

The logo for Callamattoo County Government is a semi-circular emblem with a textured, stippled background. It features a stylized mountain range with several peaks. The text "CALLAMATTOO COUNTY GOVERNMENT" is written in a semi-circle along the top edge of the emblem. Overlaid on the emblem is the text "Board of Commissioners' Meeting" in a large, bold, black sans-serif font.

**Board of
Commissioners'
Meeting**

March 19, 2013

**NOTICE AND AGENDA FOR
MARCH 19, 2013 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, March 19, 2013, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1 Call to Order
- ITEM 2 Invocation
- ITEM 3 Pledge of Allegiance
- ITEM 4 Roll Call
- ITEM 5 Approval of Minutes
- ITEM 6 Communications
- ITEM 7 Citizens' Time
- ITEM 8 For Consideration

CONSENT AGENDA

Buildings & Grounds

- A. Request for Approval of a Contract with Specialized Demolition Inc. to Abate and Demolish the Trucking Terminal at 1421 Healy Street

Circuit Court

- B. Request for Approval to Apply for a Grant to the Greater Kalamazoo United Way for the Youthful Offender Transitions Program (YOTP)
- C. Request for Approval to Apply for a Grant to the Harold and Grace Upjohn Foundation for Youthful Offender Transitions Program (YOTP)
- D. Request for Approval to Apply for a Grant to the Michigan State Bar Foundation for Youthful Offender Transitions Program (YOTP)

Clerk/Register of Deeds

- E. Request for Approval to Extend Temporary Employee in the Register of Deeds Division

District Court

- F. Request for Approval of Contract with Speak It Forward for the Young Adult Diversion Court (YADC)
- G. Request for Approval of Contract with Seeding Change/Peace Jam for the Young Adult Diversion Court (YADC)

Health & Community Services

- H. Request for Approval of Amendment #3 to the 2012/2013 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with Michigan Department of Community Health (MDCH)
- I. Request for Approval to Accept Notice of Funds Available (NFA) #3 for the Community Service Block Grant (CSBG) from the MDHS

J. Request for Approval of the 2013 Low Income Home Energy Assistance Program (LIHEAP) Agreement from MDHS

Human Resources

K. Request for Approval of Amendment to Employer Participation Agreement for Nationwide PEHP

Probate Court

L. Request for Approval to Extend Temporary Employee for an Additional 90-Day Period

Sheriff

M. Request for Approval of 2013 Hazardous Materials Emergency Planning Grant Agreement

N. Request for Approval of Temporary Acting Sergeant Position for Marine/ORV and Snowmobile Patrols (general fund)

O. Request for Approval of Inmate Video Visitation and Phone Contract with Telmate

P. Request for Approval of Regional Planner Employment Agreement

Q. Request for Approval of Employment Agreement with David Schneider as Temporary Emergency Management Director (revised)

R. Request for Approval of Intergovernmental Agreement with County of Van Buren

Board of Commissioners

S. Request for Approval of Transfers and Disbursements

T. Request for Approval of Settlement Agreement

U. Request for Approval of an Agreement with Tower Pinkster

NON-CONSENT AGENDA ITEMS

The following items are Non-Consent Agenda Items and will be voted on individually.

V. Request for Approval of a Bid Award with Hi-Tech Electric for Nazareth Fire Alarm Repairs

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

MARCH 13, 2013

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL

ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111
TDD PHONE: (269)383-6464

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Buildings & Grounds

PREPARED BY: Randy Winterowd, Director of Buildings & Grounds

SUBJECT: Demolition of Trucking Terminal at 1421 Healey Street, Kalamazoo, MI 49048

SPECIFIC ACTION REQUESTED: Approval of award of contract to Specialized Demolition Inc. to abate and demolish the Trucking Terminal at 1421 Healy Street, Kalamazoo, MI 49048.

DESCRIPTION OF ACTION (dollar amount, purpose): \$36,000.00
Abatement and demolition of structure is necessary to prepare site for the Healy Street Center – future location of the Video Visitation Building and the Office of Community Corrections.

TIME FRAME OF ACTION: Abatement and demolition to commence and terminate in April 2013.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):
To be funded from the General County Public Improvement Fund.

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:
Bid out on January 29, 2013. Ten bids received ranging from a low of \$35,346.00 to a high of \$129,750.00. This was the contractor that did the recent demolition of 1508 Humphries St. Having formed a good working relationship with this contractor we choose them for this demolition.

The County's Purchasing Policies do not automatically require an award to the lowest qualified bidder but allow for a different recommendation for good cause. The two bids were approximately \$650 apart on a \$36,000 project or 1.8% difference. The County has had good experiences with Specialized and this is a demolition that involves a fair amount of abatement because of asbestos and other hazardous materials. Neither Company would be considered local, Mackenzie is from Saginaw and Specialized is from Hamilton. The County has not worked with Mackenzie in the past. The comfort level and experiences of the County with Specialized justifies the payment of the additional \$654 and, so, the recommendation is to award to Specialized.

CONTACT PERSON WITH PHONE NUMBER:

Randy Winterowd, Director of Buildings & Grounds, 383-8954

Bid Tabulation - Demolition of Trucking Terminal at 1421 Healy Street, January 29, 2013 at 2:00, Local Time										
Vendor	E. T. MacKenzie Company	Specialized Demolition, Inc.	Pitsch Companies	James E. Fulton & Sons, Inc.	Smailey Construction, Inc.	John Ward Concrete	Dore & Associates Contracting, Inc.	Homrich Inc.	Balkema Excavating	International Construction Inc.
Demolition of Trucking Terminal	\$ 27,948.00	\$ 32,500.00	\$ 39,000.00	\$ 39,200.00	\$ 46,300.00	\$ 50,000.00	\$ 48,800.00	\$ 87,340.00	\$ 80,000.00	\$ 110,000.00
Abatement of Asbestors and Other Hazardous Materials of Trucking Terminal	\$ 7,398.00	\$ 3,500.00	\$ 3,100.00	\$ 8,000.00	\$ 2,800.00	No Bid	\$ 7,500.00	\$ 5,000.00	\$ 15,000.00	\$ 19,750.00
TOTAL:	\$ 35,346.00	\$ 36,000.00	\$ 42,100.00	\$ 47,200.00	\$ 49,100.00	\$ 50,000.00	\$ 56,300.00	\$ 92,340.00	\$ 95,000.00	\$ 129,750.00
Responsible Bidder Form Submitted and Approved?	yes	yes	yes	yes	yes	no	yes	yes	yes	yes
Addendum 1 acknowledged?	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Addendum 2 acknowledged?	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Bid Bond Submitted?	yes	no	no	yes	no	no	yes	yes	yes	yes

B.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

COURT: Ninth Circuit Court – Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Grant Proposal

SPECIFIC ACTION REQUESTED:

The Youthful Offender Transitions Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2013. We would like to send a request to The Greater Kalamazoo United Way (GKUW) Youth Programs to help to offset the operating budget for YOTP. YOTP has a balance of \$113,000.00 as of March 1, 2013 to operate the program until March of 2014. We are short of meeting our operating budget guidelines by approximately \$14,500.00 for the year 2013. It should be noted that we have already secured funds in the amount of \$60,000.00 for 2014 program operations.

DESCRIPTION OF ACTION (dollar amount, purpose):

We would like to propose that we request the amount of \$3,500.00 from The Greater Kalamazoo United Way (GKUW) Youth Programs to put towards salaries and other operating costs for YOTP in 2013.

TIME FRAME OF ACTION:

The funds will be used starting March 1, 2013 and ending February 28, 2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

The Greater Kalamazoo United Way (GKUW) Youth Program is a local funding source.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

The grant proposal includes 1.0 FTE JPO/Transitions coordinator for the Y.O.T.P J 10-12 . The starting salary is \$38,272.00 Position # is 10558.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

This funding will be new.

ANY OTHER PERTINENT INFORMATION:

YOTP has already been in operation for eight years under a grant from the W.K. Kellogg Foundation. YOTP has already secured a significant portion of it's funding for the 2013 operating year.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Katherine B. Flack (269)385-6039 kbflac@kalcounty.com

C.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

COURT: Ninth Circuit Court- Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Grant Proposal

SPECIFIC ACTION REQUESTED: The Youthful Offender Transitions Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2013. We would like to send a request to the Harold and Grace Upjohn Foundation to help to offset the operating budget for YOTP. YOTP has a balance of \$113,000.00 as of March 1, 2013 to operate the program until March of 2014. We are short of meeting our operating budget guidelines by approximately \$14,500.00 for the year 2013. We have already secured funds in the amount of \$60,000.00 for 2014 program operations.

DESCRIPTION OF ACTION (dollar amount, purpose): We would like to propose that we request the amount of \$82,000.00 from the Harold and Grace Upjohn Foundation to put operating costs for YOTP in 2013 and 2014.

TIME FRAME OF ACTION: The funds will be used starting March 1, 2013 and ending February 28, 2015.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): The Harold and Grace Upjohn Foundation is a local funding source.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

The grant proposal includes 1.0 FTE JPO/Transitions coordinator for the Y.O.T.P J 10-12 . The starting salary is \$38,272.00 Position # is 10558.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

This funding will be new.

ANY OTHER PERTINENT INFORMATION:

YOTP has already been in operation for eight years under a grant from the W.K. Kellogg Foundation. YOTP has already secured a significant portion of it's funding for the 2013 operating year.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

**CONTACT PERSON WITH PHONE NUMBER: Katherine B. Flack (269)385-6039
kbfac@kalcounty.com**

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

COURT: Ninth Circuit Court- Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Grant Proposal

SPECIFIC ACTION REQUESTED: The Youthful Offender Transitions Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2013. We would like to send request to the Michigan State Bar Foundation to help to offset the operating budget for YOTP. YOTP has a balance of \$113,000.00 as of March 1, 2013 to operate the program until March of 2014. We are short of meeting our operating budget guidelines by approximately \$14,500.00 for the year 2013. It should be noted that we have already secured funds in the amount of \$60,000.00 for 2014 program operations.

DESCRIPTION OF ACTION (dollar amount, purpose): We would like to propose that we request the amount of \$14,500.00 from the Michigan State Bar Foundation to put towards salaries and other operating costs for YOTP in 2013.

TIME FRAME OF ACTION: The funds will be used starting March 1, 2013 and ending February 28, 2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): The Michigan State Bar Foundation is a state funding source.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

The grant proposal includes 1.0 FTE JPO/Transitions coordinator for the Y.O.T.P J 10-12 . The starting salary is \$38,272.00 Position # is 10558.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

This funding will be new.

ANY OTHER PERTINENT INFORMATION:

YOTP has already been in operation for eight years under a grant from the W.K. Kellogg Foundation. YOTP has already secured a significant portion of it's funding for the 2013 operating year.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

**CONTACT PERSON WITH PHONE NUMBER: Katherine B. Flack (269)385-6039
kbflac@kalcounty.com**

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **March 19, 2013**

DEPARTMENT: **Clerk/Register**

PREPARED BY: **Tim Snow, Clerk/Register**

SUBJECT: **Extension of Temporary Employee**

SPECIFIC ACTION REQUESTED:

I request a 90 day extension for a temporary employee in the Register of Deeds division as the vacant position has not yet been filled. If approved, the extension would be for up to 90 days or until the position is filled, whichever is less.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Immediate

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Local – Clerk/Register Budget

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Tim Snow – 384-8141

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, March 19, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of Kalamazoo Community Foundation grant contracts between 8th District Court and Speak It Forward.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this subcontract. The Kalamazoo Community Foundation (KCF) grant award of \$150,000 was accepted by Board approval on Feb.19, 2013.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding from KCF is in the amount of \$150,000 (previously approved). This contract allows for up to \$72,060 to Speak It Forward for staff salaries, supplies and marketing.

TIME FRAME OF ACTION:

This contract runs until 3-1-15.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Local: Kalamazoo Community Foundation

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

No new County personnel required at this time.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

New

ANY OTHER PERTINENT INFORMATION:

The Young Adult Diversion Court (YADC) is a newly conceived innovative approach to probation. YADC is an energetic program designed to address not only the symptoms – or criminal charges that brought the individual to the court’s attention – but also the underlying issues that manifested in the criminal behavior. Created in conjunction with the 8th District Court and multiple community based agencies, YADC fundamentally restructures the traditionally punitive probation system into a process of self-actualization, where youth are empowered to find their voice, their self-worth, explore their role in their families, neighborhoods and community, work toward establishing their identity, and to assume personal and community responsibility.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, March 19, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of Kalamazoo Community Foundation grant contracts between 8th District Court and Seeding Change/Peace Jam.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this subcontract. The Kalamazoo Community Foundation (KCF) grant award of \$150,000 was accepted by Board approval on Feb.19, 2013.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding from KCF is in the amount of \$150,000 (previously approved). This contract allows for up to \$79,960 to Seeding Change/Peace Jam for staff salaries, programming services, supplies and grant writing salaries.

TIME FRAME OF ACTION:

This contract runs until 3-1-14.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Local: Kalamazoo Community Foundation

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

No new County personnel required at this time.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

New

ANY OTHER PERTINENT INFORMATION:

The Young Adult Diversion Court (YADC) is a newly conceived innovative approach to probation. YADC is an energetic program designed to address not only the symptoms – or criminal charges that brought the individual to the court’s attention – but also the underlying issues that manifested in the criminal behavior. Created in conjunction with the 8th District Court and multiple community based agencies, YADC fundamentally restructures the traditionally punitive probation system into a process of self-actualization, where youth are empowered to find their voice, their self-worth, explore their role in their families, neighborhoods and community, work toward establishing their identity, and to assume personal and community responsibility.

H.-J.



Kalamazoo County

Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

DATE: March 19, 2013
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AMENDMENT #3 TO THE 2012/2013 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of amendment #3 to the FY 2012/2013 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2012 to September 30, 2013.

DESCRIPTION OF SUBJECT

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The CPBC includes Essential Local Public Health Services (ELPHS) funding for mandated Public Health Services as well as categorical funding for the majority of the Department's public health grant programs.

The purpose of the amendment is to award \$10,000 in funding for the Centralized Access Home Visiting Hub program, increase the Michigan Care Improvement Registry (MCIR) by \$25,000 and increase Public Health Emergency Preparedness Funding by \$900. The 2012/2013 amendment #3 funding level is therefore increased by \$35,900 for a total of \$3,531,333.

RELATIONSHIP TO GOALS

The funding provided through the CPBC is relative to all Health and Community Services Department goals.

FUNDING SOURCE

The \$3,531,333 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

There are no personnel actions associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

If you have any questions, please contact Tammy Lahman, Deputy Director-HCS FMS, at 373-5257 or talahm@kalcounty.com.

B. ACCEPTANCE OF COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (NFA), #3 FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)

ACTION REQUESTED

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #3 for the Community Service Block Grant (CSBG) from the Michigan Department of Human Services (DHS). NFA #3 is a funding increase in the amount of \$229,079.00, which increases funding from \$227,049.00 to \$456,128.00. The original contract approved November 2012.

DESCRIPTION OF SUBJECT

This NFA #3 is an increased funding amount based upon the approved CSBG -13-39015 contract with DHS. More funds will be awarded as they become available to the Michigan Department of Human Services.

RELATIONSHIP TO GOALS

The acceptance of this funding will assist the Department in the fulfillment of its goals to strengthen and aid individuals and families, that are in risk within our community, to take control of their lives and to continue to work towards self-sufficiency.

FUNDING SOURCE

There are no County funds associated with this request. The funding is from the Federal Community Service Block Grant (CSBG), which is distributed through the State

of Michigan Department of Human Services (DHS) to the Community Action Agency (CAA).

PERSONNEL

There are no personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Marc Meulman, Deputy Director-HCS at 373-5252 or mtmeul@kalcounty.com.

C. APPROVAL OF THE 2013 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AGREEMENT FROM MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)

ACTION REQUESTED

HCS Administration requests Board approval for the 2013 LIHEAP Agreement from DHS for the period of 4/1/2013 through 6/30/2016 and approval of a one year funding award in the amount of \$190,835 for the period of 4/1/2013 through 6/30/2014.

DESCRIPTION OF SUBJECT

The DHS LIHEAP Agreement #13-39015 is for the provision of expanded weatherization services. Weatherization housing services normally includes insulation of walls, floors and ceilings, ensures there is a tight air seal around the windows and doors, and health and safety inspections of furnaces and water heaters. For LIHEAP, we are also able to consider replacement of roofs where the demand is clear and the amount of funds available permit us to do so. We have a great need in the County for these services and the LIHEAP funds are welcome and will be well invested in helping our citizens maintain their homes and reduce energy costs.

RELATIONSHIP TO GOAL

The Health and Community Services Department enforces their overall goal for the Community Action Agency as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. Those services are weatherization of low income housing in this case.

FUNDING SOURCE

No County funds are requested. The source of the total of the funds of \$190,835 is from the Michigan Department of Human Services (DHS), State of Michigan and represents Kalamazoo County's LIHEAP WAP Allocation.

PERSONNEL

There are no personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact David P. Artley at 373-5058 or at dpartl@kalcounty.com.



Human Resources Department

201 West Kalamazoo Avenue, Ste 310 • Kalamazoo, Michigan 49007-3777
Phone: (269) 383-8998 • Fax: (269) 384-8099
An Equal Opportunity Employer

K.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Human Resources

PREPARED BY: Tracie Moored, Director of Finance & Admin. Services

SUBJECT: **Amendment to Employer Participation Agreement for Nationwide PEHP**

SPECIFIC ACTION REQUESTED: Approval of the Amendment to Employer Participation Agreement for Nationwide PEHP.

DESCRIPTION OF ACTION: The attached documents outline a change in the trustee for the Nationwide PEHP (Post Employment Health Program). This change is neutral to the County. The amendment acknowledges a change in the trustee and the trustee's operations only. This amendment will not have any impact upon the employees or retirees of Kalamazoo County.

We are requesting approval of the amendment.

FUNDING SOURCE: Employee Benefit Fund

NEW OR RENEWAL: Amendment, to be effective immediately upon approval.

ANY OTHER PERTINENT INFORMATION: Staff recommends approval; documentation has been reviewed by Finance and Corporate Counsel.

CONTACT PERSON AND PHONE NUMBER: Kelly Ball, 384-8100, or coball@kalcounty.com; Jean Michaud, 383-8953, or jimmich@kalcounty.com

L.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Probate Court

PREPARED BY: Steven Burnham, Court Administrator/Probate Register

SUBJECT: Extension of temporary employee (retiree)

SPECIFIC ACTION REQUESTED:

Request Board approval to extend the current 90 day hiring of retiree, Brenda Foley, for one additional 90-day period.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Initial 90-day hiring commenced on January 7, 2013, and will conclude on April 7, 2013. We are requesting one addition 90-day time period to commence on April 7, 2013, and conclude on July 7, 2013, or sooner.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

Previous Incumbent:

1 FTE, Judicial Aide/Court Recorder, K6 step H, retired on January 2, 2013.

Temporary employee:

20-30 hours per week, no benefits, Judicial Aide/Court Recorder, K6 step C

Cost savings to Court/County.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

ANY OTHER PERTINENT INFORMATION:

See Personnel information above. The additional 90-day extension will be a cost savings to the Court/County.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Mary Haskamp 384-8178

M.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: *March 19, 2013*

DEPARTMENT: *Emergency Management*

PREPARED BY: *Paul Matyas, Undersheriff*

SUBJECT: *2013 Hazardous Materials Emergency Planning Grant Agreement (HMEP)*

SPECIFIC ACTION REQUESTED: *Board approval of the 2013 Hazardous Materials Emergency Planning Grant Agreement.*

DESCRIPTION OF ACTION (dollar amount, purpose): *The funding received (\$7300.00) is used to review current Hazardous Material site plans and develop new plans for sites that meet federal reporting requirement. Currently Kalamazoo County has approximately sixty-five sites that are required to report.*

TIME FRAME OF ACTION: *March 19, 2013 Board meeting as forms must be signed and returned to Emergency Management and Homeland Security Division of the Michigan State Police by April 9, 2013.*

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): *This is a Federal grant that passes through the State of Michigan to each local Emergency Management Program. This is an annual grant based on the number of special sites and plans collected. This year's grant allocation to Kalamazoo County is \$ 7,300.00.*

A local In-Kind Match of \$1,825.00 is required for this grant from Emergency Management. This year we will show a match in excess of \$4,400.00 toward this grant. The state will occasionally have additional funding available and we may be eligible to receive some of it.

PERSONNEL IF REQUIRED: *No additional personnel required for this action.*

NEW OR RENEWAL: *RENEWAL*

ANY OTHER PERTINENT INFORMATION: *Kalamazoo County has received these funds for many years to assist in:*

- *Funding individual Site Plan development,*
- *Organizing Tier II Plan collection,*
- *Indexing data from Site Plans for Fire Response Agencies,*
- *Completing Annual reviews of all Site Plans & Tier II Plans,*
- *Funding personnel part-time to perform this work.*

CONTACT PERSON WITH PHONE NUMBER: *Paul Matyas, Undersheriff at 385-6176 or Dave Schneider, Interim OEM Director at 383-8744*

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: March 19, 2013****DEPARTMENT: Sheriff's Office****PREPARED BY: Paul Matyas, Undersheriff****SUBJECT: Temporary Acting Sergeant Position Approval****SPECIFIC ACTION REQUESTED:**

Approval to create temporary F-22 position

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval with place an existing F-19 FTE into a temporary F-22 position

TIME FRAME OF ACTION:

April 6, 2013 until no later than November 15, 2013

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Covered by General Fund

PERSONNEL IF REQUIRED:Create 1.0 FTE temporary F-22
Existing F-19 will not be backfilled**NEW OR RENEWAL:****ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:**

This is an annual event where the jail Sergeant is assigned to Marine/ORV and snowmobile patrols. This action fulfills the KCSDA CBA Article XXII Sec. 18 attached. It is much more economical to create the temporary F-22 than to pay an officer in charge the required one hour overtime.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff 385-6176

- (a) Departmental uniform shall be worn in marked units.
- (b) On-duty status does not commence for in-County courts until reporting time on the subpoena.
- (c) Vehicle shall not be parked in the Courthouse lot.

Section 13: When a bargaining unit member working in the Uniformed Services Section is assigned to transport a person in custody to or from a police facility (not an A.S.C.S. facility), that is located more than one hundred (100) miles from the Department (mileage determination on chart of MDOT map when possible), he/she shall be accompanied by another bargaining unit member holding the rank classification of Deputy (F19) or higher. The Sheriff will make available necessary handcuffs, belly chains and leg restraints. In addition, the vehicles used for transport shall have the standard police radio and a mobile telephone shall be provided. The transport of prisoners in custody by bargaining unit members in Transport and the Criminal Investigation Section shall continue to be made according to Division Policy in effect December 1, 1990 with the understanding that Detective Sergeants temporarily transferred to the Uniformed Services Section will be subject to this section provided they are supplied a Class A uniform and marked patrol vehicle.

Section 14: Bargaining unit employees who retire shall be allowed to purchase their duty weapon from the Employers for the original cost paid by the Employer for the weapon.

Section 15: Employees holding the Deputy classification (F 19) working in the mobile crime lab assignment ("30 unit") shall receive a yearly bonus of five hundred (\$500.00) dollars. This assignment bonus shall be paid in a lump sum check in the first pay period following January 1 of each year for the previous year. Deputies that enter or leave the "30 unit" assignment during a given year shall receive a pro rata portion of the yearly bonus.

Section 16: When an employee dies, his/her beneficiary/estate will be paid fifty percent (50%) of the employee's unused sick leave accumulation, and one hundred percent (100%) of any unused vacation time, compensatory time and personal leave time.

Section 17: If a central dispatch authority is created and the Employers cease to operate an independent dispatch center, laid off dispatchers will be given the opportunity to exercise their seniority to displace a Civilian Aide with less County seniority or an employee in the F-9 Clerk Typist I/Control Center Operator classification with less County seniority. A Dispatcher exercising his/her seniority in this manner will have his/her pay rate red-circled at his/her last Dispatcher rate of pay until the pay rate for the Civilian Aides exceeds it. The Dispatchers so exercising their seniority will remain as members of this bargaining unit while employed as Civilian Aides, but the Civilian Aide classification will not become part of this bargaining unit.

Section 18: When a shift Sergeant is assigned to a special assignment, such as but not limited to Marine Division, that Sergeant's position will be backfilled with a Sergeant. Neither the assigned nor the backfilling Sergeant will acquire any right or title to the job seniority and the permanent classification to which he/she is assigned or for which he/she is backfilling.

Section 19: Security Deputies. Plan for security screeners at County Court buildings based upon previous proposal made by Sheriff Anderson. The pay scale is the same as for Airport Security Deputies.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Sheriff's Office

PREPARED BY: Thomas Shull

SUBJECT: Inmate Video Visitation and Phone Contract

SPECIFIC ACTION REQUESTED:

Enter into a five year contract for inmate video visitation services for the entire jail facility and video visitation center, and inmate telephone services in the jail expansion

DESCRIPTION OF ACTION (dollar amount, purpose):

To enter into a contract with Telmate to provide inmate video visitation services to the inmates of the Kalamazoo County Jail and Jail Visitation Center, and inmate telephone services to the jail expansion at no cost to the county. Securus Technologies will continue to provide inmate telephone services to the existing jail until 2014 when their contract expires.

TIME FRAME OF ACTION:

Jail construction is finished. Need to complete the phone and visitation service now.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

N/A

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

NEW OR RENEWAL:

New – Five year contract

ANY OTHER PERTINENT INFORMATION:

Vendor is providing quarter million dollars worth of inmate video visitation gear
Phone rates will mirror what is currently charged by the current vendor for the existing facility

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Thomas Shull – 383-6138

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: *March 19, 2013*

DEPARTMENT: *Emergency Management*

PREPARED BY: *Undersheriff Paul Matyas*

SUBJECT: *Renew One Full-time Regional Planner Employment Agreement.*

SPECIFIC ACTION REQUESTED: *Kalamazoo County Board of Commissioners renewal of one Full-time Regional Planner position for the Office of Emergency Management.*

DESCRIPTION OF ACTION (dollar amount, purpose):

This Regional Planner position will be compensated at the same hourly rate \$ 35.48 for 2013 and 2014. This is a 40-hour per week position and will all terminate on 03/31/14. This renewal is for the purpose of moving the planner to the 2011 Homeland Security Grant.

This Planner will be assigned to a wide range of Regional and Local projects during this period. When not working on an assigned regional project, the planner will work on local projects assigned by the local Emergency Manager.

TIME FRAME OF ACTION: *Effective on May 1, 2013.*

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): *Funding for this position will come from the 2011 Homeland Security Grant for the period 5/1/13 to 4/30/14. This funding line was already set and funds used will be reimbursed monthly.*

PERSONNEL IF REQUIRED: *Renewal of Regional Planner Patrick Wright.*

NEW OR RENEWAL: *Renewal.*

ANY OTHER PERTINENT INFORMATION: *An employment agreement (attached) has been drafted and is the same as the previous agreement which was approved by Mr. Canny. This is a positive step forward in planning our community's future and preparing for disastrous situations.*

Regional in this instance refers to the MSP 5th District (9-counties in southwest Michigan). Regional projects are developed for all nine-counties and benefit more than just one jurisdiction. These are multi-jurisdictional plans.

This Renewal represents a major cut back from four Planners to one due to reduction of Homeland Security funds. This year will most likely be the last year Regional Planner funding will be available.

CONTACT PERSON WITH PHONE NUMBER: *Undersheriff Matyas 385-6176 or Dave Schneider, Interim Emergency Management Director, 383-8744.*

9.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Sheriff

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval of REVISED appointment of Interim Emergency Management Director

SPECIFIC ACTION REQUESTED:

Request for approval of an employment agreement with David Schneider to appoint as Interim Emergency Management Director retroactive to January 12, 2013.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Immediate.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Emergency Management Performance Grant (State) and local funds

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

Position vacated by Lt. Paul Baker on January 11, 2013.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

ANY OTHER PERTINENT INFORMATION:

Previous Board approval listed an end date of the interim agreement as April 2014. It is corrected to April 30, 2013 or until a permanent Emergency Director is placed.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff. 385-6176

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 19, 2013

DEPARTMENT: Emergency Management

PREPARED BY: Paul G. Matyas, Undersheriff

SUBJECT: Intergovernmental Agreement between the County of Kalamazoo and the County of Van Buren for the Kalamazoo County Office of Emergency Management to complete planning, training and exercise projects under the 2011 and 2012 Homeland Security Grants, which are running concurrently.

SPECIFIC ACTION REQUESTED: Kalamazoo County Board of Commissioners approval of an Intergovernmental Funding Agreement between the County of Kalamazoo and County of Van Buren. County of Van Buren serves as the fiduciary agent for the 5th District Homeland Security Planning Board.

The State of Michigan Emergency Management Homeland Security Division (EMHSD) of the Michigan State Police has approved this agreement as received from the Federal Department of Homeland Security. Michigan State Police EMHSD is the State agency responsible for the Homeland Security Grants.

DESCRIPTION OF ACTION (dollar amount, purpose):

The County Emergency Management Office will develop regional and local planning projects as well as equipment purchases under this agreement. The agreement will allow funding reimbursement transactions between the two parties.

TIME FRAME OF ACTION: Effective by March 1, 2013 through May 30, 2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Once approved Kalamazoo County expenses may be reimbursed from the 2011 and 2012 Homeland Security Regional Grants. The 5th District Regional Homeland Security Planning Board determines which grant funds are used when they approved the purchase. This Regional budget is held by the Regional Fiscal Agent (County of Van Buren).

PERSONNEL IF REQUIRED: No additional personnel.

NEW OR RENEWAL: Renewal.

ANY OTHER PERTINENT INFORMATION:

This is the same agreement that has previously been reviewed and approved by Mr. Canny and the Michigan Emergency Management Homeland Security Division for the Homeland Security Grants. This is a continuation of federal funds being pushed down to local jurisdictions supporting communities in disaster and terrorism prevention and response.

The term "Regional" refers to the Michigan State Police 5th District (9-counties in southwest Michigan). Regional projects are comprised of all nine-counties and benefit us all, not just one jurisdiction. These are multi-jurisdictional plans.

CONTACT PERSON WITH PHONE NUMBER:

Undersheriff Paul G. Matyas 269-385-6176 and/or David Schneider, Interim Director of Emergency Management 269-383-8744.

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 19, 2013

DEPARTMENT: Administration and Corporate Counsel

PREPARED BY: John Faul, Thom Canny

SUBJECT: Facilities Master Plan (FMP), Gull Road Court Facility Project, Architects & Engineers Services

SPECIFIC ACTION REQUESTED:

Approve a General Architect agreement with Tower Pinkster for all architectural, engineering, and environmental services related to the construction of the Gull Road Court Facility Project (Phase 1, Item 2, FMP).

DESCRIPTION OF ACTION (dollar amount, purpose): In September, 2011 the County engaged the services of the Arcadia Collaborative (Tower Pinkster/Eckert Wordell) to assist in the development of a Facilities Master Plan, which resulted in a three phased implementation strategy (see attached). This brief is relative to Phase 1 that has seven Items. The first pertinent project is Item 2, Gull Road Court Facility. In late 2012, we issued a Request for Qualifications from Architects & Engineers related to the design and construction of the Court Facility. We received ten responses. The selection team of Chair Maturen, Vice Chair Buskirk, Prosecuting Attorney Getting, Circuit Court Administrator Darling, and Probate Court Administrator Burnham reduced the list to four and asked them to present their proposals. The consensus of the selection team is to recommend engaging Tower Pinkster for these services.

TIME FRAME OF ACTION: Board action to approve negotiated contract with Tower Pinkster on March 19, 2013.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Capital Public Improvement Fund

PERSONNEL IF REQUIRED: (indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number) No additional personnel

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

Estimated timing of the Gull Road Court Facility:

- March, 2013: Select Architect & Engineer
- April, 2013: Select Construction Manager at Risk
- April – September, 2013: Design Charette
- October – December, 2013: Construction Documents
- January – February, 2014: Bid Construction Documents
- March, 2014: Begin Construction
- December, 2015: Finish Construction

PROCUREMENT INFORMATION: (indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER: John Faul (383-8908), Thom Canny (384-8111)

FMP IMPLEMENTATION STRATEGY

The recommended Facilities Master Plan was divided into three 5-year phases: Phase 1 (Year 1-5), Phase 2 (Year 6-10) and Phase 3 (Year 11-15). The summary from our collective team regarding the proposed components, timelines and estimated costs for the implementation of the recommended strategy is listed below.

Phase 1: 2013-2017

The majority of the proposed work would take place during the Phase 1 timeline. The first major project would be a new Family Court which would be constructed on Gull Road to house Circuit Court – Family Division, Friend of the Court, Probate Court and representation from the Prosecuting Attorney. The existing Gull Road Family Court building would be converted into the new location for Health & Community Services (HCS) clinical uses. Therefore, the Gull Road Complex (including the Juvenile Facility) would essentially service the health and justice needs of Kalamazoo County families.

Other work in this Phase would include relocating Probation from the Administration Building to the Crosstown facility in the area that the Probate Court vacates, the relocation of Non-Clinical HCS departments to the Administration Building and the possible relocation of the Office of Community Corrections to either Crosstown (space permitting) or the Administration Building and as well as major deferred maintenance at the Michigan Avenue Courthouse (MAC) and moderate deferred maintenance at the Administration Building. The MAC would continue to house the criminal courts of Circuit and District Courts and the Prosecuting Attorney. The steps would be as follows:

Proposed Steps (Year 1-5)	Timeline	Estimated Cost
1. Upkeep at Nazareth (lease extension)	2015-2016	\$160,000
2. New Family Court at Gull Road	2013-2015	\$25,200,000
a) Relocate Probate from Crosstown	2016	
b) Relocate FOTC from Admin	2016	
3. Move Probation from Admin to Crosstown	2016	\$250,000*
4. Close Shaver Road (move to Crosstown)	2016	Save on Lease
5. Convert Gull Road Family Court to HCS Clinical	2015-2016	\$6,825,000
6. Convert Floor at Admin Bldg to HCS Non-Clinical	2015-2016	\$250,000*
7. Undertake Year 1-5 Deferred Maintenance	2013-2017	
a) Administration Building		\$1,383,000
b) Gull Road Courthouse (see #5)		\$0
c) Michigan Avenue Courthouse		\$10,932,000
	TOTAL	\$45,000,000

**shown as estimated cost allocations pending total square footage renovated or reused as-is for each step.*

Phase 2: 2018-2022

The recommended work for the second phase is to continue to work on the deferred maintenance items at the County-owned facilities. This would include major projects at the Administration Building and minor projects at the MAC.

Phase 2 - Proposed Steps (Year 6-10)	Timeline	Estimated Cost
1. Undertake Year 6-10 Deferred Maintenance	2018-2022	
a) Administration Building		\$5,732,000
b) Gull Road Courthouse (see #5)		\$0
c) Michigan Avenue Courthouse		\$665,000
	TOTAL	\$6,387,000

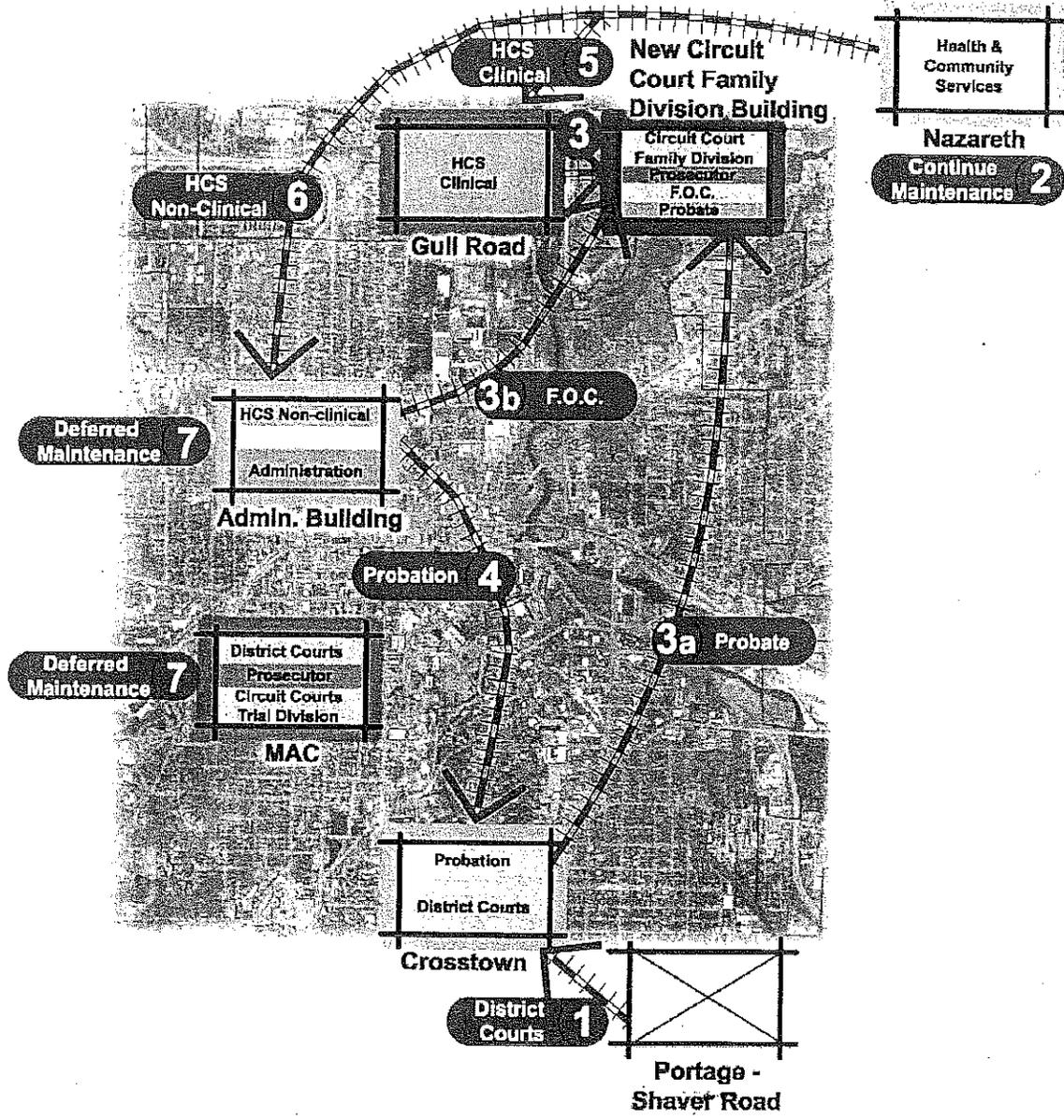
Phase 3: 2023-2027

The recommended work for the third phase is to continue to work on the deferred maintenance items at the County-owned facilities. This would include major projects at the Administration Building and minor projects at the MAC.

Phase 3 - Proposed Steps (Year 11-15)	Timeline	Estimated Cost
1. Undertake 11-15 Year Deferred Maintenance	2023-2027	
a) Administration Building		\$3,483,000
b) Gull Road Courthouse (see #5)		\$0
c) Michigan Avenue Courthouse		\$190,000
	TOTAL	\$3,673,000

FMP STRATEGIC DIAGRAM

The proposed strategic diagram below illustrates the movement and repositioning of the various departments within the County-owned facilities from the current location to the future location.



V.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy E. Winterowd

SUBJECT: NAZARETH FIRE ALARM REPAIRS

SPECIFIC ACTION REQUESTED:

Request for the approval of the project amount of \$70,933.00 and the approval to award to the low bidder Hi-Tech Electric, Inc. for the second required repair phase of the Nazareth Complex fire alarm system for \$54,933.00.

The project is part of a requirement for the phased project repairs to the Nazareth Fire Alarm System which was developed with the co-operation of the City Fire Marshal. It was planned for in the 2013 budget and funds allocated under the General County Public Improvement General Reserve as part of the Nazareth Extended Maintenance.

DESCRIPTION OF ACTION (dollar amount, purpose):

Low Bidder (Hi-Tech) Amount:	\$54,933.00
Project Contingency Amount:	\$6,000.00
Project Engineering	\$10,000.00
 Total Project Amount:	 \$70,933.00

TIME FRAME OF ACTION:

Immediate

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

NEW OR RENEWAL:

NEW

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION: