



**LIVINGSTON COUNTY, MICHIGAN**  
**CAR POOL DEPARTMENT**

3950 W. Grand River, Howell, MI 48855  
Phone 517-540-7847 Fax 517-546-5088  
Web Site: [www.livgov.com/lets](http://www.livgov.com/lets)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Greg Kellogg, Transportation Director  
**Date:** 12/2/2020  
**Re:** Resolution Authorizing an Increase in Total Authorized Vehicles in the Facilities Services Fleet - Car Pool

---

Facilities Services currently has seven (7) authorized vehicles in its fleet that are used to carry equipment and supplies needed to service the various County facilities and parks. The department is requesting an additional vehicle for the additional Maintenance Mechanic position authorized in FY 2020.

The additional vehicle will be a “step-down” 2015 Ford Transit Connect cargo van transferred from the Animal Shelter for a transfer price of \$10,000. The estimated annual vehicle operating costs will be \$766 for auto insurance, \$1,500 for repairs and maintenance, and \$700 for fuel.

These costs were not included in the Facilities Services 2021 Auto Leasing budget; therefore, a budget amendment or transfer will be necessary.

Please do not hesitate to contact me at 517-540-7843 if you have any questions.