Board of Commissioners.

Moved by: W. Green
Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.5 L.E.T.S.

Resolution of Intent to Apply for a State Grant to Replace L.E.T.S. Scheduling/Dispatching Software

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs
Seconded by: K. Lawrence

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.6 Planning

Resolution of the Livingston County Commissioners Formal Recognition of Receipt, Review, Approve and Filing of the Livingston County 2019-2024 Capital Improvement Plan

Rob Stanford presented information regarding the County's Capital Improvement Plan.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs
Seconded by: D. Dolan

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

8.7 Planning

Resolution to Distribute the Draft 2018 Livingston County Master Plan for Public Review and Comment

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs
Seconded by: R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

Commissioner Domas exited at 9:00 a.m. and returned at 9:05 a.m.

8.8 Planning

Resolution Authorizing a Supplemental Appropriation and an Agreement to Award Heystek Contracting, Inc. for Fillmore County Park Phase 1 Improvements

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence
Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Motion Carried (9 to 0)

9. ANNUAL REPORTS

9.1 Sheriff Annual Report

Sheriff Murphy presented the Annual Report of the Sheriff's Office.

9.2 Veterans' Services Annual Report

Adam Smiddy presented the Annual Report for the Veterans' Services Office.

Commissioner Carol Griffith exited at 9:50 a.m.

10. CLAIMS

Miscellaneous Claims Dated: June 27, 2018

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte
Seconded by: G. Childs

Yes (8): K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

11. PREAUTHORIZED

Computer Print-out Dated: June 14 through June 27, 2018

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence
Seconded by: D. Dolan

Yes (8): K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

12. CALL TO THE PUBLIC

Undersheriff Warder commented regarding the federal marshal contract.

13. ADJOURNMENT

Motion to adjourn the meeting at 10:08 a.m.

Moved by: W. Green
Seconded by: R. Bezotte

Yes (8): K. Lawrence , W. Green , D. Domas, D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

Respectfully submitted by:

Natalie Hunt,
Recording Secretary

RESOLUTION **NO:** [Title]

LIVINGSTON COUNTY **DATE:** Click or tap to enter a date.

Resolution Authorizing Submission of the 2018/2018 Child Care Fund Budget Amendment to the State of Michigan – 44th Circuit-Juvenile Unit

WHEREAS, the Department of Health and Human Services (DHHS) finds it necessary to amend the 2017/2018 DHHS side of the Child Care Fund Budget with the State of Michigan and request an additional $265,000.00 of County funds from DHHS Child Care fund balance, 50% will be reimbursed by the State of Michigan, a net increase of$132,500.00 from County DHHS Child Care fund balance; and

WHEREAS, the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the Amended 2017/2018 Child Care Fund Budget; and

WHEREAS, the proposed amended Child Care Fund budget with the State of Michigan is in the total amount of $2,974,000.00 less anticipated revenue of $125,000.00 for a proposed total expenditure of $2,850,000.00 to be cost shared 50/50 with the State of Michigan; and

WHEREAS, the State shall also provide up to $1,000.00 for "Foster Care during Release Appeal Period," which will be the full obligation of the State of Michigan.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the Amended 2017/2018 Child Care Fund Budget as outlined.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes a budget amendment to the County Child Care Fund Budget in the amount of $265,000.00 for a new proposed County budget of $2,974,000.00. The funding sources covering the increase are 50% ($132,500.00) from the State of Michigan and 50% ($132,500.00) from the County DHHS Child Care Fund balance.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the Amended 2017/2018 Child Care Fund Budget with the State of Michigan for submission to the State of Michigan for acceptance.

# # #

MOVED:
SECONDED:
CARRIED:

COUNTY CHILD CARE BUDGET SUMMARY

Michigan Department of Human Services(DHS)
Child and Family Services

County	Court Contact Person	Telephone Number	E-Mail Address
LIVINGSTON	Roberta Sacharski	5175461500	rsacharski@livgov.co
Fiscal Year	DHS Contact Person	Telephone Number	E-Mail Address
2017/2018-Amended	Jennifer Tate	5175480204	tatej6@mi.gov

TYPE OF CARE	ANTICIPATED EXPENDITURES		
I. CHILD CARE FUND	DHS	COURT	COMBINED
A. Family Foster Care	300,000.00	0.00	300,000.00
B. Institutional Care	500,000.00	350,000.00	850,000.00
C. In Home Care	260,000.00	1,514,000.00	1,774,000.00
D. Independent Living	50,000.00	0.00	50,000.00
E. SUBTOTALS	1,110,000.00	1,864,000.00	2,974,000.00
F. Revenue	0.00	125,000.00	125,000.00
G. Net Expenditure	1,110,000.00	1,739,000.00	2,849,000.00

COST SHARING RATIOS	County 50%/State 50%

II. CHILD CARE FUND

Foster Care During Release Appeal Period	[redacted]	1,000.00	1,000.00

COST SHARING RATIOS	County 0%/State 100%

III. JUVENILE JUSTICE SERVICES FUND

Basic Grant	0.00	0.00	0.00

COST SHARING RATIOS	County 0%/State 100% $15,000.00 Maximum

IV. TOTAL EXPENDITURE 2,850,000.00

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year October 1, 2017 (year) thru September 30, 2018. (year)

Presiding Judge: Miriam Cavanaugh	Date
County Director of DHS Signature: Jennifer Tate — Jennifer Tate	Date: 6-27-18
Chairperson, Board of Commissioner's Signature: Donald Parker	Date
And/or County Executive Signature	Date

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required.
PENALTY: State reimbursement will be withheld from local government.

RESOLUTION **NO:**

LIVINGSTON COUNTY **DATE:**

Resolution Approving the FY 2019 Annual Implementation Plan of the Area Agency on Aging 1-B – Board of Commissioners

WHEREAS, the Area Agency on Aging 1-B has been supporting services to Livingston County residents since 1974; and

WHEREAS, the Area Agency on Aging 1-B has assessed the needs of older county residents and developed a plan to provide assistance that addresses identified needs; and

WHEREAS, the proposed plan has been submitted for review by the public, and has been subjected to a public hearing; and

WHEREAS, the comments at the public hearings on the proposed plan were mostly favorable, and constructive changes in the plan were made as a result of some comments; and

WHEREAS, the Livingston County Board of Commissioners appoints two representatives to the AAA 1-B Board of Directors, a County Commissioner and a county resident who is at least 60 years of age; and

WHEREAS, the Michigan Aging and Adult Services Agency requires that county Boards of Commissioners be given the opportunity to review and approve an area agency on aging's annual implementation plan.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners hereby approves the FY 2019 Annual Implementation Plan of the Area Agency on Aging 1-B, for the purpose of conveying such support to the Area Agency on Aging 1-B and the Michigan Aging and Adult Services Agency.

# # #

MOVED:
SECONDED:
CARRIED:

Area Agency on Aging 1-B
Advocacy • Action • Answers on Aging

29100 Northwestern Highway
Suite 400
Southfield, MI 48034
800-852-7795
Fax: 248-948-9691
www.aaa1b.org

June 27, 2018

Commissioner Donald S. Parker, Chairperson
Livingston County Board of Commissioners
304 E. Grand River Avenue, Suite 201
Howell, MI 48843

Dear Commissioner Parker:

Enclosed please find the Area Agency on Aging 1-B (AAA 1-B) FY 2019 Annual Implementation Plan (AIP). The FY 2019 AIP was adopted by action of the AAA 1-B Board of Directors on June 22, 2018, and has been submitted to the Michigan Aging & Adult Services Agency for approval. The AAA 1-B Board of Directors' review and approval process involves two appointees from each Region 1-B county Board of Commissioners, a member commissioner and an older adult representative. As you may know, the AAA 1-B Board of Directors consists of a majority of county commission appointees. The plan has also been reviewed and approved by the AAA 1-B Advisory Council, and has been the subject of a public hearing, where favorable comments on the plan were received.

This document is being sent to you in accordance with a directive from the Michigan Aging & Adult Services Agency, which allows each county Board of Commissioners to adopt a resolution of approval for the plan. A model resolution is enclosed for your convenience. State policy stipulates that if a county chooses to take such action, it must be completed by July 31, 2018. Please forward any adopted resolution, or minutes of the meeting where such action is taken, to the AAA 1-B, Attention: Lori Smith or send by email to lsmith@aaa1b.com by July 31, 2018.

Thank you for your consideration of this request. If you have questions or require assistance relative to the plan, please contact Ann Langford, Chief Program Officer, at (248) 262-9942.

Sincerely,

Michael Karson
Chief Executive Officer

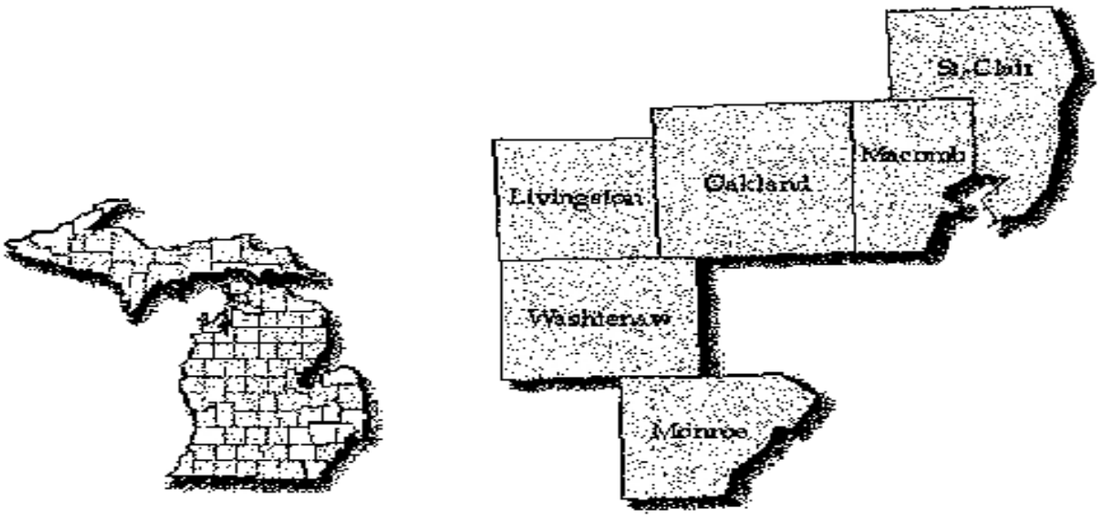
Enclosures

c: Livingston County Commissioner Kate Lawrence, member, AAA 1-B Board of Directors
Walter Ernst, member, AAA 1-B Board of Directors

2017-2019 Multi Year Plan

FY 2019 ANNUAL IMPLEMENTATION PLAN

AREA AGENCY ON AGING 1-B



Planning and Service Area
Livingston, Macomb,
Monroe, Oakland,
St. Clair, Washtenaw

Area Agency on Aging 1-B
29100 Northwestern Hwy.
Suite 400
Southfield, MI 48034
248-357-2255 • 1-800-852-7795
248-948-9691 (fax)
Michael Karson, CEO & President
www.aaa1b.com

Field Representative Cindy Albrecht
albrechtc@michigan.gov
517-284-0162

Printed On: 6/13/2018

Table of Contents

County/Local Unit of Government Review	3
Approved Multi-Year Plan Highlights	4
2019 AIP Highlights	8
Public Hearings	9
Regional Service Definitions	10
Access Services	13
Direct Service Request	15
Regional Direct Service Request	17
Approved MYP Program Development Objectives	18
2019 AIP Program Development Objectives	26
Appendices	27

County/Local Unit of Govt. Review

In April, the AAA 1-B contacts each Region 1-B county Board of Commissioners (BOC) to determine their July meeting date and deadlines for submission of materials. The AAA 1-B Advisory Council and Board of Directors approve the Annual Implementation Plan (AIP) during their June meetings. Upon Board approval, the AAA 1-B mails a copy of the AIP and a draft resolution to the chairperson of each county BOC, with a letter requesting approval by July 31. A copy of the materials is also emailed to each of the BOC's clerk/administrative assistant who is asked to ensure approval of the AIP is placed on the July meeting agenda. A county commissioner serving as the designated Board member of AAA 1-B and the AAA 1-B staff member attends each BOC's July meeting to answer any questions and encourage approval of the AIP. In the past all six county boards of commissioners have approved the plans. No action by a BOC is considered approval. The AAA 1-B notifies AASA by August 1 of the status of county level approval of the AIP.

Approved Multi-Year Plan Highlights

1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.
The AAA 1-B is a non-profit organization that is responsible for planning and coordinating a network services to more than 32% of the state's adults who are older and/or disabled*. More than 660,000 persons age 60 and older and adults with disabilities residing in Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties. Our mission is to enhance the lives of older adults and adults with disabilities. We are dedicated to: 1) advocating on issues of concern; 2) allocating federal and state funds for social and nutrition services, 3) ensuring access to a network of long term care services, 4) developing new older adult and independent living services, 5) coordinating activities with other public and private organizations, and 6) assessing needs of older adults and adults with disabilities and linking them with home and community-based long term care services. We prioritize activities that allow people to maintain their independence with dignity and place a special emphasis on assistance to frail, low income, disadvantaged, and cultural/minority elders and adults with disabilities.

Over the past several years, AAA 1-B has experienced significant state and federal funding reductions while managing an increase in over 116,000 older adults, a 21% growth from 2010. (2010 census) We have also experienced a nearly 50% increase in the number of older adults living at 150% of poverty. Despite these hard facts, we have worked with our provider network to prioritize services, stretch dollars, create efficiencies, identify other sources of revenue, and keep our administrative costs at less than 5% to ensure our growing older adult population continues to have access to vital services. We provided leadership to the Silver Key Coalition, which resulted in significant increases in state funding to support our highest priority services: in-home care (aka Community Living Program Services) and home delivered meals.

*2010 US Census and SEMCOG 2040 Regional Forecast

2. A summary of the area agency's service population evaluation from the Scope of Services section.
AAA 1-B will continue to provide quality services despite the growth of the older adult population by improving administrative and delivery efficiencies and skill sets, developing targeted programs to serve special populations, and working with providers to leverage existing funding to secure partnerships and other sources of revenue.

3. A summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.
This Multi-Year Plan (MYP) proposes to support either financially or through program development efforts, the following array of home and community based/long term care social services:

Adult Day Health Service	Assistive Devices & Technology
Care Management	Case Coordination & Support
Chore	Community Living Program Services
Congregate Meals	Elder Abuse Prevention
Evidence Based Disease Prevention	Grandparents Raising Grandchildren

Hearing Impaired & Deaf Services	Home Delivered Meals
Home Injury Control	Information & Assistance
Legal Assistance	Long Term Care Ombudsman
Medication Management	Public Education
Resource Advocacy	Transportation
Vision Services	Volunteer Caregiver

The five service categories which focus on priorities including reducing in-home service wait lists and receive the most funding are: Home Delivered Meals, Congregate Meals, Community Living Program (in-home) Services, Adult Day Health Services and Care Management. Funded services which touch the most number of lives are: Information and Assistance, Resource Advocacy Home Delivered Meals, and Long Term Care Ombudsman and Advocacy.

4. Highlights of planned Program Development Objectives.
This plan includes program development objectives designed to strengthen and increase capacity of existing agency assets. We plan to:

1) Increase delivery of health and wellness programs to members of the community at large and through referrals from hospitals and health care providers.

2) Increase outreach to the Hispanic/Latina population to learn about types of assistance the senior cohort may need, and how we may adjust our offerings to meet these needs.

3) Expand awareness of and services to Lesbian, Gay, Bisexual and Transgender (LGBT) older adult population.

4) Provide advocacy leadership within the region and state on public policy issues that impact old adults, adults with disabilities, and caregivers.

5) Develop a Training Center for Excellence to provide skills training to professionals who work with older adults.

6) Develop additional programming for caregivers, to improve their confidence and skills.

7) Continue emphasizing objectives related to increasing efficiencies and effectiveness of aging services, such as strategies focused on waitlist reduction, service response time, funding diversification, and tracking and analysis of outcomes for all funded services.

5. A description of planned special projects and partnerships.
AAA 1-B is involved in a variety of regional and local human service or aging-focused collaboratives that work to close the service gaps for those in need of assistance. Partnerships will help keep our Older Americans Act programs sufficiently funded to meet their growing demand. Over the next three years, we will strengthen these programs and partnerships: Service coordination work with American House Senior Living Communities, care transitions services with Detroit Medical Center's Huron Valley Hospital, network management and supports coordination with MI Health Link's integrated care organizations, and our investment in the private-pay market of home care services, SameAddress. Regional and state wide partnerships help to ensure the successful growth

in areas of unmet needs, such as our Regional Elder Mobility Alliance to address transportation and mobility issues, and SAGE of Metro Detroit to raise awareness and understanding of the often isolated LGBT older adult. We are forming a variety of new partnerships to help expand our programs and skills in new arenas, such as mental health, physicians groups, and health plans.

6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.

We will continue to work with community partners, such as our Resource Advocates, to expand the reach of the Community Living Program; develop uniform outcomes for all AASA-funded services; and identify which funded services provide the most economic value relative to dollars invested. We will also work with the provider network to identify service delivery techniques to minimize waitlists and provide services within a 24-72 hour response period.

AAA 1-B recognizes the value of achieving relevant accreditations as we expand in the health care space:

1) AAA 1-B was the first Area Agency on Aging in the nation to achieve recognition through CARF, Commission on Accreditation of Rehabilitation Facilities, a designation which demonstrates our expertise as we market our services to the health care system.

2) In 2016 the AAA 1-B achieved AIRS Accreditation which assessed the ability of our Information & Assistance Service to demonstrate full compliance with the AIRS Standards for Professional Information and Referral. It is the primary quality assurance mechanism for affirming I&R excellence, and we are the first AAA in the state to achieve this agency wide accreditation.

3) We are participating at the invitation of NCQA in a Learning Collaborative to help them review and revise their Care Management certification standards to be a better fit with community based organizations such as AAAs. Once the standards are complete we will consider going through the accreditation process this summer, as an alternative to CARF.This accreditation is widely recognized by health care providers and organizations that wish to provide Medicare funded services.

4) In mid-2016, AAA 1-B will apply for accreditation of its Diabetes Self Management Training program by the American Association of Diabetes Educators.Accreditation is a requisite component of the DSMT to obtain Medicare reimbursement.We are doing this as part of a statewide AAA initiative to ensure all agencies have the ability to bill Medicare for this service.

7. A description of how the area agency's strategy for developing non-formula resources (including utilization of volunteers) will support implementation of the MYP and help address the increased service demand.

AAA 1-B will:

1) Secure grants or other external resources to support the myride2 mobility management program and expansion of wellness training programs.

2) Explore public/private partnerships for programs, specifically congregate meals, Chore and Home Injury Control.

3) Work with the provider network to help them maximize and diversify funding, including coordination of grant writing workshops, sharing best practices for improving voluntary cost-share collection.

4) Expand our breadth of services delivered to the MI Health Link demonstration project in Macomb County, to include wellness training programs and additional long term supports and services.Expand delivery of our services to new geographic areas should expansion of the demonstration take place.

5) Continued advocacy and support of the development and/or expansion of local senior and alternative transportation millages.

8. Highlights of strategic planning activities

Achieving our objectives over the next three years will require the dedication of the AAA 1-B staff, Board of Directors, Advisory Council, Aging Network service providers and consumers working collaboratively together. Our Fiscal Year 2017-2019 Strategic Plan aligns closely with the objectives described in this plan. Progress on MYP activities will be monitored quarterly and reported regularly to the agency's Board of Directors, Advisory Council, state office on aging and through annual updates provided to the public in the subsequent year's Area Plan.

The strategic planning process, which began in January, 2016, included focus group meetings among key stakeholders: consumers, Board members, AAA 1-B staff, and service providers. In addition, a web-based survey was distributed to stakeholders, including consumers, asking for comment on AAA 1-B funding and service priorities for the current and next three years. We received 284 responses, with aging services providers comprising the largest segment of respondents.

9. FY 2018 AIP Highlights: Description of any significant new priorities, plans or objectives.

The following list describes the changes or updates to the previously-submitted FY2017-2019 Multi-Year Plan.
1. Provision of vision services has been discontinued in the 2017 fiscal year and will not be funded in FY18. In prior years, the service had been rarely utilized. Requests for assistance with vision matters are now handled by the Information & Assistance resource specialists, who refer callers to 47 vision-related providers in its Resource Center database.
2. The care transitions program partnership with DMC/Huron Valley Hsopital has ended due to a low volume of paitent referrals to the program.
3. AAA 1-B has received accreditation from the American Association of Diabetes Educators for its diabetes self-management program, Take Charge of Diabetes. Accreditation allows the program to be included as a Medicare Part B benefit, and the agency is currently in discussions with private Medicare health plans to offer the program to plan members. The program includes a multi-week diabetes self-management workshop curriculum and before/during/after-workshop consultation with a registered dietitian.

2019 AIP Highlights

Area Agency on Aging 1-B will continue to implement the programmatic objectives as defined in the FY2017-2019 Multi-Year Plan. Recognizing the need to plan for alternative funding in the event of reduced federal or state grants, we plan to expand private grant and philanthropic fundraising efforts in FY 2019. Such efforts may include fundraising events, planned giving campaigns, and donor recognition programs. AAA 1-B actively participated with other area agencies to drive these recent advocacy accomplishments:

-The Silver Key Coalition secured a $3.6 million increase in funding for Aging and Adult Services Agency in-home services in the FY 2018 budget. This funding increase will be split between Home Delivered Meals ($1.5 million) and other in-home services ($2.1 million).

-The Michigan legislature increased appropriations for the MI Choice Program ($25 million), Adult Protective Services ($4.2 million), and the Program for All Inclusive Care for the Elderly ($18.4 million). At the federal level, Congress increased appropriations for OAA Title III Supportive Services ($2.5 million), Home Delivered Meals ($1 million) and Congregate Meals ($2 million) temporarily at the end of FY 2017.

-In 2017 Michigan launched a new, updated version of the Michigan Automated Prescription System after increased funding was dedicated by the MI Legislature. This new system will make it easier for physicians and pharmacists to monitor the use of opioid medications.

-Congress passed the Recognize, Assist, Include, Support, and Engage (RAISE) Family Caregivers Act would requires the Secretary of Health and Human Services to develop, maintain and update a strategy to recognize and support family caregivers.

-MI Senate Bill 184, which would provide an income tax credit to taxpayers who purchase a qualified residence or retrofit their home to improve accessibility for persons with disabilities, passed the Michigan Senate.

Our plan for FY2019 includes a variety of new and ongoing initiatives, including:

-Utilize the 1-B customized CLP Supports Coordination Service to maximize the number of individuals who receive in-home services with a lower wait time for enrollment.

-Provide outreach and education regarding the needs of the older adult population to newly elected legislators, including the Governor, serving region 1-B.

-Develop the AAA 1-B 2019-2020 Advocacy platform, which will highlight policy priorities for the new legislative session.

-Advocate for increased funding to support growing needs for senior in-home services, including Silver Key Coalition advocacy for AASA funding and federal Older Americans Act Title III-B funding.

-Continue efforts to rebalance Michigan Medicaid spending to support home and community based services.

Area Agency On Aging 1-B **FY 2019**

Public Hearings

Date	Location	Time	Barrier Free?	No. of Attendees
05/04/2018	AAA 1-B, Southfield, MI	09:30 AM	Yes	23
06/19/2018	AAA 1-B, Southfield, MI	02:30 PM	Yes	7

Area Agency on Aging 1-B promoted the May 4 and June 19 public hearings in a variety of ways. Emails were sent to our network of providers, and it was advertised on the AAA 1-B website, the agency's Facebook page. Press releases were sent to area news media and the following media ran the announcement: Oakland Press, Macomb Daily, Daily Tribune and WHMI radio.

The May 4 public hearing presented the draft AIP document. The June 19 public hearing presented two new service proposals that were added to the AIP after the Advisory Council and Board of Directors approved the draft AIP document. These services are Nutrition Education and CLP Supports Coordination. Descriptions of these services are included in this final AIP document.

Regional Service Definitions

Service Name/Definition

CLP Supports Coordination

Rationale (Explain why activities cannot be funded under an existing service definition.)

By 2030, AAA 1-B expects a 49% increase in the number of seniors age 75+, reaching over 220,000. Our wait list for in-home services continues to grow. CLP Supports Coordination utilizes a prioritization process to serve as many individuals as possible, triaged into the most appropriate level of service, telephonic or in-home, from a qualified supports coordinator or community health worker. This model is designed such that individuals are served at their level of need with little or no wait.

Service Category	Fund Source			Unit of Service
☑ Access	☑ Title III PartB	☐ Title III PartD	☑ Title III PartE	One Hour
☐ In-Home	☐ Title VII	☐ State Alternative Care	☑ State Access	
☐ Community	☐ State In-home	☐ State Respite		
	☑ Other State Aging Network Services			

Minimum Standards

1. Intake may be conducted in person or over the telephone. All intake records will include:
a. Individual's name, address and telephone number
b. Individual's date of birth
c. Emergency contact information
d. Diagnosed medical problems
e. Perceived support service needs as reported by the individual or his/her representatives
f. Race (optional)
g. Gender (optional)
h. Self-reported income for intake and reporting purposes (optional)

2. If intake indicates single service need on a one-time or infrequent basis, the individual should be provided with information and assistance services. When intake suggests ongoing and/or multiple service needs, a consultation of need shall be performed. Initial and semi-annual consultations may be conducted in-person or by telephone based upon service level tier: Telephonic or In-Home, and each consultation should attempt to gather as much of the following information as possible:

a. Basic Information
i. Individual's name, address, telephone number and alternative contact method if desired.
ii. Age, date of birth
iii. Gender
iv. Marital Status
v. Race/ethnicity
vi. Living arrangements
vii. Self-reported income and other financial resources by source

viii. Social information including special interests and hobbies

b. Functional Status
i. Vision
ii. Hearing
iii. Speech
iv. Prosthesis
v. Psychological functioning
vi. Activities of Daily Living limitations (ADL/IADL)
vii. History of chronic and acute illnesses
viii. Eating patterns (diet history)

c. Supporting Resources
i. Services currently receiving, or received in the past (including those funded through Medicaid)
ii. Extent of family and informal support network including the identification of caregivers
iii. Home safety equipment, assistive devices, and/or emergency response system utilized

d. Need Identification
i. Client/family perceived
ii. Consultor perceived and/or identified by referral source/professional community

Each participant shall receive a re-consultation at least every 6 months either by phone or in-person based upon the service tier, or as needed to determine the results of implementation of the supports plan. If re-consultation determines the client's identified needs have been adequately addressed, the case shall be closed.

3. A supports plan shall be developed for a person determined eligible and in need of Community Living Program Supports Coordination (CLPSC). The supports plan shall be developed in cooperation with and be approved by the participant, participant's legal guardian, or designated representative. Supports plan development shall have written policy and procedures to guide the development, implementation and management of support plans. The supports plan shall include at a minimum:

a. Identification of service tier: Telephonic or In-Home. Participants will be made in-home if/when language barriers or other communication challenges prevent effective telephonic communication; at the request of the participant or participant's representative; or when clinical staff determine necessity. The In-Home tier of services provides quarterly contact and supports plan monitoring.
b. Description of methods and/or approaches to be used in addressing needs.
c. Identification of services and the respective time frames they are to be obtained/provided from other community agencies.

4. Comprehensive and complete electronic records will be maintained on all participants and will include at a minimum:
a. Details of referral to CLPSC program.
b. Intake records.
c. Consultation/re-consultation records.
d. Supports plan (with notation of any revisions)

e. Listing of all clinical contacts with the participant, dates and units of service to participant within 24 hours of contact.
f. Listing all service contacts with service providers on behalf of participants.
g. Case note documentation in response to all participant or family contacts (telephone or personal) within 24 hours of contact.
h. Comments verifying participants receipt of service from other providers and whether service adequately addressed the needs of the participant.
i. Record all release of information about the participant, signed release of information form, and all case files shall be kept confidential in controlled access files. Each program shall use a standardized release of information form which is time limited and specific as to the information being released.

5. Each case file must be assigned a status in one of the following categories:
a. Open. From initial referral or reassessment of inactive case through current activity in implementing a service plan.
b. Closed. Participant decides to discontinue service, participant needs have been met, another program or agency has assumed responsibility for a participant, participant unable to be served and referral case is not possible, or participant's death.

6. A current listing of isolated older persons, with active case files, which can be made readily available to agencies providing emergency services in the event of a disaster.

7. All caseworkers will have a minimum of a bachelor's degree in a human services field, or who by training or experience have the ability to effectively determine an older person's needs and match those needs with appropriate services. Any caseworker without a bachelors degree will be supervised by degreed Social Workers and/or Registered Nurses.

8. Program staff shall receive in-service training at least four times per fiscal year which is specifically designed to increase their knowledge and understanding of the program and participants, and to improve their skills for tasks performed in the provision of service.

9. Monthly quality case note, intake and re-consultation audits are completed for all caseworkers with a minimum of two audits per type per caseworker. A goal of 90% accuracy on all audits is set for all caseworkers. Results of audits are reviewed monthly at individual coaching sessions with caseworkers.

10. Monthly telephonic supports coordination call monitoring and quality follow-up will be conducted for all caseworkers.

Access Services

Care Management

Starting Date	10/01/2018	Ending Date	09/30/2019
Total of Federal Dollars	$0.00	Total of State Dollars	$467,677.00

Geographic area to be served

Entire PSA

Specify the planned goals and activities that will be undertaken to provide the service.

Objective 1: Work with AAA 1-B MI Choice staff to serve individuals who are on the MI Choice waiting list for services yet qualify for OAA-funded care management service. This will ensure those individuals receive service in a more timely manner. Once the individual is able to receive MI Choice services, he or she will be transfered from Care Management to the MI Choice program.
Expected Outcome: Serve 120 individuals.

Number of client pre-screenings:	Current Year:	100	Planned Next Year:	200
Number of initial client assesments:	Current Year:	60	Planned Next Year:	130
Number of initial client care plans:	Current Year:	50	Planned Next Year:	120
Total number of clients (carry over plus new):	Current Year:	50	Planned Next Year:	140
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:20	Planned Next Year:	1:20

Case Coordination and Support

Starting Date	10/01/2018	Ending Date	09/30/2019
Total of Federal Dollars	$100.00	Total of State Dollars	$0.00

Geographic area to be served

Entire PSA

Specify the planned goals and activities that will be undertaken to provide the service.

These Objectives apply to the requested Regional Service Definition: CLP Supports Coordination. Total Federal dollars: $605,248. Total State dollars: $654,053. This new definition will replace Case Coordination & Support. A $100 placeholder has been added to Case Coordination & Support should the RSD request not be approved.

Objective 1: Prioritize requests for services to ensure the most functionally, economically, and socially at-risk older adults in the AAA 1-B planning and service area receive Case Coordination and Support with minimal to no wait.
Expected Outcome(s) 1: We expect to prevent or delay premature institutionalization. Participants will have a dedicated Supports Coordinator with a care team of Community Health Workers who provide case

management support. Participants in this level of the program are contacted at least quarterly for case update and review.

Objective 2: Utilize a Care Team approach to increase the number of lives touched by the Community Living Program. Community Living Program Services include personal care, homemaking and respite

Expected Outcome(s) 2: . Increase lives touched by Case Coordination and Support by 10% in FY 18.This approach will also improve access for both program participants and contracted vendors.

Information and Assistance

Starting Date	10/01/2018	Ending Date	09/30/2019
Total of Federal Dollars	$560,003.00	Total of State Dollars	

Geographic area to be served

Entire PSA

Specify the planned goals and activities that will be undertaken to provide the service.

Objective 1: Increase access to Information and Assistance services using non-traditional methods, including walk-in, website, email and fax inquiries.
Expected Outcome: Increase non-telephonic Information and Assistance provided by 10%.

Objective 2: Align with the agency strategic plan and focus on keeping our abandonment rate after 20 secs under 8%.
Expected Outcome: Increased number of individuals served with information and/or access to services.

Outreach

Starting Date	10/01/2018	Ending Date	09/30/2019
Total of Federal Dollars	$858,174.00	Total of State Dollars	$178,323.00

Geographic area to be served

Entire PSA

Specify the planned goals and activities that will be undertaken to provide the service.

Objective 1: Participate in events or conduct at least 10 presentations annually about AAA 1-B programs and services to underserved communities (low income or ethnic minority) in our service area. Expected Outcome: Annual increase in access and utilization of services by underserved populations.

Objective 2: Promote evidence-based wellness programs through earned media, social media, community events and presentations to increase awareness of the programs. Expected Outcome: Increased participation in evidence-based wellness programs by older adults and family caregivers.

Objective 3: Educate health care providers about agency programs and services.
Expected Outcome: Increase in the number of referrals to the agency's information and assistance service from health care providers.

Direct Service Request

Nutrition Education

Total of Federal Dollars | Total of State Dollars $5,000.00

Geographic Area Served Oakalnd and Macomb Counties

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Objective 1: Provide one-on-one medical nutrition therapy (MNT) to 10 individuals.
Expected Outcome: Participants will learn about how nutrition impacts their health and quality of life and make nutrition plan suitable for their health status, thereby lowering their risk of an adverse health event.

Objective 2: Provide 6 nutrition education presentations to individuals at community-based sites.
Expected Outcome: Participants will have increased knowledge about the connection between their food intake and their health condition.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).
(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
(B) Such services are directly related to the Area Agency's administrative functions.
(C) Such services can be provided more economically and with comparable quality by the Area Agency.

(A) (C) Current contract nutrition providers rely on the AAA 1-B staff registered dietitian (RD) for nutrition-based technical assistance, menu development, and professional nutrition guidance. With our RD as a resource, contractors can focus on delivering a high-quality meal program and reaching an ever-growing participant base. Our RD is a board certified geriatric dietitian as well as a certified diabetes educator. She has experience in providing nutrition education to members of a local PACE program, to individuals who sought service through ACCESS, an Arab-American organization, and to residents and family members of skilled nursing facilities.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Area Agency on Aging 1-B has developed a collection of wellness programs, from multi-session evidence-based programming to one-time community education presentations. The agency would like to expand this collection with a formal nutrition education track, which will consist of one-one meetings (medical nutrition therapy-MNT) with individuals and nutrition-related community presentations. Healthcare

professionals have long recognized the link between good nutrition and its health protective properties and conversely, the link between poor nutrition and morbid conditions such as heart disease and diabetes. In 2018, AAA 1-B has developed and will deliver the one-on-one nutrition education program offered to original Medicare beneficiaries as a Part B benefit. We would like to make this program also available to older adults who do not have access to this Medicare benefit. Such individuals may be aged 60-65 or members of a Medicare Advantage program which may not offer this benefit.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

A public hearing will be held on June 19, 2018.

Regional Direct Service Request

Total of Federal Dollars

Total of State Dollars

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).
(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
(B) Such services are directly related to the Area Agency's administrative functions.
(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

Approved MYP Program Development Objectives

Area Agency on Aging Goal

A. **Recognize and celebrate the cultural, economic, and social contributions of older adults, and create opportunities for engagement in their communities.**
State Goal Match: 1

Narrative
The Hispanic/Latino community typically supports its older adults through informal serving networks: family and friends provide care and services rather than utilizing professional service providers or unknown volunteers. In 2017-19, AAA 1-B will seek the counsel of community members to determine how we can best be of service to them.

Objectives

1. Increase utilization of services by Hispanic/Latino older adults.
Timeline: 10/01/2016 to 09/30/2019

Activities
Strengthen relationships with key community and cultural based organizations in the region to develop partners (2017-19); Conduct one or more focus groups of Hispanic/Latino older adults and advocates to identify services desired and the most appropriate ways to engage older adults and deliver the services they desire (2017)

Expected Outcome
The number of Hispanic or Latino older adults utilizing Older Americans Act services will triple by the end of the MYP cycle.

Progress
Work was not performed on this objective due to competing priorities.

B. **Ensure that an array of community-based long-term services and supports that promote independence and choice are available to older adults.**
State Goal Match: 2

Narrative
From 2017-2019, AAA 1-B plans to initiate or continue a variety of activities that ensure a full array of much needed services. We will do this by leveraging our existing skills and expertise: in fundraising, forming public/private partnerships, and wellness training.

Objectives

1. Assist providers in diversifying and maximizing state and federal funding.
Timeline: 10/01/2016 to 09/30/2017

Activities
Provide training on voluntary cost-sharing best practices (2018). Engage private sector sponsorship of AAA

1-B-funded services (2017-19).

Expected Outcome
AAA 1-B and at least 50% of providers will report less reliance on state and federal funds by 9/30/19

Progress
Work was not performed on this objective due to competing priorities.

2. Increase access to dialysis services for older adults.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Develop and implement a pilot project in partnership with LETS – Livingston Essential Transportation Service, to transport dialysis patients to treatment in Brighton, Michigan (2017). The pilot will investigate funding mechanisms, patient and dialysis center acceptance, and operational capabilities of AAA 1-B and LETS.

Expected Outcome
Individuals needing regular dialysis treatment in Liv County will have access to public transportation that is coordinated with their appointment times.

Progress
Initial conversations have taken place with Livingston Essential Transportation Services (LETS) and National Kidney Foundation of Michigan to identify opportunities to improve access to dialysis services. AAA 1-B will provide staff support and mobility management guidance, and partners will provide root cause analyses, introductions to dialysis providers, and with LETS, some transportation services.

3. Develop additional resources for caregivers which will improve their confidence and ability to care for their loved one.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Introduce delivery of Powerful Tools for Caregiver Training and REST caregiver training (2017). Expand provision of Creating Confident Caregivers through new private-pay partner organizations (2018). Partner with community organizations to deliver caregiver support groups, funded with private resources (2018), Develop program through the agency's Training Center for Excellence that provides skills training for Supports Coordinators to assist family caregivers (2018). Deliver caregiver training skills course to provider network through Training Center for Excellence (2019).

Expected Outcome
Caregivers will report lower stress and a reduction in the number of hours they spend on care giving activities. Utilization of Adult Day Health Service program will increase.

Progress
Delivery of two new programs, Powerful Tools for Caregivers and R.E.S.T (Respite, Education and Support Training) continues. We have added another caregiver program, Dementia Live® which is a high impact, dementia simulation experience that immerses participants into life with dementia, resulting in a deeper understanding of what it's like to live with cognitive impairment and sensory change. This complements another new program, Dementia Friends, which is a brief group presentation designed to inform and inspire individuals

from all walks of like to advocate for making their communities friendly and comfortable for those suffering from dementia. The agency has decided to discontinue the delivery of Creating Confident Caregivers in FY2019, having replaced it with Powerful Tools for Caregivers.

C. Provide a variety of opportunities for older adults to enhance their physical and mental well-being, using evidence-based practices and other innovative programs.
State Goal Match: 3

Narrative
AAA 1-B has been growing Evidence Based wellness programs throughout the region since 2011, and will continue to expand programming in FY 2017-19 through expansion of our pool of trainers and introduction of several new programs.

Objectives

1. Expand wellness programming throughout Region 1-B, particularly to the private pay market.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Train and certify 6 trainers in these EB programs: Practical Tools for Care giving, Cancer PATH, Chronic Pain (2017). Contract with 6 corporate or municipal sponsors to support wellness programs (2018). Grow the pool of trained leaders who can deliver any program on the wellness programs menu. At a minimum, each program will have two certified trainers available on demand (2019). Contract with 2 organizations, one in Ypsilanti and one in Pontiac, to serve as sites for the DSMT program (2017).

Expected Outcome
Wellness training will be delivered to at least 500 older adults or care givers by 9/30/2019, earning a 20% profit margin from Medicare, private-pay consumers or sponsors.

Progress
A Medicare-reimbursable medical nutrition therapy program has been developed and is currently being promoted at an American House Senior Living Community. AAA 1-B delivered a presentation of elements of its Powerful Tools for Caregivers to Oakland County Department of Public Health Department and plans to assist the Department in pursuing its falls prevention initiative goals. American House Auburn Hills has contracted to pay AAA 1-B for one Powerful Tools for Caregivers program, with the possibility of purchasing more workshops. Three additional leaders have been trained to deliver Powerful Tools for Caregivers and six leaders have been trained to deliver Chronic Pain Path. Since the start of FY17, 531 individuals have received wellness program training from AAA 1-B, surpassing our FY17-19 goal of 500 participants.

D. Support elder rights through advocacy, information, training, and services.
State Goal Match: 4

Narrative
The agency is committed to data driven advocacy and policy development that is based on evidence of the cost effective approaches of aging programs and their preventive effect on negative quality of life, health outcomes, and avoidable health expenditures.

Objectives

1. Undertake basic research and demonstration projects that provide evidence for data-driven decision making for program advocacy and management.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Conduct analysis and produce reports on demographic studies; identification, quantification and root cause analysis of unmet needs; service demand projections; and economic impact/cost projections. Convene an annual Ad Hoc workgroup of Advisory Council members to study a topical issue and submit recommendations for action to the Board of Directors.

Expected Outcome
Data on aging program quality, cost effectiveness and impact will support the enactment of appropriations, policies and programs that address unmet needs of older adults, adults with disabilities, and their family care givers.

Progress
The AAA 1-B has produced a series of Issue Briefs for Region 1-B counties with significant Community Living Program wait lists, for distribution to elected officials and funding sources. The briefs describe the characteristics and needs of the wait list populations for each county.

2. Implement the AAA 1-B Advocacy Strategy to secure increased state, federal, and/or local support for older adult services.
   Timeline: 10/01/2016 to 09/30/2016

Activities
Educate senior advocacy stakeholders about the needs and unmet needs of older adults and policy solutions, including the AAA 1-B Senior Advocacy Network, Michigan Senior Advocacy Council, Consumers. AAA 1-B Board Council and Staff members; produce and promote tools that support older adult advocacy efforts including monthly editions of The Advocate, the AAA 1-B Legislative Advocacy Platform, Legislative Analysis, and written Calls to Action; Engage in direct communications with elected officials about older adult issues through face to face contacts and written communications; support collaborative advocacy efforts with state and local partners, including support for Older Michiganians Day, the Senior Regional Collaborative local advocacy groups, and the Silver Key Coalition; and deliver testimony on legislative proposals affecting older adults.

Expected Outcome
Increased appropriations and new policies and programs will be realized, which enhance the lives of older adults, adults with disabilities and their family care givers

Progress
AAA 1-B developed the 2017 – 2018 Legislative Advocacy Platform in collaboration with the Advisory Council, which is used to guide public policy advocacy and priorities. Monthly issues of The Advocate were published. Testimony was provided in support for in-home service funding increases before the House and Senate Appropriations Subcommittee for the Department of Health and Human Services. In addition,

- The Silver Key Coalition secured a $3.6 million increase in funding for Aging and Adult Services Agency

in-home services in the FY 2018 budget. This funding increase will be split between Home Delivered Meals ($1.5 million) and other in-home services ($2.1 million).

- The Michigan legislature increased appropriations for the MI Choice Program ($25 million), Adult Protective Services ($4.2 million), and the Program for All Inclusive Care for the Elderly ($18.4 million). At the federal level, Congress increased appropriations for OAA Title III Supportive Services ($2.5 million), Home Delivered Meals ($1 million) and Congregate Meals ($2 million) temporarily at the end of FY 2017.
- In 2017 Michigan launched a new, updated version of the Michigan Automated Prescription System after increased funding was dedicated by the MI Legislature. This new system will make it easier for physicians and pharmacists to monitor the use of opioid medications.
- Congress passed the Recognize, Assist, Include, Support, and Engage (RAISE) Family Caregivers Act would requires the Secretary of Health and Human Services to develop, maintain and update a strategy to recognize and support family caregivers.
- MI Senate Bill 184, which would provide an income tax credit to taxpayers who purchase a qualified residence or retrofit their home to improve accessibility for persons with disabilities, passed the Michigan Senate.

E. Develop and enhance public/private partnerships to better serve older adults.
State Goal Match: 5

Narrative
The agency is committed to enhancing our partnerships and increasing the value of services provided to older adults through continued improvement of the knowledge, skills and resources available for LGBT older adults and by focusing on quality service indicators and outcomes in the provider network.

Objectives

1. Increase awareness and improve services for LGBT older adults and caregivers in the 1-B region and beyond.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Work with The Senior Alliance and Detroit Area Agency on Aging to increase outreach and services for LGBT caregivers via Kendall Charitable Trust grant (2017). Work with SAGE of Metro Detroit to expand and improve up on the Rainbow Resource Guide (2017). Review intake and assessment forms utilized by AAA 1-B to determine if LGBT inclusive language can be implemented or increased (2017). Ongoing: Serve on the Board of SAGE of Metro Detroit. Continue to track LGBT callers in the AAA 1-B call center data. Attend at least 1 LGBT specific outreach event per year.

Expected Outcome
The number of LGBT friendly resources in the AAA 1-B call center database will increase 20% from 2016 to 2019. The number of LGBT older adults and/or caregivers contacting AAA 1-B for assistance will increase by 20% from 2016 to 2019

Progress
An AAA 1-B staff person continues to serve as a mentor by SAGE to work with other AAAs in the state who wish to develop LGBT-friendly practices.

2. Track and analyze uniform outcomes for funded services in collaboration with the aging network.
   Timeline: 10/01/2016 to 09/30/2017

Activities
Measure and report annually on contractor outcomes for each services; Research national data on service outcomes for comparison/benchmark; Conduct at least one service specific outcome study annually, in collaboration with providers, and produce a report with findings and recommendations to refine services and document the services' value proposition.

Expected Outcome
1-B staff and providers will have aligned outcomes data to utilize for program improvement, advocacy purposes, and to garner additional funding.

Progress
AAA 1-B began work on outcome measurements for Washtenaw Coordinated Funders Aging Sector grantees to identify new outcome measurement tools for their Senior Crisis Intervention, System Navigation, and Social Isolation grantees. The tools include the creation of a Healthy Days Symptoms Module Assessment Tool, a Cash Equivalent Reporting Tool, and a Self-Sufficiency Outcomes Measurement Tool.

F. Employ continuous quality improvement and innovation to accommodate the changing needs of older adults.
State Goal Match: 6

Narrative
AAA 1-B is a leader in the field of innovative services to meet the needs of the populations we serve. To build on this core value of innovation, we continually review the value and outcomes of the work we do. In FY2017-19, AAA 1-B will continue this practice by improving the analytical skills and capabilities of our staff.

Objectives

1. Develop a Training Center for Excellence for staff and professionals.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Create curriculum that provides agency staff, provider organization staff, and professionals in the aging network with the skills to deliver services that are of the highest quality and most in demand from older adults and adults with disabilities in the community (2017). Deliver and continuously improve curriculum based on participant feedback (2017). Offer curriculum to provider network (2018). Offer curriculum to other interested organizations (2018).

Expected Outcome
Region 1-B will have a steady flow of talent, ideas and potential leaders who are committed to the mission of serving older adults.

Progress
Preceptors have been assigned to new hires in clinical programs to assist with mentoring and training.

2. Engage in the development, testing, implementation, evaluation, and institution of new programs, program innovations, and operations that improve the efficiency and effectiveness of aging programs.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Apply principles of Continuous Quality Improvement, PDSA (Plan-Do-Study-Act), and lean manufacturing to create or redesign programs; identify, monitor, measure, evaluate and report on program effectiveness measures; and advocate for warranted systems change. Activities may include work on electronic care plans, predictive survey technologies, and utilization of community health workers to perform basic care coordination tasks, allowing for increased caseloads for clinical specialists.

Expected Outcome
Improved efficiency, quality and/or effectiveness in achieving program outcomes will result from creation of new program models, enhancements to existing program models, and the elimination of ineffective program components.

Progress
AAA 1-B received a grant award from the MI Health Fund to demonstrate the viability of adapting a technology solution that reduced expected hospitalizations for the Medicaid MI Choice population so it can be made more cost effective and integrated into the normal and ongoing operations of the MI Choice and MI Health Link program for the purpose of reducing avoidable participant hospitalizations.

G. Communities for a Lifetime - More communities in the PSA will conduct an aging-friendly community assessment and apply for recognition to AASA as a Community for a Lifetime.
State Goal Match: 7

Narrative
AAA 1-B began assisting municipalities to become age-friendly years ago when we provided older adult census data analyses to individual city and county leaders. We strengthened our commitment to aging-in-place by partnering with several municipalities to gain recognition as a CFL. This work will continue in 2017-2019.

Objectives

1. Increase number of municipalities in PSA who are recognized as Community for a Lifetime (CFL)
   Timeline: 10/01/2016 to 09/30/2019

Activities
Facilitate the administration of a CFL community assessment to 3 communities that would benefit from such an analysis. Assist 2 communities in meeting the qualifications for CFL certification. Through our work with Oakland County government, we will assist its municipalities with community assessments, provide senior survey results and demographic data to enhance the quality of their community assessment in such areas as; supportive community systems, health care access, transportation, disease prevention/health promotion, safety, home repair and other relevant areas.

Expected Outcome
Two Oakland County communities will receive a CFL or equivalent designation.

Progress
Aging related demographic data shared with the City of Royal Oak in support of their initiative to become a

2019 AIP Program Development Objectives

Area Agency on Aging Goal

A.

State Goal Match:

Narrative

Objectives

1.

Timeline: to

Activities

Expected Outcome

Appendices

EMERGENCY MANAGEMENT AND PREPAREDNESS

Minimum Elements for Area Agencies on Aging

FY 2019 Annual Implementation Plan

After each general and nutrition minimum element for emergency preparedness, provide a brief description regarding how the AAA Emergency Preparedness Plan for FY 2019 will address the element.

Area Agency on Aging
Area Agency on Aging 1-B
A. General Emergency Preparedness Minimum Elements (required by the Older American's Act).
1. Anticipated expectations during a State or locally declared emergency/disaster. Include having a staff person (the area agency director or their designee) available for communication with AASA staff to provide real time information about service continuity (status of aging network service provider's ability to provide services).
The current Emergency Preparedness Plan for the Area Agency on Aging 1-B (AAA 1-B) has one primary designee, Director of Strategy & Communications, as the organization contact for communications with AASA staff on current status of emergency situations.
2. Being prepared to identify and report on unmet needs of older individuals.
Unmet needs are current collected by the AAA 1-B Resource Center. A report can be generated that identifies unmet needs of older adults that cannot be met by current programs and services available through the agency and community partners.
3. Being able to provide information about the number and location of vulnerable older persons receiving services from the area agency residing in geographic area(s) affected by the emergency/disaster.
The AAA 1-B generates a quarterly report of all high risk homebound individuals, sorted by county, who would need assistance through first responders and/or the AAA 1-B in the event of emergency situations.
4. Being able to contact such affected older persons to determine their well-being.
The AAA 1-B report above includes name, address, primary contact information of either the older adult or designated representative and indicates the service need level.
5. Anticipated minimum expectations during a State or locally organized preparedness drill include being available to establish communication between AASA staff and area agency staff and being able to provide information upon request to both state and local emergency operation centers regarding the number and location of vulnerable older individuals residing in geographic areas affected by the drill.
All individuals on the AAA 1-B emergency preparedness committee are provided with laptops and car chargers for laptop to ensure the ability to charge the computer if there is a power outage. All emergency preparedness committee members also receive an electronic copy of the high risk individuals, and are required to copy this list to a secure flash drive. The information can then be sent to the state or other first responders, if needed, through a secure email.

B. Nutrition providers shall work with the respective area agency to develop a written emergency plan. The emergency plan shall address, but not be limited to the following elements:
1. Uninterrupted delivery of meals to home-delivered meals participants, including, but not limited to use of families and friends, volunteers, shelf-stable meals and informal support systems.
Also included in the emergency plan are: -A backup plan for food preparation if usual kitchen facility is unavailable. -Agreements in place with volunteer organizations, individual volunteers, hospitals, LTC facilities, and/or other nutrition providers -Communications system to alert congregate and home delivered meals participants of changes in meal site/delivery
2. Provision of at least two, and preferably more, shelf-stable meals and instructions on how to use for home-delivered meal participants. Every effort should be made to assure that the emergency shelf-stable meals meet the nutrition guidelines. If it is not possible, shelf-stable meals will not be required to adhere to the guidelines. (MI-CHOICE participants may receive two emergency meals that are billed to MI-CHOICE. Additional emergency meals may be billed to Title III-C2).
All nutrition providers send out emergency meals packs with a minimum of six shelf-stable meals and instructions on how to use such meals. They are replenished as necessary. Emergency meals are distributed to each new participant and are replaced as used within a reasonable time period. MI Choice participants receive emergency meals at the same time.
3. Backup plan for food preparation if usual kitchen facility is unavailable.
Nutrition Providers have agreements with different agencies and organizations to assist with meal prep and delivery in the event a kitchen facility becomes unavailable. They also utilize satellite kitchens within their organization to relocate HDM or congregate programs should the kitchen become unavailable
4. Agreements in place with volunteer agencies, individual volunteers, hospitals, long-term care facilities, other nutrition providers, or other agencies/groups that could be on standby to assist with food acquisition, meal preparation, and delivery.
Nutrition Providers utilize these agreements should an emergency arise if usual kitchen facility is unavailable
5. Communications system to alert congregate and home-delivered meals participants of changes in meal site/delivery.
Nutrition Providers alert participants of changes in meal site/delivery via television, radio, social media, and the organization's website. Macomb Community Action, which covers all of Macomb County also does robo calling to all meal recipients.
6. The plan shall cover all the sites and home-delivered meals participants for each nutrition provider, including sub-contractors of the AAA nutrition provider.
Nutrition Providers are required to submit policies and procedures to the Nutrition Services Program Manager for review and approval
7. The plan shall be reviewed and approved by the respective area agency and submitted electronically to AASA for review.
The plan is reviewed and updated as needed, and then is submitted electronically to AASA for review.

EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2019

Funded Under Disease Prevention Health Promotion Service Definition

Provide the information requested below for Evidence-Based Programs (EBDP) to be funded under Title III-D.

Beginning October 1, 2017 (FY 2018), Title III-D funds can only be used on health promotion programs that meet the highest level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the "List of Approved EBDP Programs for Title III-D Funds" in the Document Library. Only programs from this list will be approved beginning in FY 2018. If funding has been allocated as a single amount for all Title III-D programs for a provider, enter on first line under "Funding Amount for This Service."

Provider Name	Program Name	Anticipated No. of Participants	Funding Amount For This Service
National Kidney Foundation of Michigan, Macomb Community Action, AAA 1-B	A Matter of Balance	402	$65,687
National Kidney Foundation of Michigan, AAA 1-B	Diabetes PATH	120	$28,128
Macomb Community Action, AAA 1-B	PATH	128	$20,039
National Kidney Foundation of Michigan, AAA 1-B	Chronic Pain PATH	70	$14,064
National Kidney Foundation of Michigan	Cancer, Thriving and Surviving	20	$5,544
National Kidney Foundation of Michigan	Building Better Caregivers	20	$5,544
National Kidney Foundation of Michigan	Enhanced Fitness Diabetes Prevention Program	70 20	$24,949

FY 2019 AREA PLAN GRANT BUDGET

Agency: Area Agency on Aging 1-B | Budget Period: 10/01/18 to 09/30/19 | Rev. 1/2018

PSA: 1-B | Date: 06/13/18 | Rev. No.: 0 | Page 1of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	2,547,977		2,547,977
2. Fed. Title III-C1 (Congregate)		3,299,359	3,299,359
3. State Congregate Nutrition		59,742	59,742
4. Federal Title III-C2 (HDM)		1,659,665	1,659,665
5. State Home Delivered Meals		2,936,687	2,936,687
8. Fed. Title III D (Prev. Health)	197,029		197,029
9. Federal Title III-E (NFCSP)	1,197,614		1,197,614
10. Federal Title VII-A	27,308		27,308
10. Federal Title VII-EAP	40,665		40,665
11. State Access	178,323		178,323
12. State In Home	2,547,617		2,547,617
13. State Alternative Care	702,522		702,522
14. State Care Management	863,653		863,653
16. St. ANS & St. NHO	351,112		351,112
17. Local Match			
a. Cash	68,000	59,700	127,700
b. In-Kind	946,818	828,797	1,775,612
18. State Respite Care (Escheat)	325,163		325,163
19. MATF & SL CG Support	640,686		640,686
20. TCM/Medicaid & NSO	27,308		27,308
21. NSIP		1,662,103	1,662,103
22. Program Income	1,049,147	2,282,591	3,331,738
TOTAL:	11,956,939	12,809,644	24,749,583

ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	959,072	51,700	122,843	1,133,615
State Administration	170,598			170,598
MATF & SL CG Support Administration	80,000			80,000
Other Admin				-
Total AIP Admin:	1,239,670	51,700	122,843	1,414,213

Expenditures	FTEs	
1. Salaries/Wages	52.20	1,957,137
2. Fringe Benefits		710,880
3. Office Operations		579,609
Total:		3,247,626

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Interest Income	5,000	Board/Advisory Council	10,000
County Match	46,700	Caregivers	112,843
Total:	51,700	Total:	122,843

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature _____ Title _____ Date _____

FY 2019 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Area Agency on Aging 1-B
PSA: 1-B
Operating Standards For AAA's

Budget Period: 10/01/18 to 09/30/19
Date: 05/13/18 Rev. No.. 0

Rev 1/2018
page 2 of 3

Op Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII A OMB [illegible]	State Access	State In-Home	St. Act Care	State Care Mgmt	St. ANS [illegible]	St. Respite (Escheat)	MATF & St. CG Sup.	TCM [illegible] MSG Fund	Program Income	Cash Match	In-Kind Match	TOTAL
A	Access Services																
A-1	Care Management								209,600	278,077							
A-2	Case Coord/supp	100												5,000	3,600	53,587	565,864
A-3	Disaster Advocacy																100
A-4	Information & Assis	390,503		169,500													
A-5	Outreach	396,725		681,439		178,323								8,000	4,200	58,024	630,227
A-6	Transportation													9,552	7,700	106,912	1,160,781
B	In-Home											41,000		820			41,920
B-1	Chore	638,104															
B-2	Home Care Assis													108,020	4,800	60,101	615,085
B-3	Home Injury Cntrl			22,600										11,500	200	2,215	36,612
B-4	Homemaking																
B-6	Home Health Aide																
B-7	Medication Mgt	125,000					15,500							310	1,000	14,612	155,422
B-8	Personal Care																
B-9	Assistive Device&Tech						200,000							4,000	1,000	20,723	225,223
B-10	Respite Care											271,841		12,399	2,100	25,515	313,305
B-11	Friendly Reassure																
C-10	Legal Assistance	209,386												3,500	1,500	21,321	235,707
C	Community Services																
C-1	Adult Day Care											40,000		800	300	4,872	45,972
C-2	Dementia ADC							285,437				489,045		431,452	3,500	50,000	1,258,434
C-5	Disease Prevent		197,029											7,548	1,800	20,393	226,560
C-7	Health Screening																
C-8	Assist to Deaf	45,000												368	300	4,700	50,368
C-9	Home Repair																
C-11	LTC Ombudsman	27,919			27,308					[illegible]			[illegible]	100	900	13,253	168,923
C-12	Sr Ctr Operations																
C-13	Sr Ctr Staffing																
C-14	Vision Services																
C-15	Elder Abuse Prevnt	36,534			[illegible]												
C-16	Counseling													1,760	300	3,760	82,019
C-17	Creat Cont.CG@ CCC																
C-18	Caregiver Support																
C-19	Kinship Support			50,750													
C-20	Caregiver E.S.T			121,173										1,175	400	5,233	57,564
*C-8	Program Develop	450,500													500	12,231	134,304
	Region Specific														3,400	46,656	500,556
	CLP Services						2,332,417	417,086			325,163			412,720	20,500	281,968	3,753,565
	CLP Supports Coordinatjon	233,095		372,152					654,050					26,316	3,400	130,535	1,424,552
	d																
	e																
	7. CLP/ADRC Services																
Sp Co	8. MATF & St CG Sup A											80,000					80,000
	SUPPRT SERV TOTAL	2,547,977	197,029	1,197,514	67,973	178,323	2,547,917	702,522	953,650	351,112	325,163	920,886	27,308	1,045,147	68,000	946,815	11,550,936

FY 2019 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 1/2018

Agency: Area Agency on Aging 1-B Budget Period: 10/01/18 to 9/30/19

PSA: 1-B Date: 06/13/18 Rev. Number 0

FY 2019 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
	Nutrition Services									
C-3	Congregate Meals	3,281,759		59,742		249,315	572,345	25,000	347,734	4,535,895
B-5	Home Delivered Meals		1,609,265		2,986,687	1,412,788	1,710,246	34,700	481,063	8,234,749
C-4	Nutrition Counseling									-
C-5	Nutrition Education	5,000								5,000
	AAA RD/Nutritionist*	12,600	50,400							63,000
	Nutrition Services Total	3,299,359	1,659,865	59,742	2,986,687	1,662,103	2,282,591	59,700	828,797	12,838,644

*Registered Dietitian, Nutritionist or individual with comparable certification as approved by AASA

FY 2019 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	LTC Ombudsman Ser									
C-11	LTC Ombudsman	27,019	27,308		73,035	27,308	100	900	13,253	168,923
C-15	Elder Abuse Prevention	36,534		40,685			1,760	300	3,760	83,019
	Region Specific	-	-	-			-	-	-	-
	LTC Ombudsman Ser Total	63,553	27,308	40,685	73,035	27,308	1,860	1,200	17,013	251,942

FY 2019 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore	-	-	-	-	-	-	-	-	-
B-4	Homemaking	-	-	-	-	-	-	-	-	-
B-2	Home Care Assistance	-	-	-	-	-	-	-	-	-
B-6	Home Health Aide	-	-	-	-	-	-	-	-	-
B-10	Meal Preparation/HDM	-	-	-	-	-	-	-	-	-
B-8	Personal Care	-	-	-	-	-	-	-	-	-
	Respite Service Total	-	-	-	-	-		-	-	-

FY 2019 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	Kinship Ser. Amounts Only									
C-16	Caregiver Sup. Services	-	-				-	-	-	-
C-19	Kinship Support Services	-	50,750				1,175	400	5,239	57,564
C-20	Caregiver E,S,T		-				-	-	-	-
		-	-				-	-	-	-
	Kinship Services Total	-	50,750				1,175	400	5,239	57,564

RESOLUTION **NO:** [Title]

LIVINGSTON COUNTY **DATE:** Click or tap to enter a date.

Resolution Authorizing the Assumption of Addressing Responsibilities for Brighton Township and Amendment of the Street Naming and Addressing Policy- Information Technology

WHEREAS, the Charter Township of Brighton approached Information Technology-GIS about assuming their addressing responsibilities; and

WHEREAS, Information Technology-GIS is agreeable to performing the address assignment for the Charter Township of Brighton, as it will result in greater consistency in assigned addresses; and

WHEREAS, the Charter Township of Brighton passed Resolution Number 18-009 – "Transferring Addressing Duties to Livingston County" on May 21st 2018 ; and

WHEREAS, this Policy's amendment, to include the Charter Township of Brighton in Livingston County Information Technology-GIS addressing assignment responsibilities, has been prepared by Information Technology Department; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Livingston County Information Technology-GIS to assume the Charter Township of Brighton's Address Assignment and adopts the amended Street Naming and Addressing Policy.

# # #

MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY
STREET NAMING AND ADDRESSING POLICY

SECTION 1
GENERAL PROVISIONS

A. OBJECTIVES

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Livingston County.

This policy is written and adopted to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to correct all erroneously addressed structures. All addresses and road names within the municipalities identified in Sec. 1, B., ADDRESSING RESPONSIBILITY (below) as addressed by the Livingston County Information Technology Department are subject to correction notwithstanding the length of time such address or road name has existed. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Livingston County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendments to this policy will be communicated to the community through official notices.

B. ADDRESSING RESPONSIBILITY

The Livingston County Information Technology Department/Geographic Information Systems Division (GIS) is responsible for addressing the following entities:

Brighton Township	Iosco Township
Cohoctah Township	Marion Township
Conway Township	Oceola Township
Deerfield Township	Putnam Township
Genoa Township	Tyrone Township
Green Oak Township	Village of Fowlerville
Handy Township	Village of Pinckney
Hartland Township	Unadilla Township - *(DTE Energy Customers Only)*

The following entities are responsible for addressing the area within their boundaries:

City of Brighton	Hamburg Township
City of Howell	Howell Township
Unadilla Township *(Consumers Energy Customers Only)*	

C. EFFECTIVE DATE

This policy is effective upon initial adoption and adoption of subsequent amendment or amendments by Resolution of the Livingston County Board of Commissioners. The policy shall be reviewed on an annual basis, or more often as deemed necessary, by GIS in conjunction with representatives of 911/Central Dispatch, the U.S. Postal Service, and the local governmental units responsible for addressing areas within Livingston County. This policy may be amended from time to time by Resolution of the Livingston County Board of Commissioners and shall be revised as necessary to be non-conflicting with locally approved addressing policies and ordinances.

SECTION 2
ADDRESS REQUESTS

A. REQUIREMENTS

The following must be submitted at the time of application for an individual address:

1. Completed application form.
2. Proof of ownership/copy of deed.
3. Land use permit issued by the local governmental unit where the address is to be assigned.
4. Site plan/survey showing location of principal dwellings and drive.
5. Current tax parcel identification number.
6. Copy of driveway permit or waiver
7. Closest existing address on left, right and across the street from property to be addressed.
8. A fee for each address requested. Livingston County address issuance fees are established by the Board of Commissioners.

B. ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan showing all road names and location of roads be presented to the addressing official. Additional access roads in the development shall be required to have street names on the final site plan. The street names shown on the site plan must be approved by the Livingston County Road Commission prior to address assignment. The site plan shall also show the site/unit/lot number for each site along with the location of each meter that requires an address.

The developer will be responsible for the addressing fee for all lots, units, or meters included in the development at the time of application.

Official addresses shall be issued for each individual site/unit/lot by the addressing office at the time a building permit is applied for. The owner will be required to submit a copy of a land use permit and a site plan to obtain the address.

SECTION 3
NUMERIC ASSIGNMENT

A. FRONTAGE INTERVAL/ADDRESS STYLE

The addressing system within the townships is based on a baseline meridian structure. The county is divided into four quadrants based on the following roads: Oak Grove Road/Pinckney Road/Toma Road as the meridian; and Mason Road/Golf Club Road/Commerce Road as the baseline. See Appendix A.

Livingston County uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) foot (+/-) interval. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.

For townships previously addressed by Consumers Energy now under the addressing jurisdiction of Livingston County GIS, the Consumers Energy formula of one address number for each ten (10) foot (+/-) interval will be followed. Townships under this formula include: Cohoctah, Deerfield, and Tyrone.

The villages of Pinckney and Fowlerville use a city block address range style with approximately 50 addresses per block. The meridian for the Village of Pinckney is Howell St; the baseline is Main St/M-36. The meridian for the Village of Fowlerville is Grand Ave/Fowlerville Rd; the baseline is Grand River Ave. See Appendix A.

B. ODD/EVEN NUMBER LOCATION

The location of odd and even address numbers applies to townships and villages.

North of the baseline, even numbers shall be on the easterly side of the roads;
Odd numbers shall be on the westerly side of the roads.

South of the baseline, even numbers shall be on the westerly side of the roads;
Odd numbers shall be on the easterly side of the roads.

East of the meridian, even numbers shall be on the southerly side of the roads;
Odd numbers shall be on the northerly side of the roads.

West of the meridian, even numbers shall be on the northerly side of the roads;
Odd numbers shall be on the southerly side of the roads.
See appendix A.

C. FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES

There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.

D. COMPONENT ORDER

Components of a street address shall always be in the following order:
address number, directional prefix (if any), street name, street type/suffix, post-directional (if any), designation of apartment or suite, and apartment/suite number.

E. DIAGONAL STREETS

Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established, it shall be used the entire length of the road. The orientation will not change even if the road changes direction.

Within developments it is advisable to consider the direction of the beginning of the road. For example, if it originates off a north/south road and begins by going east before meandering in any other direction, it is generally considered an east/west road.

F. CIRCULAR STREETS

A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered to match and mix with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between the inside numbers.

G. CUL-DE-SACS

Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure, odd/even numbers on the appropriate sides of the street and meeting at the mid-point or the back of the cul-de-sac.

H. CORNER LOTS

Corner lots shall be addressed to the road the driveway accesses. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the home is addressed.

I. EASEMENTS/STACKED ADDRESSES

Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. Local zoning and private road ordinances governing the requirement to name private drives/easements vary. The addressing official will consult the local government prior to assigning a new address sharing a common drive/easement.

J. SINGLE FAMILY RESIDENCES

A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K. DUPLEX RESIDENCES

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L. APARTMENT BUILDINGS

Apartment buildings, where one entrance provides access to a number of apartments, shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used.

Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance. Each individual apartment shall be assigned an apartment number indicating the floor location. Alphanumerical numbers are not to be used.

Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

M. MANUFACTURED HOME COMMUNITIES

Each individual manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four (4) to eight (8) numbers between adjacent sites.

N. TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

Townhouses where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumerical numbers are not to be used.

O. CONDOMINIUMS

Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex converted to a condominium shall be required to be addressed with an individual address for each unit.

P. INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the street. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the street allowing main access to the unit.

A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner legible to the public as well as emergency responders.

Q. STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large

enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

R. MISCELLANEOUS STRUCTURES

Outbuildings and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (6) numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.

S. WIRELESS COMMUNICATIONS TOWERS

A wireless communications tower shall be assigned one address determined by the basic rules for distance and direction. Each additional carrier shall obtain a suite number.

SECTION 4
DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this policy.

A. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

B. PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used for mail delivery, it will only be required for the address to be displayed on the structure.

1. Manufactured homes located within a development shall display the address number in numerals of at least three (3) inches in height and on the side of the home facing the access road.

2. Structures located within a subdivision, condominium or within a city or village within 50 feet from the edge of the road right-of-way shall:

    a. Display the assigned address number in numerals no less than three (3) inches in height on the structure in such a manner it is visible from the road.

    b. The address numbers not less than two (2) inches in height shall also be displayed on both sides of the mailbox.

    c. The numbers shall be reflective numbers on a contrasting background.

    d. The address shall not be obstructed in any way by any form of landscaping, other mailboxes or newspaper delivery boxes.

        1. When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than 50 feet from the road.

3. Structures located more than 50 feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 50 feet of the edge of the right of way (Section 4 B.2) and in addition shall:

    a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.

    b. The address shall be composed of numbers not less than three (3) inches in height.

    c. The sign shall be composed of reflective numbers on a contrasting background.

    d. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground.

Failure to display the address for new construction following the county standards, as posted within this policy, will be grounds for withholding issuance of a Certificate of Occupancy by the Building Department in accordance with the governing Building Code and Ordinance provisions.

SECTION 5
ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the Information Technology Department, that department shall initiate proceedings to correct the error.

Address corrections become effective within 60 days of receipt of Notice of Address Correction. The Addressing Official serves notice of address correction on the property owner via United States Postal Service. The address correction notice shall be signed by the Addressing Official and contain the name, business address and business telephone number of a county official the property owner may contact to request information, have questions answered or call special circumstances to the attention of the Addressing Official. Address corrections require two-party policy compliance verification.

A resident who does not put a correction of address in with the United States Postal Service and/or who does not display the new correct address thereafter will be in violation of this policy and subject to penalty as provided by ordinance.

A. NUMERIC CORRECTION

Addresses shall be corrected if one or more of the following conditions are met:

1. The existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.

2. The existing address number has the incorrect parity (odd/even) as determined by the county address system.

3. The existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this policy. Addresses out of range by more than 35 (+/-) numbers shall be corrected to the proper range as needed and to accommodate new growth.

4. When an easement becomes a named private street, the structures must reflect the new road name using correct numerical range for the new street.

5. An existing address is duplicated or otherwise violates this policy.

In the case of a numeric address correction, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.

2. A new numeric address shall be determined using the county address assignment standards.

3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.

4. Notification shall also be sent to the following:

    a. Township/village assessor

    b. United States Postal Service

    c. Utility companies

5. The resident shall be responsible for supplying their individual phone, financial, and other service providers with a copy of the official change of address form.

B. STREET NAME CORRECTIONS

Street names shall be corrected if one or more the following criteria exist:

1. Street name is a duplicate of another street within a designated postal area or within Livingston County and interferes with the accurate dispatch of emergency vehicles or postal delivery.

2. One road has two commonly used names or where portions of what appears to be the same road have two or more names.

3. A shared driveway or an easement servicing multiple buildings shall be named to comply with the local zoning or private road ordinance. The shared driveway/easement shall also meet the private road standards set by the Livingston County Road Commission.

4. All property owners along a street request a new street name in order to resolve interference with accurate dispatch of emergency vehicles or postal delivery and the street meets local zoning or private road ordinance and Livingston County Road Commission standards.

5. The street name and approach have been previously approved by the Livingston County Road Commission but the new street name was never used in the issuance of addresses.

In the case of a private street name change, where the street is not part of a platted subdivision or condominium development, the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification, the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission, the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Upon approval of the new street name by the Livingston County Road Commission, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

7. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices
    c. Affected school district
    d. Livingston County Clerk
    e. Utility companies

In the case of a street name change located within a subdivision or condominium the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Upon approval of the new street name by the Livingston County Road Commission, the governing municipality shall pass a resolution approving the new street name as required by MCL Section 560.226 (Land Division Act, PA 288 of 1967, as amended).

    a. If the street is in a subdivision, the approved resolution shall be recorded at the Livingston County Register of Deeds office and shall be mailed to the State of Michigan Department of Licensing and Regulatory Affairs – Office of Land Survey & Remonumentation.

    b. If the street is in a condominium development, an amendment to the Master Plan shall be recorded at the Livingston County Register of Deeds office.

7. A copy of the approved resolution shall also be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

8. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices
    c. Affected school district
    d. Livingston County Clerk
    e. Utility companies

In the case of a public street name change, the following procedure shall be followed:

1. A public safety agency shall contact the Road Commission with a request for a street name change. The reason for the street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Livingston County Board of Road Commissioners shall review the request and pass a resolution approving a new street name.

7. A copy of the approved resolution shall be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

8. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices
    c. Affected school district
    d. Livingston County Clerk
    e. Utility companies

C. SUSPENSION OF PROCESS

For good cause, the Addressing Official may suspend the address correction process at any point for up to 90 days. Suspension of process longer than 90 days or in addition to the original 90 days requires the advice and consent of the 9-1-1 Central Dispatch/Emergency Management Director.

SECTION 6
STREET NAME REQUIREMENTS

A. STREET/ROAD DESIGNATION

Every existing, proposed, or constructed roadway that provides, or will provide, access to multiple buildable lots shall be identified as a street/road in accordance with the local zoning or private road ordinance and the standards set by the Livingston County Road Commission.

B. STREET NAMING RESPONSIBILITY

Application for new street names, or to reserve street names for a development, is to be made through the Livingston County Road Commission.

The applicant must submit to the Livingston County Road Commission:

1. A proposal of three different street name choices.

2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

A final site plan showing the layout of the approved street names shall also be submitted to the appropriate addressing agency for approval.

C. NAMING NEW ROADS

When application is made for a new road name, the name will be compared to the Livingston County Road Commission database to check for duplication. Street names may be reserved for one (1) year. All street names will conform to the standards set in this policy.

D. RESERVING STREET NAMES FOR NEW DEVELOPMENTS

A written request to reserve new street names must be presented to the Livingston County Road Commission for each new development. These street names will be reviewed and reserved in the road name inventory, if approved.

In a development in which any given street constitutes a loop and in which a portion of that loop crosses over another street creating an intersection, each segment of the loop divided by that street shall be designated by a separate name.

Additional street names shall be selected for access roads within commercial developments even if addresses are not issued to these streets. The street names selected shall follow the standards listed in this policy and shall be shown on the final site plan.
Street names become final upon the issuance of a road approach construction permit, final plat approval, or the recording of the final site condominium documents.

Street names may be reserved for one (1) year. If one of the requirements to finalize the street name is not satisfied within the one (1) year, a written request for a one (1) year extension of the street name reservation may be submitted to the Livingston County Road Commission. If such a request is not received, the names will no longer be reserved.

E. STREET NAME SELECTION

The following standards will be used:

1. Street names will be easy to pronounce and easily recognizable in emergency situations.

2. No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Livingston County.

3. Streets that are an extension of an already existing street shall maintain that street name.

4. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.

5. Use of frivolous or complicated words, or unconventional spellings will not be allowed.

6. Names that may be offensive (slang, double meanings, etc.) will not be allowed.

7. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an entire subdivision or condominium development, as means of general identification.

8. Vanity street names that do not conform to the County address style will not be allowed.

9. No street name shall contain the words North, South, East, West, or any combination thereof. Directional compass points are used only as a prefix.

10. Streets shall not be named after any business that accesses the street.

F. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities from either a baseline or meridian. Secondary streets that cross a main road shall not use a directional. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, West.

G. SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. The street name shall not be allowed to use North, East, South or West as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Service (USPS) Standards. If the last word of a street name is an acceptable suffix according to USPS Standards, then it will be used as a street suffix and abbreviated accordingly.

There are numerous suffixes to choose from, including but not limited to:

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The street suffixes listed below will carry the following designations:

Circle — A thoroughfare that returns to the same origin point or to the same originating road.

Court — A permanently closed road such as a cul-de-sac.

- When there is an extension of a cul-de-sac it shall be required the extension continue with the existing name.
- New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended.

Loop — A thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation).

Road — A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is predominantly used for public county and state roads.

Street	A major thoroughfare accessible from both its origin and terminus. The suffix street is predominantly used within city/village limits.

H. POST-DIRECTIONALS

A directional shall only be used as a prefix. The street name shall not be allowed to use North, East, South or West at the end of the street name or as a suffix.

SECTION 7
STREET NAME SIGNS

Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

A. LOCATION OF SIGNS

All public and private roads in Livingston County shall be identified by a Street Name sign and shall display the proper street name. Street Name signs shall be installed at all intersections.

B. DESCRIPTION OF STREET NAME SIGNS

1. SIGN COLOR

The Street Name sign shall be retro-reflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors. Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend (Section 2D.38 MMUTCD).

2. SIGN HEIGHT

In business districts Street Name signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of five (5) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A.18 MMUTCD). It is recommended rural street signs have a clearance of nine (9) feet to prevent vandalism.

3. SIGN LETTERING

Lettering on ground-mounted Street Name signs should be at least six inches in capital letters, or six inches (6 in) upper case letters with four-and-a-half inch (4.5 in) lower-case letters (Section 2D.38 MMUTCD).

On multi-lane streets with speed limits greater than 40 mph, the lettering on ground-mounted Street Name signs should be at least eight inches (8 in) high in capital letters or eight inches (8 in) upper case letters with six inch (6 in) lower-case letters (Section 2D.38 MMUTCD).

For local roads with speed limits of 25 mph or less, the lettering height may be a minimum of four inches (4 in) (Section 2D.38 MMUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) or the section of the City (such as NW) may be in smaller lettering, at least three (3) inches high. Conventional abbreviations (see Section 1A.14 MMUTCD) may be used except for the street name itself (Section 2D.38 MMUTCD).

4. SIGN PLACEMENT

In business districts and on principal arterials, Street Name signs should be placed at least on diagonally opposite corners. In residential areas, at least one Street Name sign should be mounted at each intersection. Signs naming both streets should be erected at each intersection. They should be mounted with their faces parallel to the streets they name (Section 2D.38 MMUTCD).

C. STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency is responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The property owners along private roads are responsible for installing street signs at the intersections of all private and public streets in compliance with this policy.

SECTION 8
DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A building divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MANUFACTURED HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

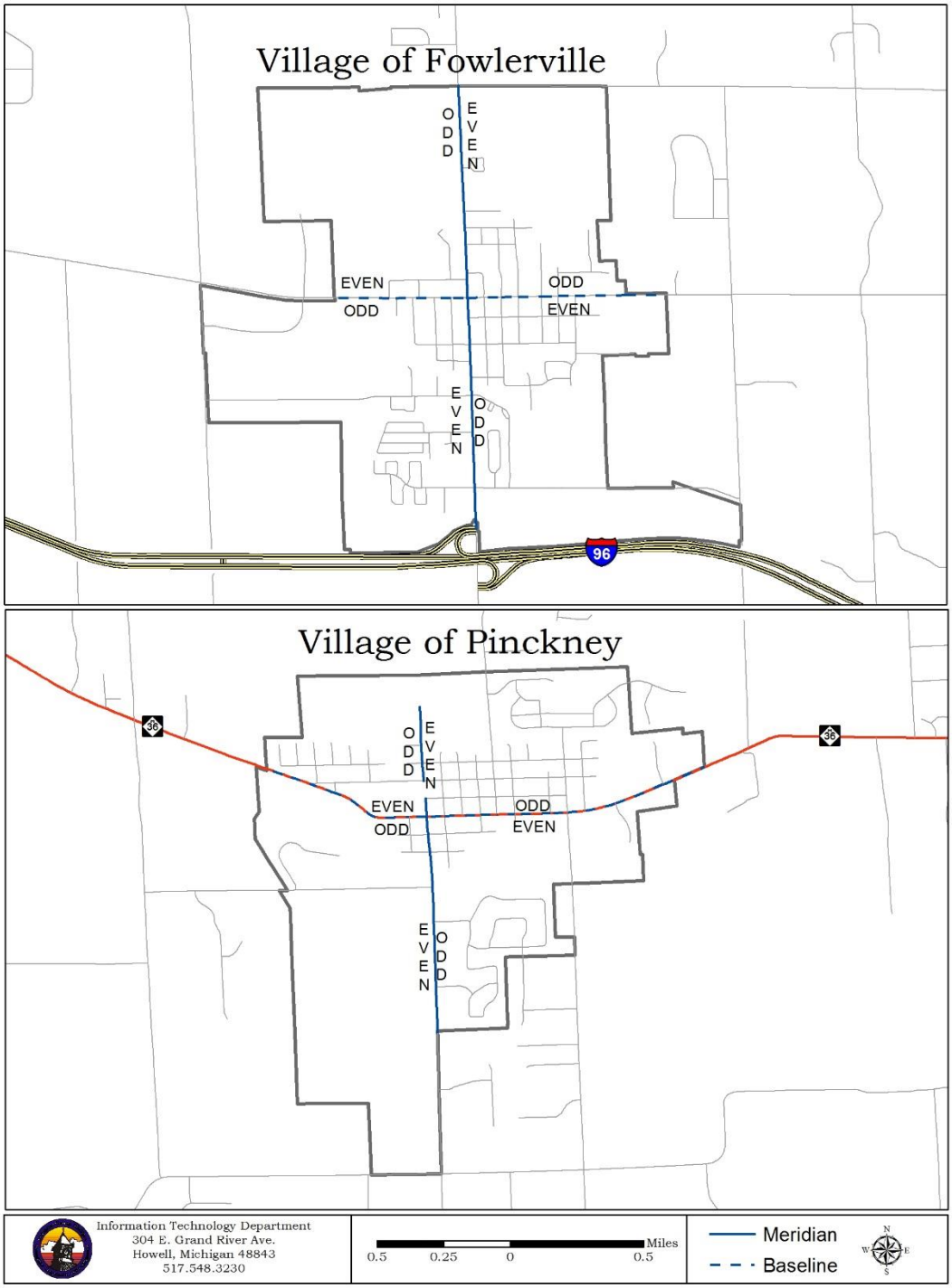
A single building with multiple accesses leased by square footage and allows interior business to vary in size.

TOWNHOUSES

A building comprised of more than one narrow, multi-story unit. Each unit has its own entrance. A townhouse may be part of an apartment building or a condominium.

APPENDIX A


Livingston County Addressing
Baseline and Meridian
Conway
Cohoctah
Deerfield
Tyrone
Village of Fowlerville
Howell
Oceola
Hartland
Handy
City of Howell
Iosco
Marion
Genoa
Brighton
City of Brighton
Putnam
Hamburg
Green Oak
Unadilla
Village of Pinckney
ODD
EVEN
EVEN
ODD
EVEN
ODD
ODD
EVEN
96
59
23
36
106
Baseline
Meridian
Municipal Boundary
Information Technology Department
304 E. Grand River Ave.
Howell, Michigan 48843
517.548.3230
3
1.5
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3
Miles
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Village of Fowlerville
ODD
EVEN
EVEN
ODD
ODD
EVEN
EVEN
ODD
96
Village of Pinckney
ODD
EVEN
EVEN
ODD
ODD
EVEN
EVEN
ODD
36
36
Information Technology Department
304 E. Grand River Ave.
Howell, Michigan 48843
517.548.3230
0.5
0.25
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0.5
Miles
Meridian
Baseline
N
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S

RESOLUTION NO. 18-009

CHARTER TOWNSHIP OF BRIGHTON
LIVINGSTON COUNTY, MICHIGAN
RESOLUTION TRANSFERRING ADDRESSING DUTIES TO LIVINGSTON COUNTY

WHEREAS, the Charter Township of Brighton Board of Trustees desires to transfer addressing duties to Livingston County, and

WHEREAS, Livingston County requires that a Resolution be adopted by the Charter Township of Brighton Board of Trustees rescinding any address ordinances, relinquishing all addressing to the jurisdiction of Livingston County and agreeing to abide by all Livingston County addressing ordinances and polices, and

WHEREAS, the Charter Township of Brighton does not have any addressing ordinances and therefore has no ordinances to rescind,

NOW, THEREFORE BE IT RESOLVED that the Charter Township of Brighton Board of Trustees hereby agrees to relinquish addressing jurisdiction to Livingston County and agrees to be bound by the *Livingston County Addressing and Street Number Policy* and the *Livingston County Addressing Ordinance*, as the same may be amended from time to time, copies of which are attached to this Resolution.

BE IT FURTHER RESOLVED that the Charter Township of Brighton Board of Trustees instructs Township staff to work with Livingston County staff to transfer all data and information necessary for Livingston County to perform addressing duties.

BE IT FURTHER RESOLVED that in the event the Livingston County Board of Commissioners fails to adopt a Resolution accepting addressing duties from the Township that this Resolution shall be declared null and void.

AYES: L. Weaire, S. Combs, R. Drouillard, A. Bollin, M. Slaton, P. Michel
NAYS: None
ABSENT: S. Theis

THE RESOLUTION WAS DECLARED ADOPTED.

Patrick Michel, Supervisor

Ann M. Bollin, CMC, CMMC, Clerk

CERTIFICATION

I, Ann M. Bollin, Clerk of the Charter Township of Brighton, County of Livingston, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Brighton Board of Trustees on the 21st day of May, 2018.

In witness hereof, I have hereunto affixed my official seal this 5th day of June, 2018.

Ann M. Bollin, CMC, CMMC, Clerk

LIVINGSTON COUNTY
STREET NAMING AND ADDRESSING POLICY

SECTION 1
GENERAL PROVISIONS

A. OBJECTIVES

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Livingston County.

This policy is written and adopted to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to correct all erroneously addressed structures. All addresses and road names within the municipalities identified in Sec. 1, B., ADDRESSING RESPONSIBILITY (below) as addressed by the Livingston County Information Technology Department are subject to correction notwithstanding the length of time such address or road name has existed. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Livingston County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendment to this policy will be communicated to the community through official notices.

B. ADDRESSING RESPONSIBILITY

The Livingston County Information Technology Department/Geographic Information Systems Division (GIS) is responsible for addressing the following entities:

Cohoctah Township	Iosco Township
Conway Township	Marion Township
Deerfield Township	Oceola Township
Genoa Township	Putnam Township
Green Oak Township	Tyrone Township
Handy Township	Village of Fowlerville
Hartland Township	Village of Pinckney
Unadilla Township (DTE Energy Customers Only)	

The following entities are responsible for addressing the area within their boundaries:

Brighton Township	City of Brighton
Hamburg Township	City of Howell
Howell Township	
Unadilla Township (Consumers Energy Customers Only)	

C. EFFECTIVE DATE

This policy is effective upon initial adoption and adoption of subsequent amendment or amendments by Resolution of the Livingston County Board of Commissioners. The policy shall be reviewed on an annual basis, or more often as deemed necessary, by GIS in conjunction with representatives of 911/Central Dispatch, the U.S. Postal Service, and the local governmental units responsible for addressing areas within Livingston County. This policy may be amended from time to time by Resolution of the Livingston County Board of Commissioners and shall be revised as necessary to be non-conflicting with locally approved addressing policies and ordinances.

SECTION 2
ADDRESS REQUESTS

A. REQUIREMENTS

The following must be submitted at the time of application for an individual address:

1. Completed application form.
2. Proof of ownership/copy of deed.
3. Land use permit issued by the local governmental unit where the address is to be assigned.
4. Site plan/survey showing location of principal dwellings and drive.
5. Current tax parcel identification number.
6. Copy of driveway permit or waiver
7. Closest existing address on left, right and across the street from property to be addressed.
8. A fee for each address requested. Livingston County address issuance fees are established by the Board of Commissioners.

B. ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan showing all road names and location of roads be presented to the addressing official. Additional access roads in the development shall be required to have street names on the final site plan. The street names shown on the site plan must be approved by the Livingston County Road Commission prior to address assignment. The site plan shall also show the site/unit/lot number for each site along with the location of each meter that requires an address.

The developer will be responsible for the addressing fee for all lots, units, or meters included in the development at the time of application.

Official addresses shall be issued for each individual site/unit/lot by the addressing office at the time a building permit is applied for. The owner will be required to submit a copy of a land use permit and a site plan to obtain the address.

SECTION 3
NUMERIC ASSIGNMENT

A. FRONTAGE INTERVAL/ADDRESS STYLE

The addressing system within the townships is based on a baseline meridian structure. The county is divided into four quadrants based on the following roads: Oak Grove Road/Pinckney Road/Toma Road as the meridian; and Mason Road/Golf Club Road/Commerce Road as the baseline. See Appendix A.

Livingston County uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) foot (+/-) interval. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.

For townships previously addressed by Consumers Energy now under the addressing jurisdiction of Livingston County GIS, the Consumers Energy formula of one address number for each ten (10) foot (+/-) interval will be followed. Townships under this formula include: Cohoctah, Deerfield, and Tyrone.

The villages of Pinckney and Fowlerville use a city block address range style with approximately 50 addresses per block. The meridian for the Village of Pinckney is Howell St; the baseline is Main St/M-36. The meridian for the Village of Fowlerville is Grand Ave/Fowlerville Rd; the baseline is Grand River Ave. See Appendix A.

B. ODD/EVEN NUMBER LOCATION

The location of odd and even address numbers applies to townships and villages.

North of the baseline, even numbers shall be on the easterly side of the roads; Odd numbers shall be

on the westerly side of the roads.

South of the baseline, even numbers shall be on the westerly side of the roads; Odd numbers shall be on the easterly side of the roads.

East of the meridian, even numbers shall be on the southerly side of the roads; Odd numbers shall be on the northerly side of the roads.

West of the meridian, even numbers shall be on the northerly side of the roads; Odd numbers shall be on the southerly side of the roads.
See appendix A.

C. FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES

There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.

D. COMPONENT ORDER

Components of a street address shall always be in the following order:
address number, directional prefix (if any), street name, street type/suffix, post- directional (if any), designation of apartment or suite, and apartment/suite number.

E. DIAGONAL STREETS

Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established, it shall be used the entire length of the road. The orientation will not change even if the road changes direction.

Within developments it is advisable to consider the direction of the beginning of the road. For example, if it originates off a north/south road and begins by going east before meandering in any other direction, it is generally considered an east/west road.

F. CIRCULAR STREETS

A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered to match and mix with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between the inside numbers.

G. CUL-DE-SACS

Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure, odd/even numbers on the appropriate sides of the street and meeting at the mid-point or the back of the cul-de-sac.

H. CORNER LOTS

Corner lots shall be addressed to the road the driveway accesses. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the home is addressed.

I. EASEMENTS/STACKED ADDRESSES

Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. Local zoning and private road ordinances governing the requirement to name private drives/easements vary. The addressing official will consult the local government prior to assigning a new address sharing a common drive/easement.

J. SINGLE FAMILY RESIDENCES

A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K. DUPLEX RESIDENCES

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L. APARTMENT BUILDINGS

Apartment buildings, where one entrance provides access to a number of apartments, shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used.

Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance. Each individual apartment shall be assigned an apartment number indicating the floor location. Alphanumerical numbers are not to be used.

Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

M. MANUFACTURED HOME COMMUNITIES

Each individual manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four
(4) to eight (8) numbers between adjacent sites.

N. TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

Townhouses where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumerical numbers are not to be used.

O. CONDOMINIUMS

Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex converted to a condominium shall be required to be addressed with an individual address for each unit.

P. INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the street. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the street allowing main access to the unit.

A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner legible to the public as well as emergency responders.

Q. STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

R. MISCELLANEOUS STRUCTURES

Outbuildings and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (6) numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.

S. WIRELESS COMMUNICATIONS TOWERS

A wireless communications tower shall be assigned one address determined by the basic rules for distance and direction. Each additional carrier shall obtain a suite number.

SECTION 4
DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this policy.

A. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

B. PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used for mail delivery, it will only be required for the address to be displayed on the structure.

1. Manufactured homes located within a development shall display the address number in numerals of at least three (3) inches in height and on the side of the home facing the access road.

2. Structures located within a subdivision, condominium or within a city or village within 50 feet from the edge of the road right-of-way shall:

    a. Display the assigned address number in numerals no less than three (3) inches in height on the structure in such a manner it is visible from the road.

    b. The address numbers not less than two (2) inches in height shall also be displayed on both sides of the mailbox.

    c. The numbers shall be reflective numbers on a contrasting background.

    d. The address shall not be obstructed in any way by any form of landscaping, other

mailboxes or newspaper delivery boxes.

1. When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than 50 feet from the road.

3. Structures located more than 50 feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 50 feet of the edge of the right of way (Section 4 B.2) and in addition shall:

   a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.

   b. The address shall be composed of numbers not less than three (3) inches in height.

   c. The sign shall be composed of reflective numbers on a contrasting background.

   d. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground.

Failure to display the address for new construction following the county standards, as posted within this policy, will be grounds for withholding issuance of a Certificate of Occupancy by the Building Department in accordance with the governing Building Code and Ordinance provisions.

SECTION 5
ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the Information Technology Department, that department shall initiate proceedings to correct the error.

Address corrections become effective within 60 days of receipt of Notice of Address Correction. The Addressing Official serves notice of address correction on the property owner via United States Postal Service. The address correction notice shall be signed by the Addressing Official and contain the name, business address and business telephone number of a county official the property owner may contact to request information, have questions answered or call special circumstances to the attention of the Addressing Official. Address corrections require two-party policy compliance verification.

A resident who does not put a correction of address in with the United States Postal Service and/or who does not display the new correct address thereafter will be in violation of this policy and subject to penalty as provided by ordinance.

A. NUMERIC CORRECTION

Addresses shall be corrected if one or more of the following conditions are met:

1. The existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.

2. The existing address number has the incorrect parity (odd/even) as determined by the county address system.

3. The existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this policy. Addresses out of range by more than 35 (+/-) numbers shall be corrected to the proper range as needed and to accommodate new growth.

4. When an easement becomes a named private street, the structures must reflect the new road name using correct numerical range for the new street.

5. An existing address is duplicated or otherwise violates this policy.

In the case of a numeric address correction, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.

2. A new numeric address shall be determined using the county address assignment standards.

3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.

4. Notification shall also be sent to the following:

    a. Township/village assessor

    b. United States Postal Service

    c. Utility companies

5. The resident shall be responsible for supplying their individual phone, financial, and other service providers with a copy of the official change of address form.

B. STREET NAME CORRECTIONS

Street names shall be corrected if one or more the following criteria exist:

1. Street name is a duplicate of another street within a designated postal area or within Livingston County and interferes with the accurate dispatch of emergency vehicles or postal delivery.

2. One road has two commonly used names or where portions of what appears to be the same road have two or more names.

3. A shared driveway or an easement servicing multiple buildings shall be named to comply with the local zoning or private road ordinance. The shared driveway/easement shall also meet the private road standards set by the Livingston County Road Commission.

4. All property owners along a street request a new street name in order to resolve interference with accurate dispatch of emergency vehicles or postal delivery and the street meets local zoning or private road ordinance and Livingston County Road Commission standards.

5. The street name and approach have been previously approved by the Livingston County Road Commission but the new street name was never used in the issuance of addresses.

In the case of a private street name change, where the street is not part of a platted subdivision or condominium development, the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification, the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission, the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact

of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Upon approval of the new street name by the Livingston County Road Commission, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

7. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices
    c. Affected school district
    d. Livingston County Clerk
    e. Utility companies

In the case of a street name change located within a subdivision or condominium the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Upon approval of the new street name by the Livingston County Road Commission, the governing municipality shall pass a resolution approving the new street name as required by MCL Section 560.226 (Land Division Act, PA 288 of 1967, as amended).

    a. If the street is in a subdivision, the approved resolution shall be recorded at the Livingston County Register of Deeds office and shall be mailed to the State of Michigan Department of Licensing and Regulatory Affairs – Office of Land Survey & Remonumentation.

    b. If the street is in a condominium development, an amendment to the Master Plan shall be recorded at the Livingston County Register of Deeds office.

7. A copy of the approved resolution shall also be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

8. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices

c. Affected school district
d. Livingston County Clerk
e. Utility companies

In the case of a public street name change, the following procedure shall be followed:

1. A public safety agency shall contact the Road Commission with a request for a street name change. The reason for the street name change shall be documented with date and reporting party.

2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.

3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:

    a. A central person of contact for the owner group.

    b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.

    c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.

6. Livingston County Board of Road Commissioners shall review the request and pass a resolution approving a new street name.

7. A copy of the approved resolution shall be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

8. Notification of any new addresses, including street names, will be sent to:
    a. United States Postal Service
    b. Village or township offices
    c. Affected school district
    d. Livingston County Clerk
    e. Utility companies

C. SUSPENSION OF PROCESS

For good cause, the Addressing Official may suspend the address correction process at any point for up to 90 days. Suspension of process longer than 90 days or in addition to the original 90 days requires the advice and consent of the 9-1-1 Central Dispatch/Emergency Management Director.

SECTION 6
STREET NAME REQUIREMENTS

A. STREET/ROAD DESIGNATION

Every existing, proposed, or constructed roadway that provides, or will provide, access to multiple buildable

lots shall be identified as a street/road in accordance with the local zoning or private road ordinance and the standards set by the Livingston County Road Commission.

B. STREET NAMING RESPONSIBILITY

Application for new street names, or to reserve street names for a development, is to be made through the Livingston County Road Commission.

The applicant must submit to the Livingston County Road Commission:

1. A proposal of three different street name choices.
2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

A final site plan showing the layout of the approved street names shall also be submitted to the appropriate addressing agency for approval.

C. NAMING NEW ROADS

When application is made for a new road name, the name will be compared to the Livingston County Road Commission database to check for duplication. Street names may be reserved for one (1) year. All street names will conform to the standards set in this policy.

D. RESERVING STREET NAMES FOR NEW DEVELOPMENTS

A written request to reserve new street names must be presented to the Livingston County Road Commission for each new development. These street names will be reviewed and reserved in the road name inventory, if approved.

In a development in which any given street constitutes a loop and in which a portion of that loop crosses over another street creating an intersection, each segment of the loop divided by that street shall be designated by a separate name.

Additional street names shall be selected for access roads within commercial developments even if addresses are not issued to these streets. The street names selected shall follow the standards listed in this policy and shall be shown on the final site plan.
Street names become final upon the issuance of a road approach construction permit, final plat approval, or the recording of the final site condominium documents.

Street names may be reserved for one (1) year. If one of the requirements to finalize the street name is not satisfied within the one (1) year, a written request for a one (1) year extension of the street name reservation may be submitted to the Livingston County Road Commission. If such a request is not received, the names will no longer be reserved.

E. STREET NAME SELECTION

The following standards will be used:

1. Street names will be easy to pronounce and easily recognizable in emergency situations.
2. No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Livingston County.
3. Streets that are an extension of an already existing street shall maintain that street name.
4. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.
5. Use of frivolous or complicated words, or unconventional spellings will not be allowed.
6. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
7. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an

entire subdivision or condominium development, as means of general identification.

8. Vanity street names that do not conform to the County address style will not be allowed.

9. No street name shall contain the words North, South, East, West, or any combination thereof. Directional compass points are used only as a prefix.

10. Streets shall not be named after any business that accesses the street.

F. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities from either a baseline or meridian. Secondary streets that cross a main road shall not use a directional. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, West.

G. SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. The street name shall not be allowed to use North, East, South or West as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Service (USPS) Standards. If the last word of a street name is an acceptable suffix according to USPS Standards, then it will be used as a street suffix and abbreviated accordingly.

There are numerous suffixes to choose from, including but not limited to:

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The street suffixes listed below will carry the following designations:

Circle	A thoroughfare that returns to the same origin point or to the same originating road.
Court	A permanently closed road such as a cul-de-sac. • When there is an extension of a cul-de-sac it shall be required the extension continue with the existing name. • New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended.
Loop	A thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation).
Road	A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is predominantly used for public county and state roads.
Street	A major thoroughfare accessible from both its origin and terminus. The suffix street is predominantly used within city/village limits.

H. POST-DIRECTIONALS

A directional shall only be used as a prefix. The street name shall not be allowed to use North, East, South or West at the end of the street name or as a suffix.

SECTION 7
STREET NAME SIGNS

Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

A. LOCATION OF SIGNS

All public and private roads in Livingston County shall be identified by a Street Name sign and shall display the proper street name. Street Name signs shall be installed at all intersections.

B. DESCRIPTION OF STREET NAME SIGNS

1. SIGN COLOR

The Street Name sign shall be retro-reflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors. Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend (Section 2D.38 MMUTCD).

2. SIGN HEIGHT

In business districts Street Name signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of five (5) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A.18 MMUTCD). It is recommended rural street signs have a clearance of nine (9) feet to prevent vandalism.

3. SIGN LETTERING

Lettering on ground-mounted Street Name signs should be at least six inches in capital letters, or six inches (6 in) upper case letters with four- and-a-half inch (4.5 in) lower-case letters (Section 2D.38 MMUTCD).

On multi-lane streets with speed limits greater than 40 mph, the lettering on ground-mounted Street Name signs should be at least eight inches (8 in) high in capital letters or eight inches (8 in) upper case letters with six inch (6 in) lower-case letters (Section 2D.38 MMUTCD).

For local roads with speed limits of 25 mph or less, the lettering height may be a minimum of four inches (4 in) (Section 2D.38 MMUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) or the section of the City (such as NW) may be in smaller lettering, at least three (3) inches high. Conventional abbreviations (see Section 1A.14 MMUTCD) may be used except for the street name itself (Section 2D.38 MMUTCD).

4. SIGN PLACEMENT

In business districts and on principal arterials, Street Name signs should be placed at least on diagonally opposite corners. In residential areas, at least one Street Name sign should be mounted at each intersection. Signs naming both streets should be erected at each intersection. They should be mounted with their faces parallel to the streets they name (Section 2D.38 MMUTCD).

C. STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency is responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The property owners along private roads are responsible for installing street signs at the intersections of all private and public streets in compliance with this policy.

SECTION 8
DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A building divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MANUFACTURED HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

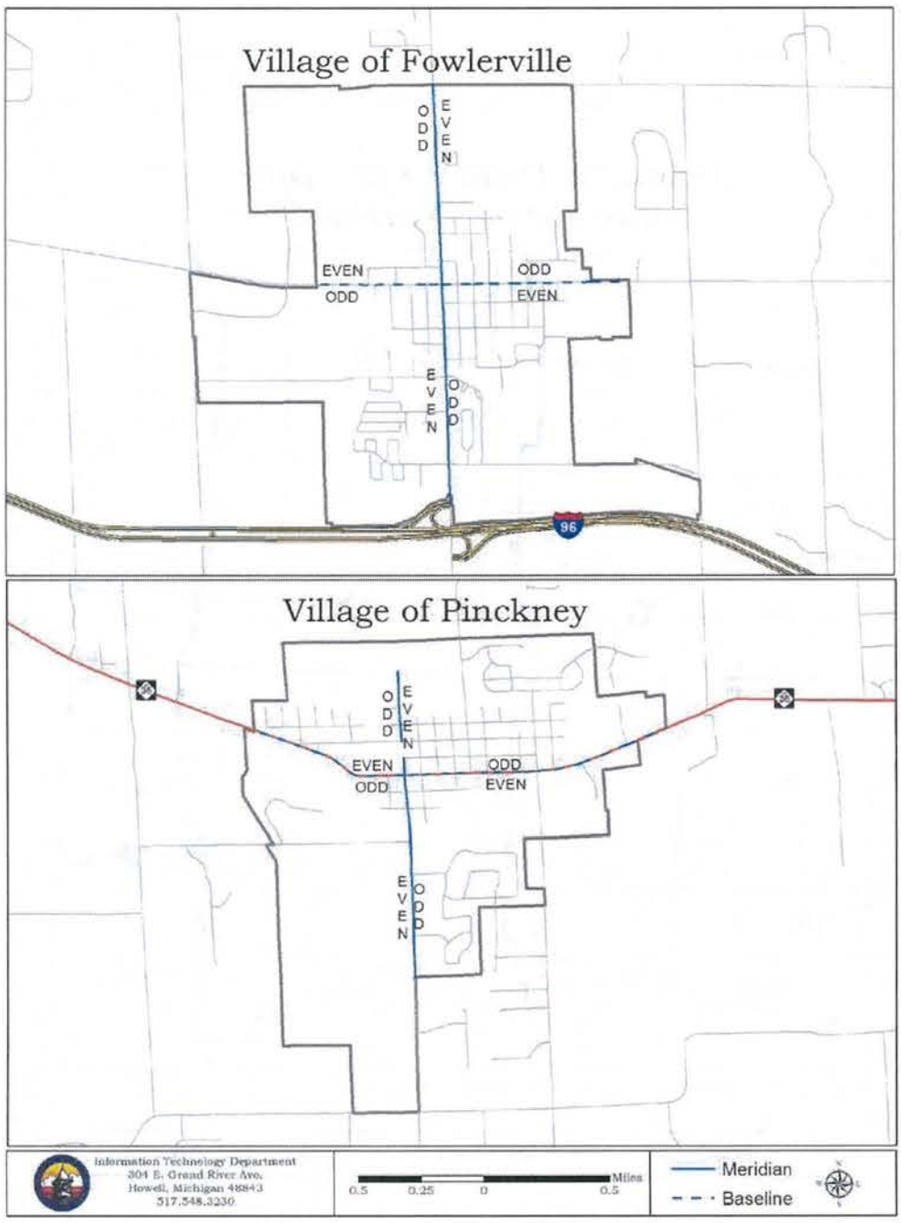
A single building with multiple accesses leased by square footage and allows interior business to vary in size.

TOWNHOUSES

A building comprised of more than one narrow, multi-story unit. Each unit has its own entrance. A townhouse may be part of an apartment building or a condominium.

APPENDIX A


Livingston County Addressing
Baseline and Meridian
Conway
Cohoctah
Deerfield
Tyrone
Village of Fowlerville
Howell
Oceola
Hartland
Handy
City of Howell
EVEN
ODD
ODD
EVEN
Iosco
Marion
Genoa
Brighton
City of Brighton
Putnam
Hamburg
Green Oak
Unadilla
Village of Pinckney
96
59
23
36
106
Baseline
Meridian
Municipal Boundary
Information Technology Department
304 E. Grand River Ave.
Howell, Michigan 48843
517.548.3230
Miles
3 1.5 0 3


Village of Fowlerville
ODD
EVEN
EVEN
ODD
ODD
EVEN
EVEN
ODD
96
Village of Pinckney
ODD
EVEN
EVEN
ODD
ODD
EVEN
EVEN
ODD
Information Technology Department
304 E. Grand River Ave.
Howell, Michigan 48843
517.548.3230
0.5
0.25
0
0.5
Miles
Meridian
Baseline

LIVINGSTON COUNTY, MICHIGAN

Ordinance No. 3

LIVINGSTON COUNTY ADDRESSING ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE NAMING OF STREETS AND NUMERIC ADDRESSING OF BUILDINGS, POSTING OF STREET SIGNS, AND DISPLAY OF ADDRESS NUMBERS; TO DESIGNATE AUTHORIZED LOCAL OFFICIALS RESPONSIBLE TO ADMINISTER THE ADDRESSING ORDINANCE AND REGULATIONS AND TO ENFORCE VIOLATIONS; TO DESIGNATE VIOLATIONS TO BE MUNICIPAL CIVIL INFRACTIONS; TO ADOPT A SCHEDULE OF FINES; TO PLACE THE MUNICIPAL CIVIL INFRACTIONS VIOLATIONS BUREAU AT THE GEOGRAPHIC INFORMATION SYSTEMS MANAGEMENT DEPARTMENT; TO ADOPT A SAVINGS CLAUSE; AND TO PROVIDE AN EFFECTIVE DATE.

THE COUNTY OF LIVINGSTON ORDAINS:

SECTION 1. PURPOSE, SCOPE, DEFINITIONS AND ADMINISTRATION

A. Purpose

The purpose of this Ordinance is to establish a system of assigning and correcting addresses in Livingston County to facilitate the locating of structures in order to protect the public health and safety by prompting reduced response times by police, fire, ambulance, and other emergency services; to provide for more efficient delivery of County services, such as building inspections, soil evaluations, health inspections, property tax administration, property mapping, and other county affairs; and to provide for efficient U.S. mail and parcel delivery in Livingston County.

B. Scope

This Ordinance shall be effective and enforceable throughout Livingston County, except in the jurisdiction of those cities, villages, or townships that have previously enacted or subsequently enact an ordinance that addresses the general subject matter of this ordinance.

C. Definitions

1. "Address" means the combination of a set of numbers, a street prefix (i.e., N., S., E., or W., if applicable), a street name, a street suffix (e.g., Ave., Rd., St., Dr., Cir., or Ct.), a street post-directional (i.e., N., S., E., or W., if applicable), an apartment or suite designation if applicable, and an apartment or suite number if applicable.

2. "Address number" means a set of numbers based upon the formula that begins at 0 base points along the East-West baseline and North- South meridian as assigned by the Addressing Official as part of an address. Numbering systems currently in effect in incorporated and unincorporated villages would be changed or modified only at the request of local units of government or to the extent necessary to correct numbering errors found during the process of mapping Livingston County.

3. "Street" or "road" means any vehicular way which is a state, county, or municipal roadway, or is shown on an approved and recorded subdivision plat or site plan, or is a private road that serves more than two existing lots.

4. "Principal structure" shall include but not be limited to: residential buildings, office buildings, commercial buildings, industrial buildings, public buildings, utility structures, and buildings used for storage, including, but not limited to garages, pole barns, utility meters and other accessory structures.

D. Administration

The Director of the Livingston County Information Technology Department shall appoint a person from that department to be the County Addressing Official. The Addressing Official shall have overall responsibility for administration and coordination of this Ordinance and the Livingston County Street Naming and Addressing Policy, including enforcement.

SECTION 2. STREET NAMES AND ADDRESSING

A. Incorporation of Policy

The County Addressing Official shall coordinate all numeric addressing, including the assignment of numeric address corrections that require naming of easements and renaming of private roads. The Livingston County Road Commission shall be responsible for coordinating new road names with developers and property owners and sign identification of all county roads within the County, pursuant to the Livingston County Street Naming and Addressing Policy as adopted and from time to time amended by Resolution of the County Board of Commissioners, which Policy is incorporated by reference.

B. Display of Address

The property owners or residents of all principal structures on each parcel of land are required to display an address number in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference. In the event an address number has been corrected by administrative action of the Addressing Official, the property owner or resident shall so notify the U.S. Postal Service, and display the new correct address, within 60 days of receipt of a Notice of Address Correction.

C. Road Names

The provisions of this Ordinance shall apply to both public and private roads. Every road, public or private, that exists in Livingston County on or after the effective date of this ordinance shall be posted or signed with, a name that shall be registered with and approved by the Livingston County Road Commission in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference. The Livingston County Addressing Official shall be the sole final authority for street or road naming. The Livingston County Road Commission shall maintain the county-wide repository of street names.

D. Posting of Street Signs

The property owners or residents with addresses on a private road shall erect and maintain a suitable sign identifying the private road at the intersection of the private road and the adjoining public road in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference.

E. Assigned Number and Address Corrections

Existing, or previously assigned or displayed address numbers, public road and private road names that do not comply with this Ordinance and the Livingston County Street Naming and Addressing Policy, incorporated by reference, may be corrected either (1) at the request of the property owner(s) or his/her agent(s), but only upon approval of the Addressing Official, or (2) such change may be initiated by the County Addressing Official. When a correction is initiated by the Addressing Official, the property owner(s) shall be notified, in writing, that a new number has been assigned. Address corrections become effective upon receipt of Notice of Address Correction. A resident who does not put a change of address in with the United States Postal Service and who does not display the new correct address within 60 days after receiving the Notice of Address Correction will be in violation of this ordinance and subject to penalty as provided by Ordinance.

SECTION 3. DESIGNATION OF VIOLATIONS OF THIS ORDINANCE AS MUNICIPAL CIVIL INFRACTIONS.

A. Pursuant to the authority set forth in 1851 PA 156, as amended, being MCL 46.11(j), and Chapter 87 of 1961 PA 236, as amended, being MCL 600.8701 et seq., a violation of any provision of this Ordinance shall be a municipal civil infraction.

B. The sanction for any violation of this Ordinance, which is a municipal civil infraction, shall be a civil fine as provided herein, plus any cost, damages, expenses and other sanctions, as authorized under Chapter 87 of 1961 PA 236, as amended, and other applicable laws.

C. The County Addressing Official, deputies of the Livingston County Sheriff, and other

persons specifically designated by the Director of the Livingston County Information Technology Department, are the County officials authorized to issue municipal civil infraction citations and municipal civil infraction violation notices for violations of this Ordinance

D. In addition to enforcement of violations of this Ordinance as municipal civil infractions, enforcement of violations of this Ordinance may be accomplished by civil action, along with any other remedies provided by law. Violation of this Ordinance is hereby declared a nuisance, per se, and adjudication of responsibility for a municipal civil infraction violation of this Ordinance shall not preclude other civil proceedings to abate such nuisance.

E. Each day a violation exists constitutes a separate infraction.

SECTION 4. SCHEDULE OF FINES FOR VIOLATIONS

A. Fines to be established by County Board Resolution

The County Board of Commissioners shall by Resolution adopt a schedule of fines for violations of this Ordinance, which may be amended by subsequent Resolution. For purposes of establishing an initial schedule of fines, the following schedule is adopted.

B. Fines for Municipal Civil Infraction Citations

1. A person, corporation or firm who violates any provision of this Ordinance and is found responsible at the district court for a municipal civil infraction citation, shall pay a civil fine of not less that $75.00 nor more than $500.00, plus costs and other sanctions, for each infraction.

2. Repeat offenses shall be subject to increased fines as set forth below. As used in this subsection, "repeat offense," means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision of this Ordinance, committed by a corporation, person or firm within any 24-month period and (b) for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offense shall be as follows:

(i) The fine for any offense that is a repeat offense shall be no less than $200.00 plus costs and other sanctions.

(ii) The fine for any offense that is a second repeat offense shall be no less than $300.00 plus costs and other sanctions.

(iii) The fine for any offense that is a third or subsequent repeat offense shall be no less than $500.00 plus costs and other sanctions.

C. Fines for Violation Notices

A person, corporation or firm who, as a result of violating any provision of this Ordinance receives a municipal civil infraction violation notice, upon a determination of responsibility thereon, shall pay an initial civil fine at the Livingston County Municipal Civil Infractions Violations Bureau of $50.00.

1. In the case of another offense within one year of the date of the initial infraction, the civil fine shall be $75.00. (This shall be known as the second offense.)

2. In the case of another offense within one year of the date of the second offense, the civil fine shall be $150.00. (This shall be known as the third offense.)

3. In the case of another offense within one year of the date of the third offense, the civil fine shall be $500.00. (This shall be known as the fourth offense.) All subsequent offenses shall be subject to a civil fine of $500.00.

SECTION 5. ESTABLISHMENT OF MUNICIPAL CIVIL INFRACTIONS VIOLATIONS BUREAU

The Municipal Civil Infraction Violations Bureau, for disposition of violation notices issued under this Ordinance, shall be located at the Livingston County Geographic Information Systems Management Division, 304 E. Grand River Avenue, Suite 101, Howell, MI 48843.

SECTION 6. REPEALER.

All ordinances in conflict are repealed only to the extent necessary to give this ordinance full force and effect.

The various parts, sections and clauses of this ordinance, inclusive of the Policy incorporated by reference, are hereby declared to be severable. Should any part, clause, sentence, paragraph or section of this ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this ordinance.

SECTION 8. SAVINGS CLAUSE.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

SECTION 9. EFFECTIVE DATE.

The provisions of this ordinance are ordered to take effect after publication.

I, Margaret Dunleavy, Livingston County Clerk, certify that this ordinance was adopted by the Livingston County Board of Commissioners and published on February 10, 2012.

Margaret Dunleavy
Livingston County Clerk

Approved as to form:
COHL, STOKER & TOSKEY, P.C.

Timothy M. Perrone

N:\Client\Livingston\ordinances\addressing ordinance.wpd

Livingston County
Information Technology
304 E. Grand River Ave., Suite 101
Howell, MI 48843
517.548.3230
www.livgov.com

MEMORANDUM

Date: July 2, 2018

To: The Livingston County Board of Commissioners

From: Richard Malewicz, CIO

Subject: Assuming addressing responsibilities for Charter Township of Brighton

Livingston County Information Technology – GIS Division was contacted by the Charter Township of Brighton regarding the assumption of address assignment.

We are in favor of taking on Brighton Township's address assignment. Doing so will add minimally to the workload; as our Addressing Official currently has to use the address assignment process to check their address assignment, thereby insuring accuracy. In addition, with GIS assigning their addresses, the county addressing standards can be more strictly enforced and addresses will be available in a more timely fashion for our public safety agencies. GIS expects to be receiving about $1,600 - $2,000 additional annual revenue from the Brighton Township address assignment.

Taking on this responsibility requires a small change to the Street Naming and Addressing Policy. We added Brighton Township to the list of local units that Livingston County GIS addresses. We removed Brighton Township from the list of local units that perform their own addressing.

RESOLUTION **NO:**

LIVINGSTON COUNTY **DATE:**

Resolution in Opposition to HB 6049 and SB 1025 - Equalization

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the assessing qualifications, process and boundaries of local assessing units within Michigan; and

WHEREAS, HB 6049 and SB 1025 will impose undue financial hardship on Livingston County by mandating staffing requirements, office space and technology while providing only the 80% of the 1% administration fee designated for assessing within the local unit and an undefined "start-up funding" to compensate the county; and

WHEREAS, HB 6049 and SB 1025 will undermine the good working relationship between the local governments officials and the County Board of Commissioners; and

WHEREAS, HB 6049 and SB 1025 mandates required staffing to comply with IAAO standards, also work full time, unless the STC determines less hours would be required based on the complexity of the parcel district and districts SEV.

WHEREAS, HB 6049 and SB 1025 mandates the assessor's review prior to Board of Review which can be done under the General Property Tax Act. The special Board of Review for commercial and industrial properties, which would require specialty members such as a MAI appraiser, is not needed, due to Michigan Tax Tribunal new guidelines allowing the taxpayer to appeal directly to the Tribunal, and

WHEREAS, general standards and transparence should be practiced and adhered to in a consistent efficient manner. Information such as land value adjustments and ECF's requiring an explanation should be made radially available to the taxpayer and explained by assessor, not posted on line, and

WHEREAS, when units do not meet, the AMAR standards and corrective plans a swift and effective action should be taken by the STC not punish the entire profession and all local units of government, and

WHEREAS, the education is currently more in depth, however for MCAO's there should be a mandated one to two years working under an MAAO or MMAO prior to signing an assessment roll, with a follow up AMAR review.

WHEREAS, HB 6049 and SB 1025 will not help with the 30% reduction in qualified assessors since 2004 nor will it help with the condition called the "gray tsunami" it will only exacerbate the problem.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners hereby oppose HB 6049 and SB 1025 and asks that it be withdrawn from consideration until funding and other issues addressed above can be addressed.

# # #

MOVED:
SECONDED:
CARRIED:

RESOLUTION **NO:**

LIVINGSTON COUNTY **DATE:**

Resolution in Opposition to Senate Bill 1031 - Equalization

WHEREAS, SB 1031 seeks to exempt new qualified utility personal property from taxes; and

WHEREAS, utility personal property is electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment and transmission lines of gas or oil transporting companies that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form will impose a financial hardship on Livingston County and its local units of government, as it will not only reduce the 2019 property revenue but will affect every year thereafter; and

THEREFORE HEREBY BE RESOLVED that Livingston County Board of Commissioners hereby oppose SB 1031

# # #

MOVED:
SECONDED:
CARRIED:

Livingston County

Human Resources

2017 Annual Report

Human Resources Staff

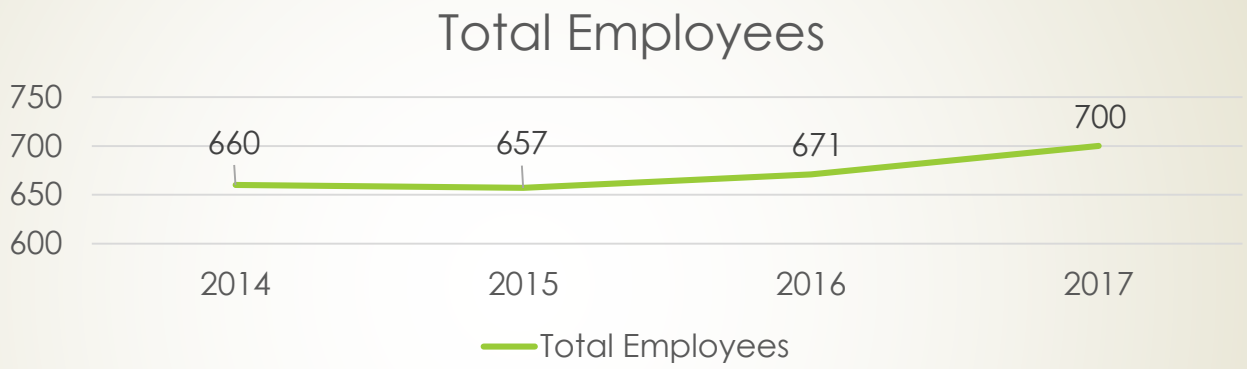


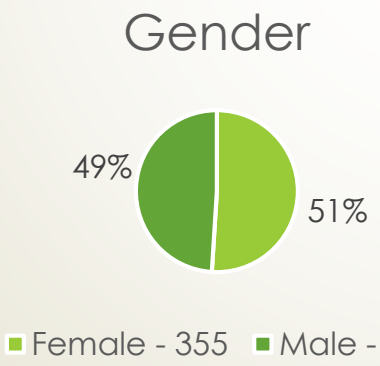
Our mission is to be strategic partners with Livingston County departments to help attract, retain, and inspire top talent and provide outstanding customer service to both internal and external customers. To promote a quality workforce by focusing on the engagement, education and empowerment of our most valuable asset, our employees.

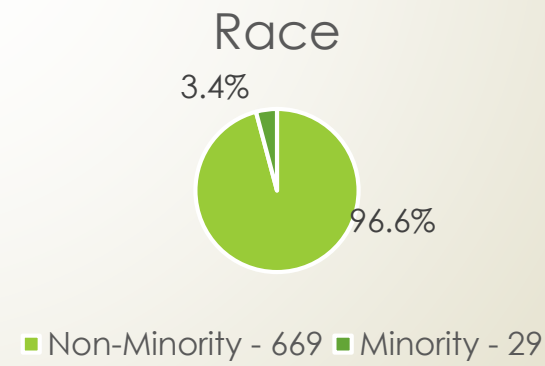
What we do…

- Employee on-boarding and off-boarding
- Payroll processing
- Benefits management
- Employee relations
- Compliance and leadership training
- Labor relations
- Litigation coordination

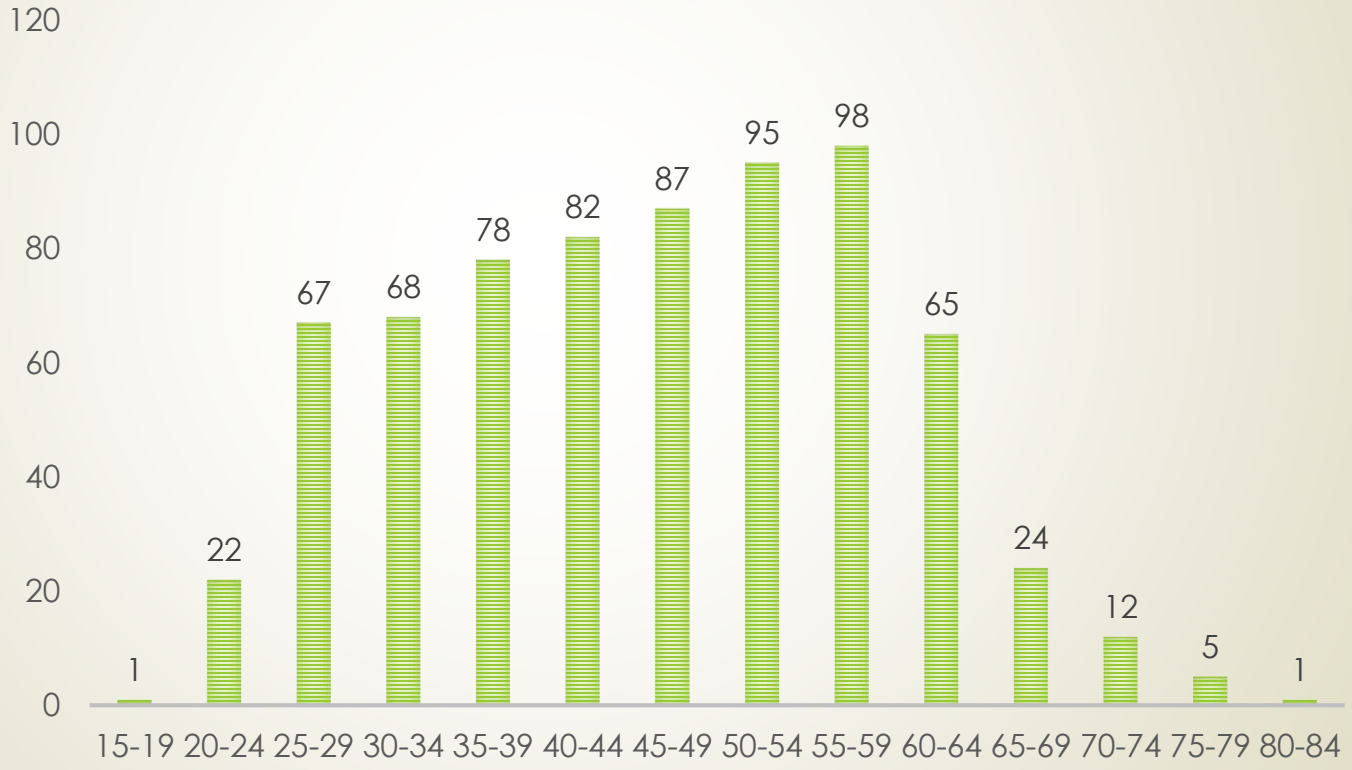
2017 Livingston County Staff Demographics







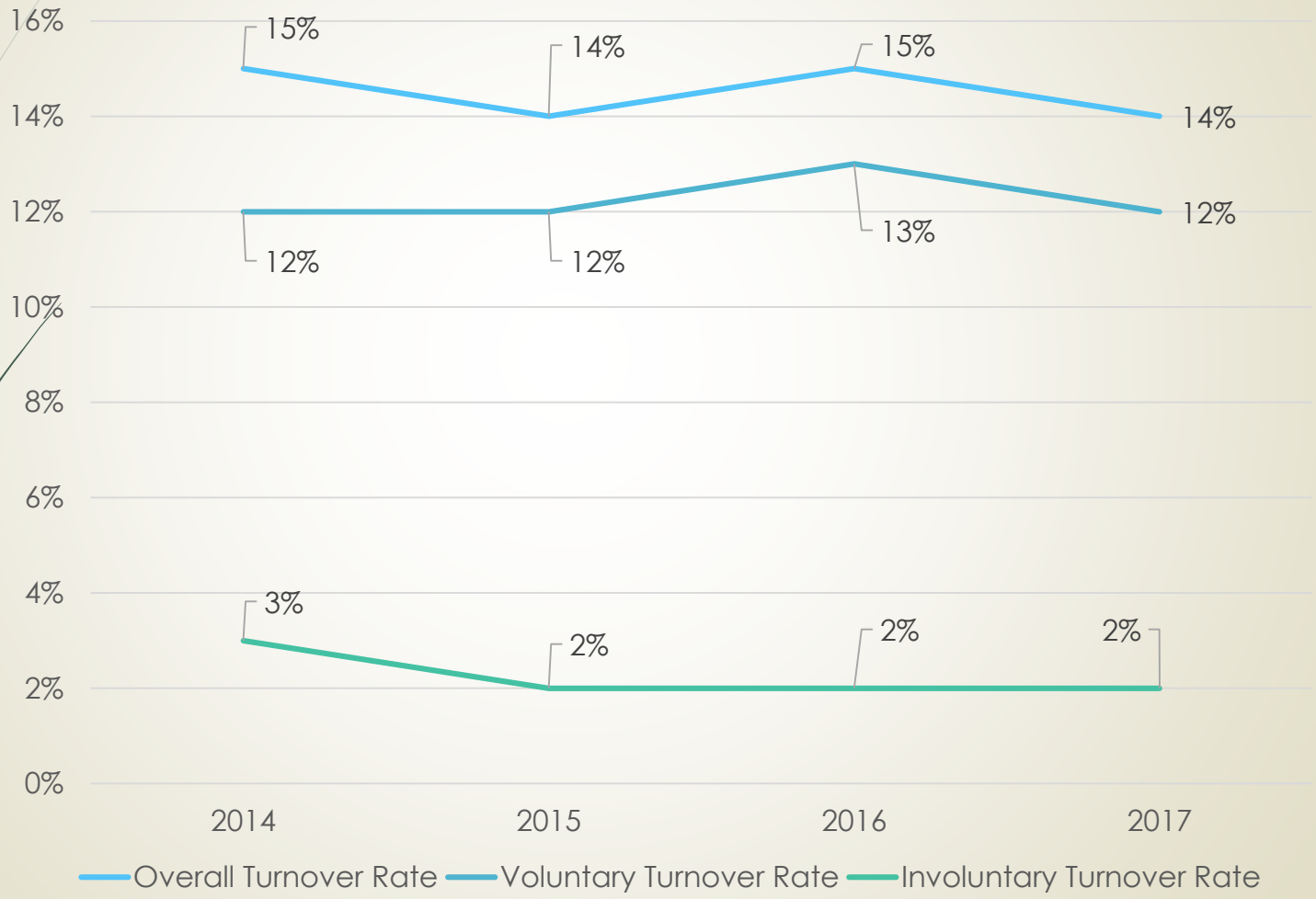
2017 Livingston County Staff Demographics – Age of Workforce



2017 Livingston County Staff Demographics- Proximity to Retirement

Eligible to Retire Now	74
Total Meeting Age and Service Requirements within Next 5 years	154
Departments with Largest Percentage Eligible in 5 years	Planning (67%) Airport (57%) Equalization (50%) Treasurer (44%) Prosecutor (38%) Friend of the Court (35%) L.E.T.S. (34%) District Court (33%) Health Dept. (31%)

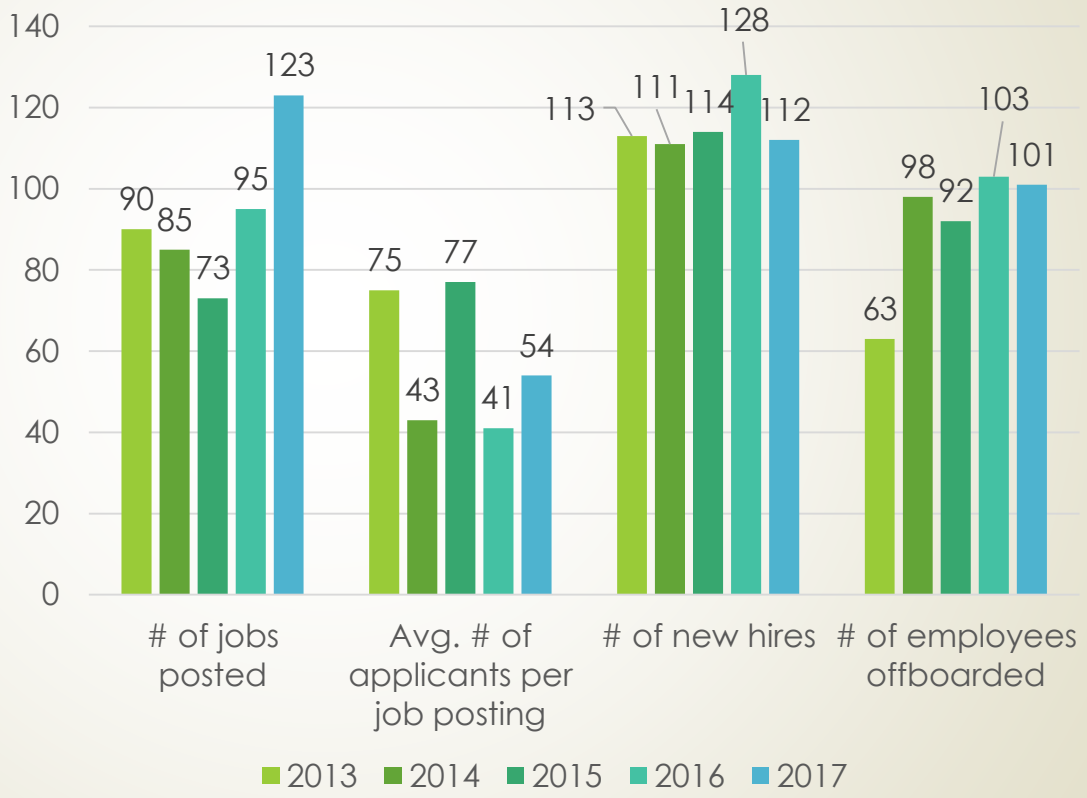
Key Turnover Metrics



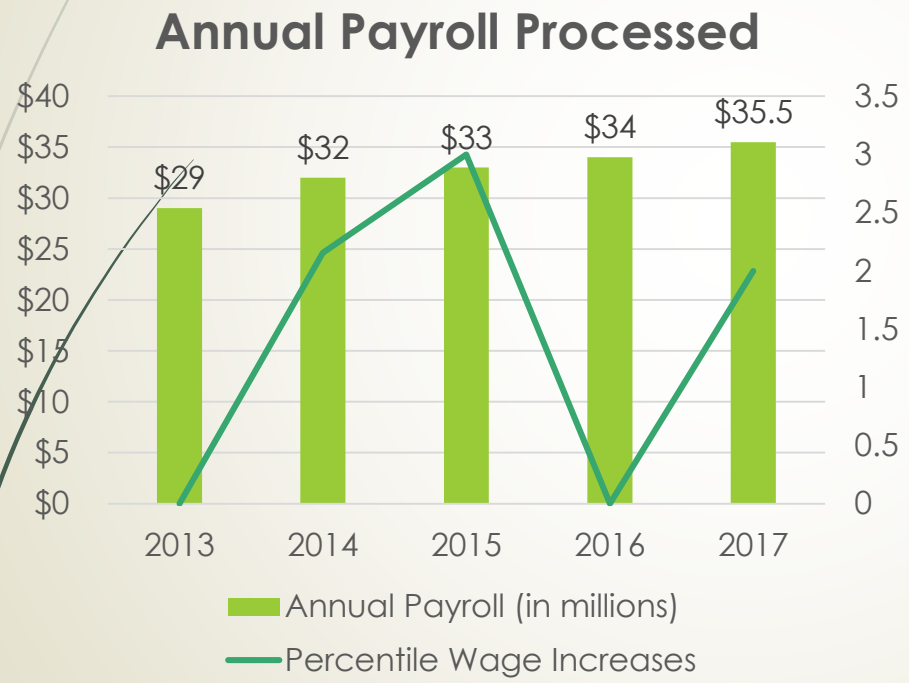
2017 Livingston County Hiring Trends

Total Job Applicants

2013 – 6,747
2014 – 3,623
2015 – 5,612
2016 – 3,962
2017 – 6,510



2017 Livingston County Payroll Trends

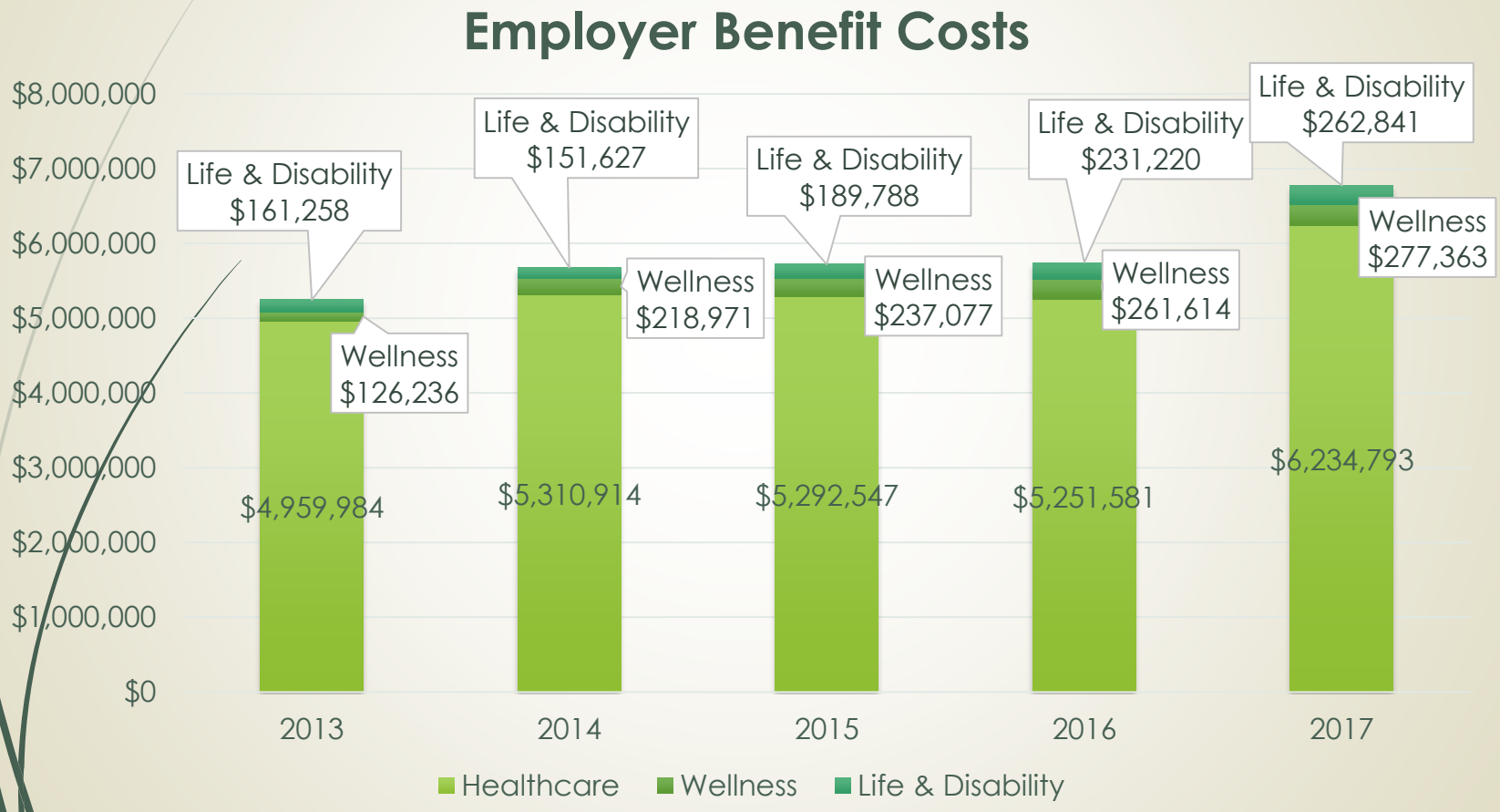


Total Paychecks/
Direct Deposits Issued

2013 – 16,550
2014 – 17,664
2015 – 17,855
2016 – 17,723
2017 – 17,775

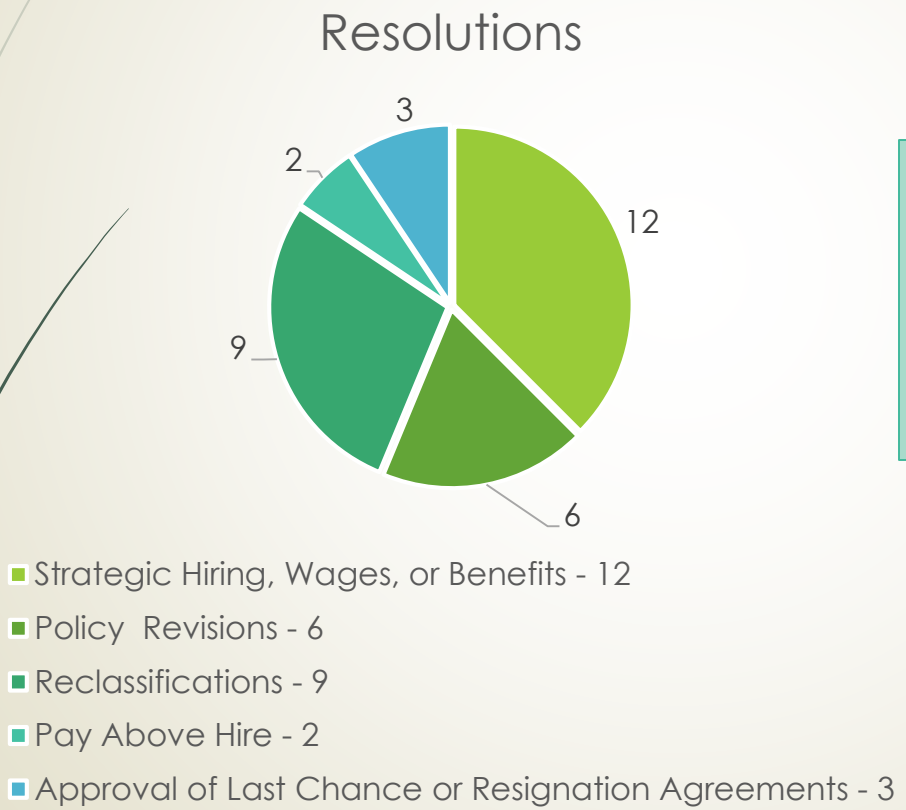
Less than 1% Error Rate

2017 HR/Payroll Annual Measures



Personnel Committee

Robert Bezotte, Chair, Bill Green, Carol Griffith, Kate Lawrence, Ex Officio



Personnel Committee met **11** times in 2017 and considered **30** Resolutions

Policy Highlights

- Established a §401(a) and §457 Retirement Plan Advisory Committee
- Established a Safe Driver Policy
- Established a Vacation Purchase Policy for Union members
- Amended the Personnel Manual & Classification and Compensation Administrative Guidelines
- Enhanced the Drain Department On Call Pay Policy

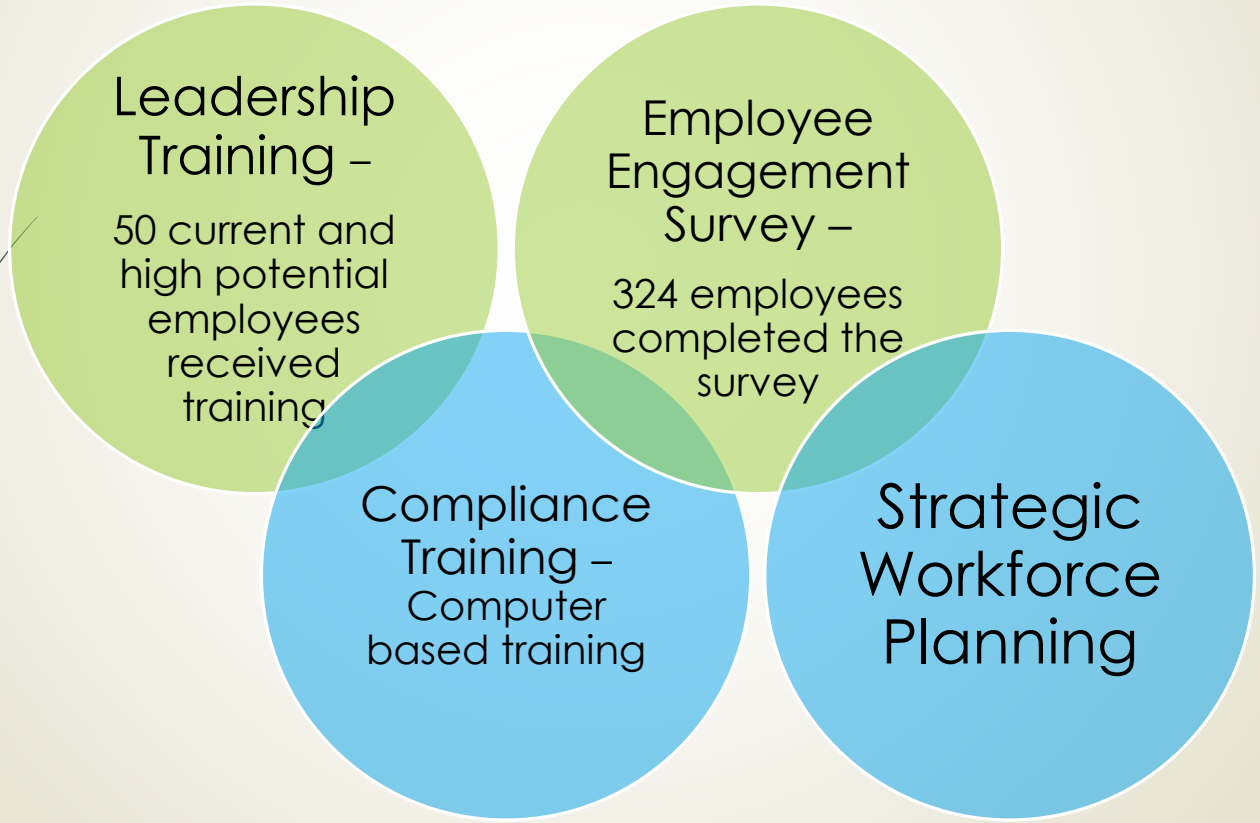
Accomplishments – 2017

- I-9 self audit
- Employee engagement survey
- Improvements for 2018 Benefits including adding an optional high deductible health plan with a health savings account
- Hepatitis A vaccinations for employees
- Video to highlight employee benefits
- BCBSM claims audit initiated
- Adopted a national criminal background check process
- Court bargaining unit wage study



Strategic Plan – Fair & Equitable Employer Committee - Action Items

Jeff Boyd, Elizabeth Hundley, Cindy Catanach, Dianne McCormick, Mike Murphy, Jennifer Palmbos, Ken Hinton & Melissa Scharrer



Employee Engagement

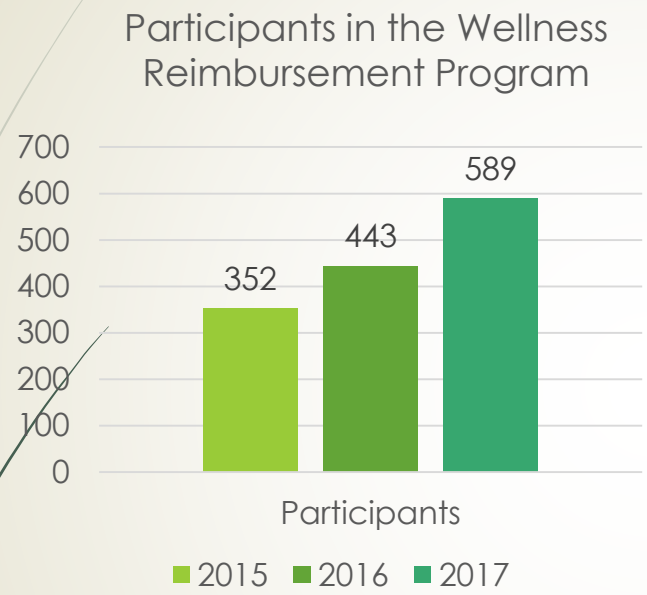
RESPONSE RATE

324 Livingston County employees completed the survey out of a total population of 707. That's a response rate of 46%.

Livingston County's Strengths		
Top Five Areas of Satisfaction	Livingston County Employees	Livingston County compared to the State of Michigan
Having a clear idea of job responsibilities	87%	87%
Employees believing their work makes a difference at Livingston County	85%	82%
Employees understanding how their work contributes to the goals & missions of Livingston County	86%	85%
Good relationships between co-workers	84%	76%
Feeling proud to work for Livingston County	82%	73%

Livingston County's Opportunities		
Top Five Areas of Dissatisfaction	Livingston County Employees	Livingston County compared to the State of Michigan
Opportunities for growth in current position	42%	43%
Seeing changes as a result of this survey	40%	31%
Leadership training opportunities	38%	NA
Compensation	50%	59%
Job related training opportunities	51%	NA

Employee Well-being





THE LIV.WELL WAY



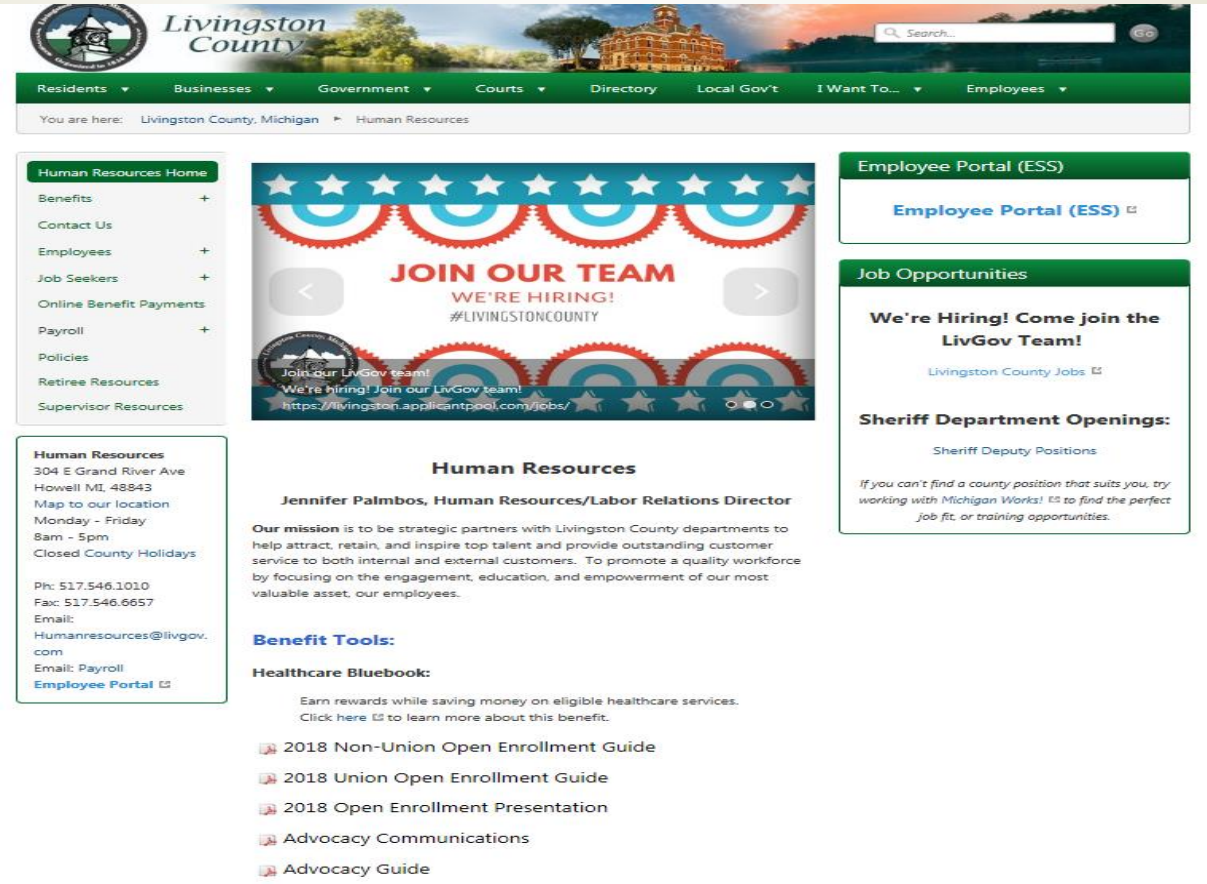
2018 Goals



- Expanded use of analytics
- Meet with County departments on regular basis
- Employee recognition program
- Employee engagement survey
- Total compensation reports to employees
- Leadership and communications training
- Begin OnBase paperless recordkeeping implementation
- Evaluate our employee performance evaluation process

More information available at Human Resources Website

www.livgov.com/hr



L.E.T.S. TRANSPORTATION

2018 ANNUAL REPORT TO THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS







L.E.T.S. AT A GLANCE

- **47** Total Employees
- **26** vehicles including 24 lift-equipped
- **568** square mile service area
- **550** trips per weekday on average
- **143,893** annual passenger trips (2017)
- **$3.62M** annual operating budget (FY '18)



- **50%** federal funding, **35%** state funding, **1.4%** county funding, and **13.6%** fare box returns

STAFF

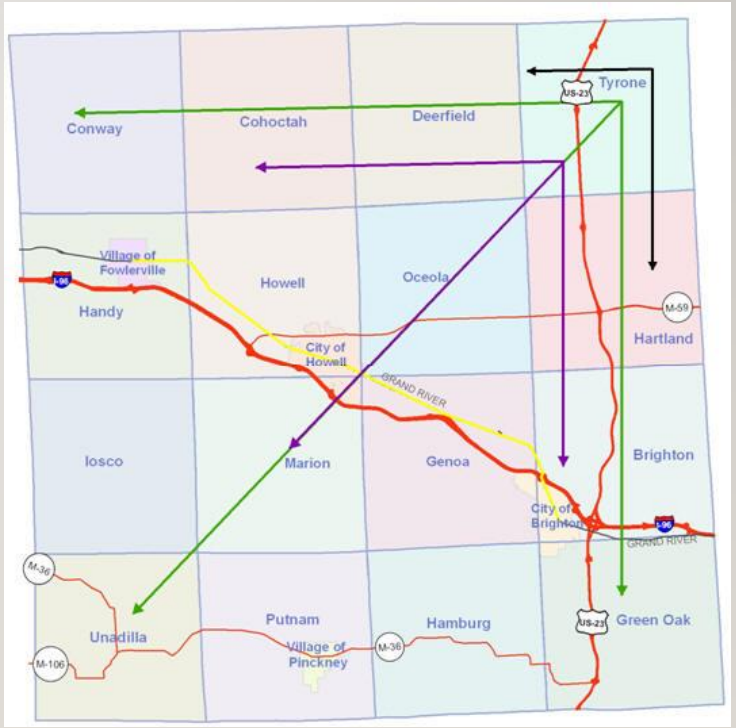
- 1 Director
- 1 Deputy Director
- 1 Operations Manager
- 1 Senior Dispatcher
- 3 Dispatcher/Drivers
- 1 Porter/Driver
- 17 Full-time Drivers (+5 from 2017)
- 19 Part-time Drivers (11.32 FTEs)
- 1 Administrative Coordinator (50/50 LETS & Carpool)
- 1 Admin Aide (50/50 LETS & Car Pool)
- 1 Fleet Manager (50/50 LETS & Carpool)

SERVICES

- Advance reservation or Dial-a-Ride "Curb to Curb" service
- "Demand Response" when available
- "Door to Door" service upon request for medical trips
- Regional service to medical appointments in the four surrounding counties
- Dialysis service (new in 2018)
- Transportation to Work service provides job access to low income workers

FARES

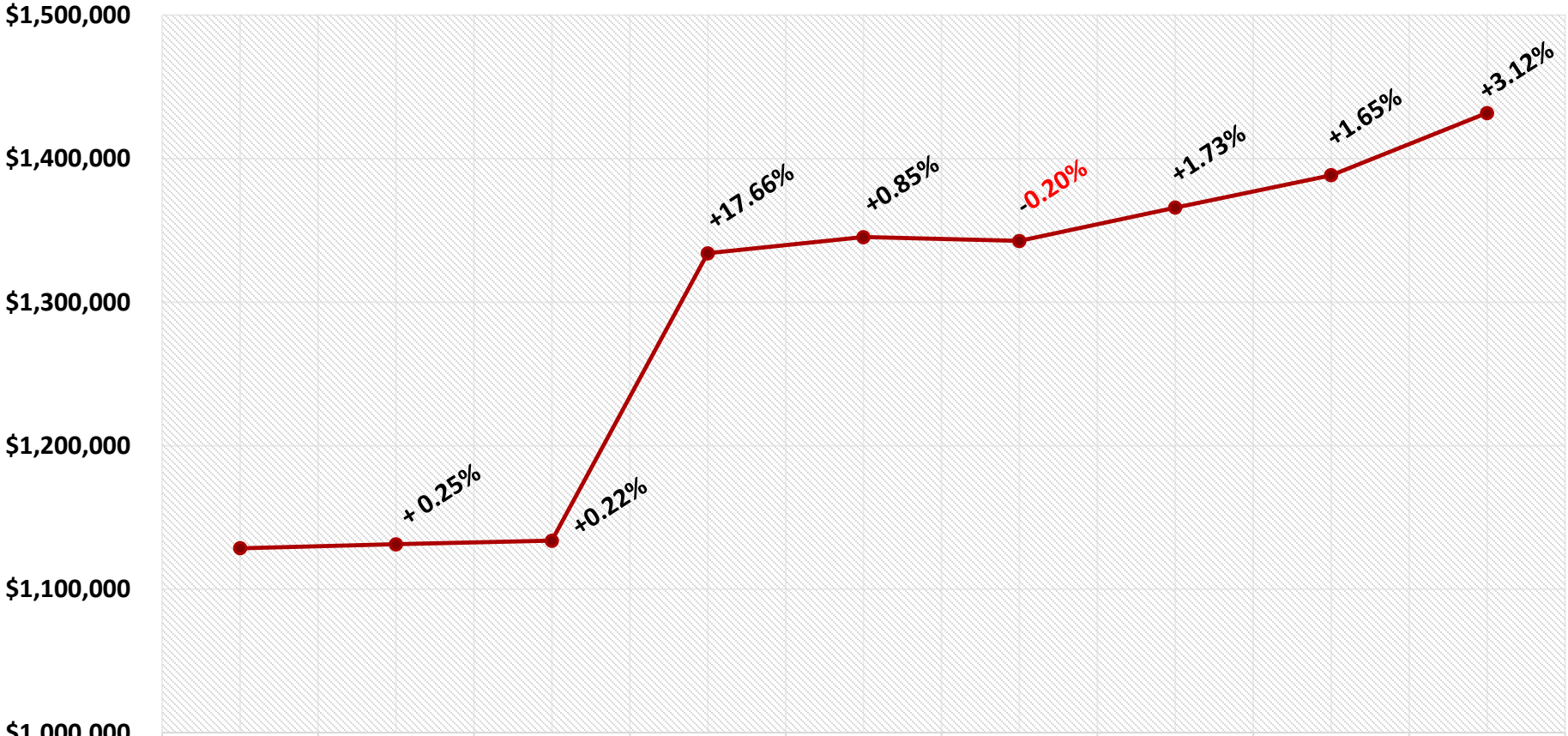
- Regular fare is **$2 per township** traveled, or within township
- Maximum fare within county is $6
- Out-of-county fare is $20 round trip
- Elderly and disabled passengers ride for **HALF** regular fare
- CMH "contracted" fare = $5.50 per one-way trip per passenger
- No fare increase since 1977
- Fares must be deducted before calculating 50% Federal share



FEDERAL SECTION 5307 FORMULA FUNDS

- Funding apportioned to each Urbanized Zoning Area (UZA)
- UZAs have population > 50,000 and certain density characteristics
- UZA population and boundaries are revised after each census
- LETS is designated recipient of 5307 funds for South Lyon-Howell UZA
- Can be used for 50% Operating Assistance or 80% Capital (PM and bus purchases)
- Certain revenue, like fares, must be deducted before calculating 50% Ops reimbursement

LETS Section 5307 Apportionment FY 2010-18



	2010	2011	2012	2013	2014	2015	2016	2017	2018
Series1	$1,128,447	$1,131,312	$1,133,803	$1,334,067	$1,345,342	$1,342,660	$1,365,899	$1,388,450	$1,431,821

STATE OPERATING ASSISTANCE

- Act 51 of 1951 requires MDOT to use Comprehensive Transportation Fund (CTF) to:
  - Share in local operating costs (via Local Bus Operating funds or LBO)
  - Match federal capital grants (20% match)
  - Support Specialized Services (additional localized transportation for seniors)
- Reimburses up to 60% of eligible operating expenses by statute
- However, this is restricted by legislative appropriation and has been 39-40% in recent years
- Depends on CTF revenue AND statewide annual application budgets for all other TAs
- Fare deduction not required in calculation of MDOT eligible expenses

OPERATING BUDGET

- The four categories below comprise **98%** of the L.E.T.S. operating budget:

Personnel Expenses	69%
Vehicle Expenses (Repair, Tires, Fuel, Insurance)	18%
Utilities/ISF Charges	6%
Cost Allocation	5%
	98%

- Remaining **2%** is training, legal services, uniforms, office supplies, association dues, public notice ads, postage

RIDERSHIP TRENDS 2000-2017

Year	Total Passengers	% Change	Total Miles	Elderly and/or Disabled	% of Total	Non-Elderly or Disabled	% of Total
2000	55,989		366,522	53,178	95%	2,811	5%
2005	72,542	+30%	450,018	60,254	83%	12,288	17%
2010	112,710	+55%	668,586	80,512	71%	32,198	29%
2015	151,157	+34%	774,995	100,033	66%	51,124	34%
2017	143,893	-5%	754,262	97,456	68%	46,437	32%

RIDERSHIP TRENDS 2000-2017

- Slight decline in CMH riders and other programs from 2015 to 2017
- Decline in rider transfers from 2015 to 2017
- Slight increase in "self-pay" riders (dial-a-ride) from 2015 to 2017
- Increasing proportion of "riders of choice" since 2000
- Growing demand from schools, daycare centers, and other learning programs
- Out-of-county trips = 2,992 in 2017 (consistently about 2% of ridership)

2018 SERVICE EXPANSION: IMPLEMENTATION

- Made possible by $50,000 appropriation from BOC in 2018 L.E.T.S. budget
- Hired **five** additional full-time drivers
- Implemented dialysis route with additional bus
- Added 2-3 routes **each** in the early A.M., afternoon, and evening
- Increased Special Ministries contract runs from 2-3 /week to 5-6 /week
- Eligible expenses increased by **$169,321** from Jan-June of 2017 **(+13%)**
- **65%** of increase is comprised of personnel costs, **25%** vehicle related costs

2018 SERVICE EXPANSION: RESULTS

- May 2018 was our **best month on record** with 14,761 passengers
- YTD appropriation of $25K has allowed us to access nearly **$150,000** in additional state and federal grant funds

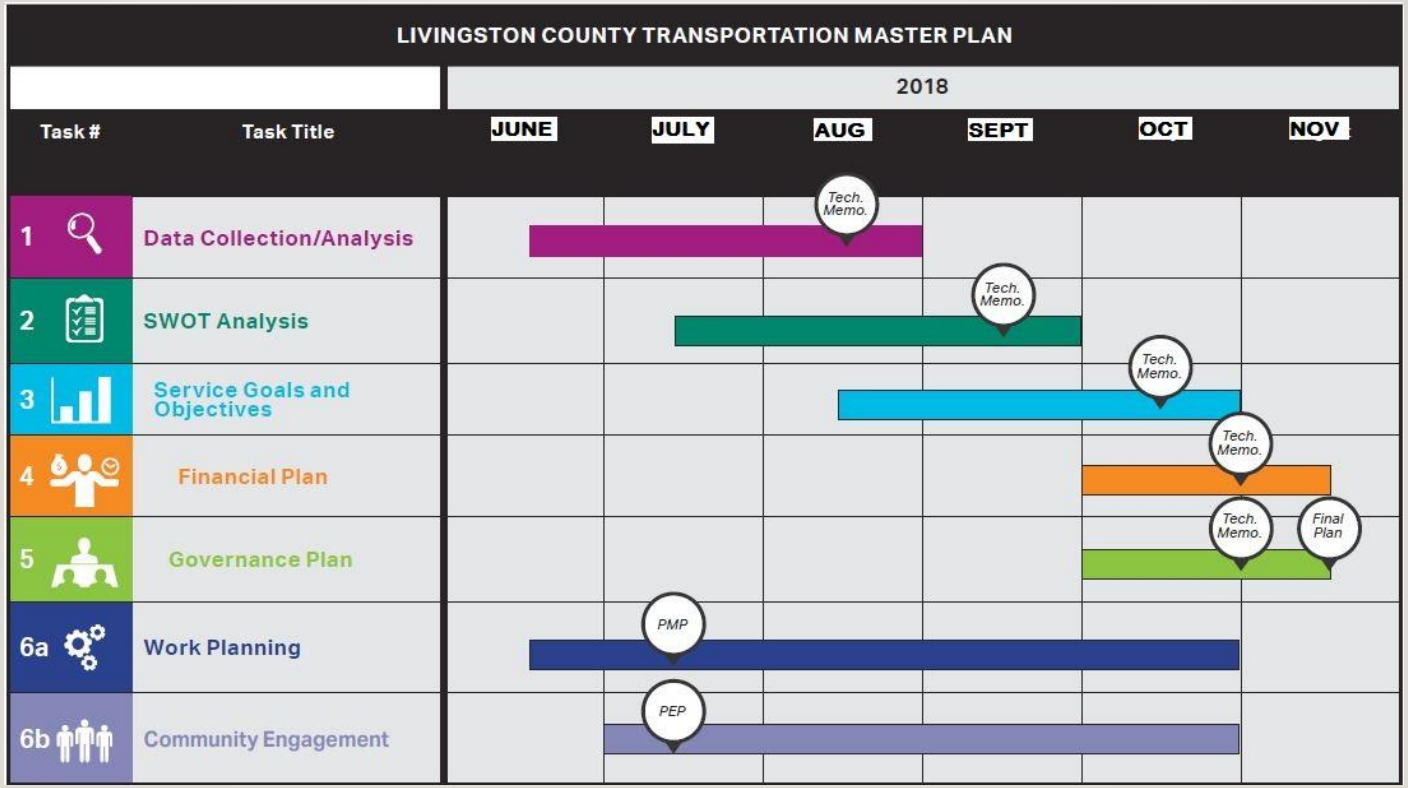
2018 SERVICE EXPANSION: MOVING FORWARD

- Maintain local match appropriation on annual basis
- Order three expansion Ford Transit vans in October 2018
- Establish NEMT or healthcare transportation service
- Seek out public-private partnerships for regional service
- Establish additional service as recommended by transit study

TRANSPORTATION STUDY: PROJECT KICKOFF

- $150,000 SDNT grant from MDOT will cover 100% of study cost
- Evaluation committee selected transportation consulting firm AECOM Great Lakes, Inc.
- Kickoff meeting held May 2018 to finalize work plan and timeline
- Study will evaluate existing system and ridership trends, County demographics
- Seek public input on attitude toward current system and desired changes
- Recommend operational improvements, technological enhancements, additional services

TRANSPORTATION STUDY: PROJECT TIMELINE



TRANSPORTATION STUDY: PROJECT ACTIVITIES

- Currently in **Data Collection/Analysis** phase
- Examining existing conditions and speaking with stakeholders
- Public engagement activities begin in late July
- Consulting staff to attend three major summer events
- Public meetings to begin in September (3 total)
- AECOM will make presentation to Board on Monday, 8/6
- Dedicated webpage at https://www.livgov.com/lets/Pages/plan.aspx

CAPITAL GRANTS AWARDED IN 2018

- Awarded **$530,136** in competitive CMAQ grant funds from SEMCOG
- CMAQ will replace **six buses** in FY '19 and '20
- Also awarded **$189,642** in 5310 funds from MDOT
- 5310 will replace **two buses** in FY '18

CURRENT & FUTURE CAPITAL PROJECTS

- **2017:** Tablets, ADA front door, LED garage lighting, 2 buses
- **2018:** Replace six buses
- **2019:** Replace facility furnace, five buses
- **2020-21:** Replace scheduling/dispatch software
- **2021-22:** Electronic fare collection system

COMMUNITY ENGAGEMENT

Christmas in the 'Ville Parade



Polar Plunge



Pink Party Shuttle



THANK YOU

