

AGENDA
CITY COUNCIL STUDY SESSION
SEPTEMBER 19, 2022 - 6:00PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call
3. [Discussion of Independent Review of Police Situational Awareness Training and Analysis of Police Transparency Dashboard](#)
4. Adjourn Study Session

Respectfully submitted,

Pamela B. Smith, City Clerk

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made. Thank you.



DATE: September 19, 2022
TO: Mayor and City Council
FROM: Gary Mekjian, City Manager
SUBJECT: Proposed Vendor for Independent Review of Police Situational Awareness Training and Analysis of Police Transparency Dashboard

Introduction

City Council last discussed this item at its July 25, 2022 study session. Please recall that this item includes 3 phases:

- 1 An Independent Analysis of Police Situational Awareness Training
- 2 Traffic Stops and Citation Analysis
- 3 Arrest Analysis

In addition, City Council has already authorized city administration to conduct an independent legal review of the police situational awareness training as well

Items 1, 2 and 3 will compare our police department to model policies, guidelines, and best management practices from nationally recognized organizations.

Background

City Council Concerns and suggestions from the July 25, 2022 study session included:

- The cost of all reviews
- That the county should provide further data points as the entity collecting this data for communities.
- The city is not required to have a transparency dashboard but is providing this information to be more transparent but the raw data without context could put communities at risk
- Suggested researching grant opportunities to help fund the analysis of the data
- Suggested building the city's own database and potentially using ARP funding and having a third-party audit of the data
- The fact that it was not just about the data and perceived perception of the data but the need to remove that disparity of what the data appears to show

- Concern that every time DEI efforts are discussed, the budget or costs are a concern
- Unsure that Winbourne has the expertise with regard to situational awareness training
- Comment that this is an investment in the city and if the city needs to house its own data to get the data points they need, then the city should find the funding to do so and then make that information available to the public

Discussion

Staff has reviewed City Councils concerns and offers the following information for City Councils consideration.

The cost to perform Phases I, II, and III are \$13,200, \$56,100 and \$51,810 respectively. As of the writing of this report staff is still researching grant opportunities to help offset the potential costs.

The source of the data being displayed on the transparency dashboard is taken directly and automatically from the information that our police officers are entering into the CAD computer system, when a citation is issued. The database is held within the CLEMIS system at Oakland County. Staff is strongly recommending that the city not create its own database as it would be duplicitous and would require the additional expense of hiring someone (either in house or contracted services) with the expertise to analyze the data.

As City Council knows, the problem is that the transparency dashboard only shows raw data with no context, leaving the public to draw their own conclusion of the data. If City Council decides to move forward with Phase II and III of the proposal, Winbourne will assist the City in providing data filters that match industry best management practices, generating meaningful and actionable information as well as providing our police department training to ensure filters are accurately enabled at all levels. In addition, Winborne will provide data, analysis and context on a variety of other items included in the proposal. These data filters will be requested of the County and CLEMIS to be included, where available, in our transparency dashboard on an ongoing basis, eliminating the need to pay a consultant for ongoing annual updates of the dashboard. City staff would work with CLEMIS on the development of these filters, if City Council decides to move forward with the Winbourne proposal.

Staff also looked further into the qualifications of Winbourne to confirm their qualifications and ability to provide the scope of services. We offer the following information:

- Winbourne is a minority owned and operated business that has served more the 600 public safety organizations in the United States and 20 foreign countries over the past 22 years on similar projects.
- They have a 97% highly satisfied rating from their clients over the past 14 years
- Their project team is made up of highly skilled and experienced subject matter expert with diverse experience in law enforcement and police operations, training, data analysis, emergency communications, strategic planning and implementation.

- Members of their team have held leadership positions in a wide variety of federal, state, county and local public safety agencies and/or government organizations.

Based on the information provided above, City Council may want to consider the following options in its deliberations on this topic:

1. Do no more than the legal review already in process.
2. Authorize the City Manager to move forward utilizing Winbourne Consulting LLC with all or a combination of Phases I, II, and II.
3. Direct the City Manager to have staff draft a request for proposal (RFP) for these services that will be publicly advertised.

Recommendation

Although there are options for City Council to consider, staff recommends moving forward with Winbourne LLC for this professional service. Winbourne has the demonstrated experience and skills necessary for the scope of work being request. In addition, Winbourne came highly recommended by one of the City's well respected consultants, Plante Moran, as being highly knowledgeable and unbiased in such matters. Lastly, if the City did publicly advertised for these services, it's uncertain if there is a more qualified proponent than Winbourne.

AGENDA
CITY COUNCIL MEETING
SEPTEMBER 19, 2022 – 7:30PM
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

REQUESTS TO SPEAK: Anyone requesting to speak before Council on any agenda item other than an advertised public hearing issue must complete and turn in to the City Clerk a blue, Public Participation Registration Form (located in the wall rack by the south door entering the council chambers).

REGULAR SESSION MEETING BEGINS AT 7:30P.M. IN THE CITY COUNCIL CHAMBER

STUDY SESSION (6:00 P.M. Community Room – See Separate Agenda)

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session meeting agenda
2. Proclamation recognizing October 9-15, 2022 as [Fire Prevention Week](#)
3. Proclamation recognizing October 2022 as [Breast Cancer Awareness Month](#)
4. Presentation of Breast Cancer Awareness Shirts to City Council by the Fire Department

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 5 - 8)

All items listed under Consent Agenda are considered routine, administrative, or non-controversial by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member or citizen so requests, in which event the items may be removed from the Consent Agenda for consideration.

CONSENT AGENDA ITEMS FOR DISCUSSION

PUBLIC QUESTIONS AND COMMENTS

Limited to five (5) minutes for any item of City business not on the agenda.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

CITY MANAGER UPDATE

CONSENT AGENDA:

5. Recommended approval of the 2023 Auto Theft Prevention Act Subrecipient Agreement with Oakland County. [CMR 9-22-84](#)
6. Recommended approval of award of bid for a wheel loader to AIS Construction Equipment in the amount of \$217,156. [CMR 9-22-85](#)

7. Recommended approval of award of bid for Hospitality Linens Rental and Cleaning Services to Sohn Linen Services in an estimated amount of \$20,000 per year; with extensions. [CMR 9-22-86](#)
8. Recommended approval of [request for employment](#) under Section 10.01A of the City Charter for a Guest Services position.

ADDITIONS TO AGENDA

CLOSED SESSION:

9. Consideration of approval to enter into a closed session to discuss Collective Bargaining Agreements for Teamsters and International Association of Fire Fighters (IAFF) (Note: Council will return to open session immediately following the closed session to take action if needed and to close the meeting).

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, City Clerk

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/ accommodations will be made.



**PROCLAMATION
Fire Prevention Week
October 9 – 15, 2022**

“Fire Won't Wait. Plan Your Escape.”

- WHEREAS,** fire is a serious public safety concern both locally and nationally, and the Farmington Hills Fire Department is committed to ensuring the safety and security of all those who live in our City or visit our community; and
- WHEREAS,** the 2022 National Fire Protection Association (NFPA) campaign theme, “Fire Won't Wait. Plan Your Escape.” reinforces the critical importance of developing a home escape plan and practicing it regularly; and
- WHEREAS,** according to NFPA data, your home - the place where people feel safest - is actually where you are at greatest fire risk, with 74% of all U.S. fire deaths occurring in homes; and
- WHEREAS,** today’s homes burn faster and hotter than they used to, minimizing the amount of time to escape safely, with as little as two minutes to get out from the time the smoke alarm sounds in a typical home fire; and
- WHEREAS,** the Fire Department urges everyone to develop a home escape plan with all members of the household, including those with sensory or physical disabilities; and
- WHEREAS,** firefighters emphasize the need for at least two ways out of every room, an outside meeting place a safe distance from your home, and home fire drill practice at least twice a year, both during the day and at night; and
- WHEREAS,** Farmington Hills Firefighter/Paramedics are dedicated to reducing the occurrence of home fires and home fire deaths and injuries and join with the NFPA in celebrating the 100th anniversary of Fire Prevention Week, the nation’s longest-running public health observance on record.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim October 9 – 15, 2022 as **Fire Prevention Week** in the City of Farmington Hills, and urge all citizens to follow the 2022 Fire Prevention Week theme “Fire Won't Wait. Plan Your Escape.”

A handwritten signature in black ink that reads "Vicki Barnett".

Vicki Barnett, Mayor



PROCLAMATION
Breast Cancer Awareness Month
October 2022

WHEREAS, since approximately 1 in 8 U.S. women (about 13%) will develop invasive breast cancer over the course of their lifetime, National Breast Cancer Awareness Month is dedicated to increasing public knowledge about the importance of early detection; and

WHEREAS, breast cancer is the most common cancer in women in the U.S., except for skin cancer, and breast cancer death rates are higher than those for any other cancer except for lung cancer; and

WHEREAS, in 2022, there will be an estimated 287,850 new cases of invasive breast cancer diagnosed in women, 2,710 cases diagnosed in men, and an additional 51,400 cases of cases of non-invasive (in situ) breast cancer diagnosed in women, with an estimated 43,250 women and 530 men dying from breast cancer this year alone; and

WHEREAS, the overall five-year relative survival rate is 99% for localized disease, 85% for regional disease, and 27% for distant-stage disease, with overall mortality rates declining due to increased awareness, treatment advances, and earlier detection through mammography screening, which is the single most effective method of detecting breast changes that may be cancerous long before physical symptoms become apparent; and

WHEREAS, there are over 3.8 million women living in the U.S. today with a history of breast cancer including women currently being treated and those who have finished undergoing treatment.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim October 2022 as **Breast Cancer Awareness Month** and encourage everyone to become aware of their risk for breast cancer, undergo regular screenings for early detection, and if diagnosed, talk to their health care providers about available treatment options.

A handwritten signature in black ink that reads "Vicki Barnett".

Vicki Barnett, Mayor

REPORT TO THE CITY COUNCIL FROM THE CITY MANAGER
September 19, 2022

Subject: Approval to execute the 2023 Oakland County Auto Theft Prevention Act (ATPA) Subrecipient Agreement between the City of Farmington Hills and the Oakland County Sheriff's Office.

ADMINISTRATIVE SUMMARY

- The City's Police Department participates in the Oakland County Auto Theft Program (OCAT), a multijurisdictional task force operating under the direction of the Oakland County Sheriff's Office (OCSO).
- Oakland County has entered into a Grant agreement with the State of Michigan where it is eligible to receive reimbursement for ATPA related expenses, including partial reimbursement of salary, wages, and overtime.
- Oakland County intends to use Grant Funds to reimburse the City's Police Department up to 50% of the total, for qualifying ATPA-related costs including ATPA officers' salaries, fringe benefits, overtime, vehicle usage, cell phone, MAATI and IAATI dues, as described in the Grant agreement.
- To receive reimbursement, the City must execute the 2023 Oakland County Auto Theft Prevention Program Subrecipient Agreement with Oakland County.
- City Attorney Steve Joppich's staff has reviewed the agreement.

RECOMMENDATION

- IT IS RESOLVED THAT the City Council approve that the City be authorized to execute the Oakland County Auto Theft Program Subrecipient Agreement and any associated documents or agreements.

Prepared/Authorized by: Chief Jeff King
Police Department

Approved by: Gary Mekjian
City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL—September 19, 2022

SUBJECT: Award of Bid—Wheel Loader

ADMINISTRATIVE SUMMARY:

- The purchase of a wheel loader (front-end loader) was publicly advertised and competitively bid on the Michigan Inter-Governmental Trade Network (MITN) e-procurement system and opened on August 31, 2022. Notification was sent to seventy-two (72) vendors (including sixteen (16) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled).
- Funding for this equipment purchase is provided in Capital Improvements Program-Equipment account. This piece of equipment replaces vehicle #259, a 2016 John Deere wheel loader.
- DPW staff evaluated all bids that were submitted for price, adherence/deviation to the bid specifications, warranty, and vendor experience.
- The recommended unit complies with the City's specifications and is within budget. Note the other unit did not meet all the specifications.
- The recommended vendor is providing a current production model with a five-year powertrain warranty and a full three-year manufacturer's warranty on parts and labor as specified.
- The lowest, most qualified bid was received by AIS Construction Equipment of New Hudson, Michigan. AIS has provided equipment repair service and sold equipment and parts to the City in the past, proving to be reliable and knowledgeable with the unique intricacies of this piece of equipment.

RECOMMENDATION:

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to issue a purchase order to AIS Construction Equipment of New Hudson, Michigan, in the amount of \$217,156, which reflects the trade-in of vehicle #259 for \$120,000 and paving equipment for \$29,000.

SUPPORT DOCUMENTATION:

The DPW currently has a six-year-old wheel loader which is critical to our daily and emergency operations. For most of its life, it remains at the DPW facility. It is used for loading salt and other road maintenance materials into the dump truck fleet, moving and stockpiling of road maintenance materials, and it is also used as a forklift for off-loading deliveries of pipe and equipment. Additionally, during emergency situations, it is used out on the City's roadways for tree/brush removal, snow removal, and debris cleanup.

Since the wheel loader is so critical to DPW’s daily operations, replacement before it experiences more frequent breakdowns and costly repairs is necessary.

The bid includes a manufacturer’s five-year powertrain and three-year manufacturer’s warranties on all parts and labor. Additionally, on-site operator training is included with the purchase.

Bidder	Unit Price Bid	Loader Model	Trade-Ins	Final Price
AIS New Hudson MI	\$366,156	John Deere 644P	\$149,000	\$217,156
Michigan Cat Novi MI	\$361,399	CAT 938M	\$129,000	\$232,399



Prepared by: Derrick Schueller, DPW Superintendent
Michelle Aranowski, Senior Buyer

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services
Kelly Monico, Director, Department of Central Services.

Approved by: Gary Mekjian, P.E., City Manager

Award of Bid—Wheel Loader
 Page 3

City of Farmington Hills
 Bid tabulation
 Bid #itb-fh-22-23-2344
 Wheel Loader
 Bid Opened 08/31/2022

DESCRIPTION	EST. QTY.	AIS Construction Equipment, New Hudson, MI		Michigan Cat, Novi, MI	
		Unit Price	Extended	Unit Price	Extended
Wheel Loader	1	\$366,155.57	\$366,155.57	\$361,399.00	\$361,399.00
Make Model		John Deere Model 644P		Cat 938M	
Trade-In					
A. #259 2016 624K John Deer Loader (Approximately 2900 hours)	1	\$ (120,000.00)	\$ (120,000.00)	\$ (95,000.00)	\$ (95,000.00)
B. #270 1998 Ingersoll Rand Roller DD24 (Approximately 400 hours)	1	\$ (9,000.00)	\$ (9,000.00)	\$ (12,000.00)	\$ (12,000.00)
C. 275 2004 Lee-Boy Paver (Approximately 400 hours)	1	\$ (20,000.00)	\$ (20,000.00)	\$ (22,000.00)	\$ (22,000.00)
TOTAL BID WITH TRADE		\$246,155.57		\$266,399.00	

Bid notification was sent to 72 vendors. We received zero "No Bids." Please review bids for exceptions & additions.

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

September 19, 2022

SUBJECT: AWARD OF HOSPITALITY LINENS - RENTAL & CLEANING SERVICES FOR VARIOUS CITY BUILDINGS**ADMINISTRATIVE SUMMARY**

- An invitation to bid (ITB) was advertised, distributed on the MITN e-procurement site, publicly opened, and read aloud on Wednesday, September 7, 2022 for Hospitality Linens - Rental & Cleaning Service for various city owned buildings. Notification was sent to twenty-three (23) vendors (including three (3) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with three (3) responding: Maurer's Textile Rental Services, Inc., Sohn Linen Services and Head to Heels Safety Supplies. (Head to Heels Safety Supplies ultimately rescinded their bid because of a bidding error.)
- The bid includes providing the aforementioned linen rental and services to the following locations: William Costick Activities Center, Farmington Hills Community Center (HAWK) and Longacre House.
- The services includes hospitality linens: bar towels, bid aprons, multiple sizes of linen tablecloths and linen napkins. This service will provide these items multiple times a month for various events in the city buildings. Staff from Department of Central Services and Special Services reviewed all responses and checked references and is recommending Sohn Linen Services for this service.
- The low bid was disqualified after references were checked.
- The bid provides pricing for one (1) year with the option to extend the pricing for three (3) additional one (1) year terms upon mutual consent between the City and the vendors. Sohn Linen Services will have a 5% increase beginning in year two (2).
- The hospitality linens rental and service will be funded out of the kitchen and food supply fund.

BID TABULATION

See attached

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to sign an agreement and issue a purchase orders Hospitality Linens – Rental & Cleaning Service to Sohn Linen Services for an estimated amount of \$20,000 per year with one or more administration-approved extension not to exceed a total of three (3) additional one year extensions under the same terms and conditions upon mutual consent by the City and vendor.

Prepared by: Michelle Aranowski, Senior Buyer, Central Services
Reviewed by: Kelly Monico, Director of Central Services
Reviewed by: Brian Moran, Deputy Director
Reviewed by: Ellen Schnackel, Director of Special Services
Approved by: Gary Mekjian, City Manager

City of Farmington Hills, MI
 Itb-fh-22-23-2338
 Hospitality Linens- Rental & Cleaning Service
 Bid opened 9/7/2022

RECOMMENDED FOR AWARD

Item	Estimated Quantity per week	Sohn Linen Service Lansing, MI		Maurer's Textile Lansing, MI	
		Unit Price	Total	Unit Price	Total
LOCATION: COSTICK ACTIVITES CENTER					
Bar Towels	100	\$ 0.19	\$ 19.00	\$ 0.120	\$ 12.00
Bib Apron - Starched	50	\$ 0.32	\$ 16.00	\$ 0.240	\$ 12.00
White Linen 90 x 90	20	\$ 1.72	\$ 34.40	\$ 1.75	\$ 35.00
White Linen 120 x 52	50	\$ 1.61	\$ 80.50	\$ 1.50	\$ 75.00
Black/Specialty Color Linen 120 x 52	20	\$ 2.26	\$ 45.20	\$ 1.65	\$ 33.00
Black/Specialty Color Linen 90 x 90	20	No bid	No bid	\$ 1.85	\$ 37.00
TOTAL FOR COSTICK ACTIVITES CENTER PER WEEK			\$ 195.10		\$ 204.00
TOTAL FOR COSTICK ACTIVITES CENTER PER YEAR			\$ 10,145.20		\$ 10,608.00
LOCATION: LONGACRE HOUSE					
Bar Towels	50	\$ 0.19	\$ 9.50	\$ 0.120	\$ 6.00
White/Ivory Linen 120 x 52	20	\$ 1.61	\$ 32.20	\$ 1.50	\$ 30.00
White/Ivory Linen 62 x 62	10	\$ 0.73	\$ 7.30	\$ 0.85	\$ 8.50
White/Ivory Linen 85 x 85	20	\$ 1.61	\$ 32.20	\$ 1.75	\$ 35.00
White/Ivory Linen 90 x 90	20	\$ 1.72	\$ 34.40	\$ 1.75	\$ 35.00
White/Ivory Napkin	100	\$ 0.10	\$ 10.00	\$ 0.11	\$ 11.00
Black 120 x 52	20	\$ 2.26	\$ 45.20	\$ 1.500	\$ 30.00
TOTAL FOR LONGACRE HOUSE PER WEEK			\$ 170.80		\$ 155.50
TOTAL FOR LONGACRE HOUSE PER YEAR			\$ 8,881.60		\$ 8,086.00
LOCATION: HAWK					
Bar Towels	200	\$ 0.19	\$ 38.00	\$ 0.120	\$ 24.00
White/Ivory Linen 120 x 52	50	\$ 1.61	\$ 80.50	\$ 1.50	\$ 75.00
White/Ivory Linen 90 x 90	20	\$ 1.72	\$ 34.40	\$ 1.75	\$ 35.00
White/Ivory Linen 85 x 85	20	\$ 1.61	\$ 32.20	\$ 1.750	\$ 35.00
White Napkins	100	\$ 0.10	\$ 10.00	\$ 0.11	\$ 11.00
Black 120 x 52	20	\$ 2.26	\$ 45.20	\$ 1.50	\$ 30.00
TOTAL FOR FARMINGTON HILLS COMMUNITY CENTER - HAWK			\$ 240.30		\$ 210.00
TOTAL FOR FARMINGTON HILLS COMMUNITY CENTER - HAWK PER YEAR			\$ 12,495.60		\$ 10,920.00
ALTERNATE ITEMS					
	Estimate #	Unit Price	Total Per changeout	Unit Price	Total Per changeout
Additional charge for specialty colored linens					
a. 90 x 90	100	No bid	No bid	\$ 1.85	\$ 185.00
a. 85 x 85	100	\$ 2.66	\$ 266.00	\$ 1.85	\$ 185.00
Color Napkins	50	\$ 0.12	\$ 6.00	No bid	No bid
ALTERNATE ITEMS TOTAL					
Price will increase "X" % beginning in year two (2)			5%	3.0%	

Bid notification was sent to 23 vendors. We received zero (0) "No-Bids.



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Alicia Bias
Date: September 19, 2022

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Alicia Bias, who is related to an employee of the City, Norman Bias, who is a Gym Coordinator for the Department of Special Services.

The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Jullian Love.

Name: Alicia Bias

Position Applied For: Guest Services

Number of Employees Needed in this Position: 15

Date Position Posted: 4/19/22

Open Until: Filled

Number of Applicants for this position: 3

Number of Applicants Interviewed: 3

Salary: \$14.00/hour

Relationship: Alicia Bias is the spouse of Norman Bias who is a Gym Coordinator for the Department of Special Services.

Justification: Alicia Bias is the most qualified applicant and is available to begin work immediately.

Prepared by:

/s/ James Vayis

James Vayis
The Hawk Facilities Supervisor

Authorized by:

Approved by:

/S/ Ellen Schnackel

Ellen Schnackel
Director of Special Services

Gary Mekjian
City Manager