

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice
990 Terrace, Muskegon, MI 49442
November 1, 2012 - 3:30 p.m.

Lewis Collins, Chair
Scott Plummer, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of the Minutes of October 23, 2012
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - WM12/11 – 140 (Administration) Approve Accounts Payable
 - WM12/11 – 141 (Administration) Authorize the Board Chair to Execute Agreement between the Muskegon Community Health Project and Muskegon County
 - WM12/11 – 142 (Administration) Approve the By-Laws of the Port Advisory Committee, Advertise Positions and Make Appointments Pursuant to By-Laws
 - WM12/11 – 143 (Administration/Human Resources) Authorize Lump Sum Payments for Non-Bargaining Specified Class Designations, District Court, General Employees, Michigan Nurses Association, SEIU Brookhaven LPN and Sheriff Command Bargaining Units
 - WM12/11 – 144 (Community Development) Authorize the Purchasing Department to Coordinate the Request for Proposals Process for Perimeter Fencing for Heritage Landing
 6. Old Business
 7. New Business
 8. Public Comment (on a new topic)
 9. Adjournment

Public Comment
Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon 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, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

Muskegon County
Ways & Means Committee Meeting
October 23, 2012
3:30 p.m.
Hall of Justice
990 Terrace
Muskegon, MI

Lewis Collins, Chair

Scott Plummer, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Collins at 3:30 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Cross, to approve the minutes of the October 4, 2012, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

None.

ITEMS FOR CONSIDERATION

WM12/10 – 134 It was moved by Engle, supported by Wilkins, to approve the payment of the accounts payable of \$3,871,895.04 covering the period of September 29, 2012 through October 16, 2012 as presented by the County Clerk. Motion carried.

WM12/10 – 135 It was moved by Engle, supported by Cross, to accept funding from the Alcoa Foundation in the amount of \$50,000 as part of the match for the Michigan Department of Natural Resources Trust Fund to create the improvements at Rotary Park at Heritage Landing, to name the fishing pier/landing as Alcoa Landing and authorize the Chairman of the County Board of Commissioners to sign the grant agreement. Motion carried.

WM12/10 - 136 It was moved by Snider, supported by Mahoney, to award purchase of open shelving units for the District Court, HOJ renovation project to Remco Storage Systems for \$39,287.00 with the costs being paid from the Hall of Justice Renovation Fund, 4130-4131. Motion carried.

WM12/10 - 137 It was moved by Engle, supported by Cross, to award purchase of courtroom seating for the HOJ renovation project to Custer Office Environments for \$57,401.26 with the costs being paid from the Hall of Justice Renovation Fund, 4130-4131. Motion carried.

WM12/10 – 138 It was moved by Engle, supported by Mahoney, to adopt the 2012 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department. Motion carried.

WM12/10 – 139 It was moved by Plummer, supported by Engle, to authorize the Education/Communication Committee to continue its work and to implement the following recommendations: 1) place an information kiosk (w/computer) in the Hall of Justice atrium staffed with volunteers to give directions and assist the public; 2) start publishing the County Communicator again to distribute information to County employees; 3) develop a short description of the services each County department provides which will be available in print form at the information kiosk and on the intranet for the general public to view; 4) Human Resources will start providing training programs for all County employees on a number of topics; 5) the short description of the services each County department provides (as referenced in 3) will be posted on the Call 2-1-1 website for use by the general public; 6) develop an employee recognition program for County employees and 7) post all County job announcements on Twitter. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Snider noted both Nancy Waters, County Clerk, and Mary Robb, MSU Extension Educator, will be recognized at the Lakeshore Chamber of Commerce Business for Breakfast on Friday, October 26th, for their partnership regarding the Intro to Entrepreneurship initiative. Congratulations to both were given.

PUBLIC COMMENT/NEW TOPIC

Mr. William Muhammad addressed the Board and discussed a petition of 236 signatures from the City of Muskegon Heights residents opposing the jail and/or Juvenile Transition Center being located in the City of Muskegon Heights.

Commissioner Derezinski asked if the petition addressed the opposition of a new jail and Juvenile Transition Center at any location and Mr. Muhammad stated the petition did not deal with that issue, only City of Muskegon Heights location.

Commissioner Wilkins noted she approached the City of Muskegon Heights Manager and Mayor and requested a resolution in support of the location of the jail and/or Juvenile Transition Center in the City of Muskegon Heights but the resolution was not supported.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:45 p.m.

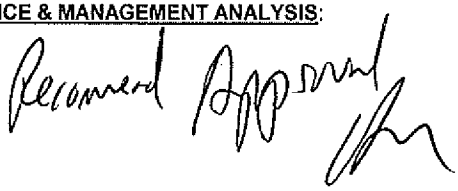

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Administration	COMMITTEE DATE November 1, 2012	REQUESTOR SIGNATURE Bonnie Hammersley		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Accounts payable - already distributed.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to approve payment of the accounts payable of \$3,099,247.15 covering the period of October 17, 2012 through October 26, 2012, as presented by the County Clerk.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> <i>Recommend Approval JH</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>in general BSA</i>		
AGENDA DATE: 11/1/12	AGENDA NO.: WM12/11-140	BOARD DATE: 11/8/12	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE November 1, 2012	REQUESTOR SIGNATURE Bonnie Hammersley	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Michigan Public Health Institute submitted a \$10 million proposal to the Centers for Medicaid and Medicare (under the Affordable Care Act provisions) to institute a Michigan Pathways project in three communities: Muskegon, Saginaw and Ingham counties. Funding was awarded and the grant year commenced on July 1, 2012 with the operational plan being approved by CMS on September 12, 2012. Approximately, \$3.2 million will be available to Muskegon County over the three year grant period.</p> <p>The goal of the Michigan Pathways to Better Health (MPBH) Project is to reduce by 2% over a one year period (10% over 3 years) the health care costs of 13, 311 adult Medicaid and/or Medicare beneficiaries with two more chronic conditions living in the three counties through improved coordination of health and human services. Key to the Pathways model is a "Community Hub" serving as a neutral entity that assists all partner organizations.</p> <p>The Muskegon Community Health Project is the sub-recipient agency to the Michigan Public Health Institute, which is the CMS grantee. As the fiduciary agency, the Health Project is requesting that the Community Hub for this project be located at the County of Muskegon. Pursuant to that end, the Health Project proposes a \$65,000 contract for 45% of the Grants Coordinator time to serve as the Hub Director, and 15% of the Grant Specialist's time to support Hub administrative operations.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move to authorize the Board Chairman to execute the agreement between the Muskegon Community Health Project and Muskegon County from December 1, 2012 through June 30, 2013 with renewal provisions for two years thereafter.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <div style="text-align: center; font-family: cursive;"> approval BSH </div>	
AGENDA DATE: 11/1/12	AGENDA NO.: WM 12/11-141	BOARD DATE: 1/8/12	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE November 1, 2012	REQUESTOR SIGNATURE Judith Kell	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Port/Rail/Transportation Strategic Planning Committee held several meetings to determine the role of the County of Muskegon in the further development of the port. As a result of the initial strategic planning process, the Port/Rail/Transportation Committee made several recommendations to the County Board of Commissioners for actions to be taken. These recommendations were: 1) the County of Muskegon will be the leader in the development of the port; 2) the County of Muskegon will develop and implement a website dedicated to the port as well as other public relations efforts; 3) the County of Muskegon will facilitate regional cooperation in the development of the port through the recently formed West Michigan Economic Development Corporation and by seeking out and building strong regional, private/public partnership as well as other resources; 4) the County of Muskegon will evaluate the assets and liabilities that impede or support port development (infrastructure: education, roads, rail, environmental issues, utilities, etc.); 5) the County of Muskegon will join port associations such as the Michigan Port Collaborative and the Seaway Task Force; and 6) the County of Muskegon will continue to seek public input for future port development activities. The County Board of Commissioners accepted and approved the recommendations at its August 14, 2012 meeting. The website is under development and the County of Muskegon has joined the port associations. The Port/Rail/Transportation Strategic Planning Committee recently developed and approved By-Laws that codify the activities of a Port Advisory Committee which would be a sub-committee of the Public Works Board. The Port/Rail/Transportation Committee is respectfully requesting that the Muskegon County Board of Commissioners approve the By-Laws, advertise the positions on the Committee and make the appointments pursuant to the By-Laws.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to approve the By-Laws of the Port Advisory Committee, advertise the positions on the Committee and make the appointments pursuant to the By-Laws.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 	
AGENDA DATE: 11/1/12	AGENDA NO.: Wm 12/11-142	BOARD DATE: 1/8/12	PAGE NO.

**BY-LAWS
COUNTY OF MUSKEGON PORT/RAIL/TRANSPORTATION STEERING COMMITTEE**

ARTICLE I – NAME, AUTHORITY, PURPOSES

Section 101. Name

The name of the Committee is the County of Muskegon Port/Rail/Transportation Steering Committee and is hereinafter referred to as the “Committee.”

Section 102. Authority

The Committee is established as a standing Advisory Committee to the Public Works Board of the Muskegon County Board of Commissioners. The organization, structure and membership were approved by actions of the Muskegon County Board of Commissioners at its regular meetings of November 1, 2012 and November 8, 2012. As a standing Advisory Committee of the Public Works Board of the Muskegon County Board of Commissioners, the Advisory Committee shall make recommendations only to the Public Works Board and only on those issues properly before the Committee as provided herein.

Section 103. Purposes

The purposes of the Committee are: 1) to assess the impact of possible port developments on the Muskegon area communities; 2) to assist port operators and other interested parties in mutually beneficial port developments; and 3) to provide a public forum and to make recommendations to the Public Works Board to assist port operators and other interested parties in mutually beneficial port developments.

ARTICLE II – MEMBERSHIP

Section 201. Voting Members

201.1 Business and Industry Groups

One member from each of the private port operators, a representative of the Michigan railroads, the Grand Valley State University, Consumers Energy and the West Michigan Economic Development Partnership.

201.2 Local Government

A City of Muskegon designee, the Chairman of the Muskegon County Board of Commissioners, the Chairman of the Public Works Board, a Muskegon County Road Commission designee, a County Commissioner representing the northern area of Muskegon Lake and a County Commissioner representing the southern area of Muskegon Lake.

201.3 Terms of Membership

The voting members shall serve two year terms and will be appointed by the Muskegon County Board of Commissioners.

201.4 Replacement of Voting Members

Individual voting members shall be subject to replacement by their respective organizations and appointing authorities should they have three un-excused absences from convened meetings of the Committee. Members may be replaced by the Muskegon County Board of Commissioners.

202. Outside Resources

On an ad-hoc basis, a majority of the voting members may request the Board of Commissioners to provide outside experts to assist the Committee in achieving its purposes. Experts in such fields as environmental sciences, engineering, urban planning, port development, port operations, law and others may be requested as appropriate to the matters before the Committee at any given time.

203. Ad Hoc Members

Individuals representing various regulatory and/or resource agencies may serve on the Committee on an ad hoc basis and shall serve as resources to the Committee.

ARTICLE III – OFFICERS, SUB-COMMITTEES

Section 301. Co-Chairs

The Committee shall be jointly chaired by two individuals. The first Co-Chair shall be the Chairman of the Public Works Board. Said Co-Chair shall present recommendations made by the Committee of the Public Works Board at that body's regular or special meetings. In the absence of the Co-Chair at a meeting, the Public Works Board may appoint another of its members to serve as the Committee's Co-Chair on a temporary basis.

The second Co-Chair shall initially be appointed by the Muskegon County Board of Commissioners for a six-month period. This individual shall be one of the voting members of the Committee. The voting member Co-Chair shall subsequently be elected by the membership for a term of eighteen months.

Section 302. Secretary

The Muskegon County Board of Commissioners will provide an individual from its or the administrative offices to perform the duties of the Secretary. Said duties shall generally include: preparing minutes of each meeting, making the opening statement, maintaining the current roster of membership in all categories, conducting roll call, preparing Committee correspondence for signature by the Co-Chairs and preparing and distributing notices.

Section 303. Parliamentarian

The Public Works Board Co-Chair shall appoint a voting member to serve as Parliamentarian for the first six month term. A voting member shall subsequently be elected to the office of Parliamentarian on an annual basis.

Section 304. Sub-Committee

The Director of the Wastewater Management System, Community Development Director and Grant Coordinator will be appointed as a standing sub-committee to provide staff support to the Committee. The Committee may, from time to time, establish issue or project-related sub-committees. The members of such sub-committees shall be appointed by the Co-Chairs from among the voting and/or ad hoc members, as appropriate. Chairs of such sub-committees shall be voting members of the Committee.

ARTICLE IV – MEETINGS, AGENDAS, NOTIFICATIONS

Section 401. Regular Meetings

Regular quarterly meetings of the Committee shall be held from 3:00 to 5:00 pm on the fourth Wednesday of the month. Said meetings shall be held at a suitable meeting room in the County of Muskegon offices.

Regular monthly meetings of the Staff Sub-Committee shall be held from 10:00 am to 12:00 pm on the third Wednesday of the month. Said meetings shall be held at a suitable meeting room in the County of Muskegon offices.

Section 402. Special Meetings

Special meetings of the Committee may be called by the Public Works Board Co-Chair or by majority vote of the voting memberships. Times and places for such meetings shall be appropriate to the matters to be considered at such meetings.

Section 403. Agendas

A typical agenda at a regular or special meeting of the Committee shall include some or all of the following:

- A. Welcome and opening remarks by the Co-Chairs;
- B. Roll call by the Secretary, determination of a quorum;
- C. Review and approval of the minutes of the previous meeting(s);
- D. Scheduled briefing(s) on pertinent port background, legal, environmental, regulatory and other topics related to the Committee's purpose;
- E. Report on Muskegon County Board of Commissioner actions taken relative to the Committee recommendations;
- F. Sub-committee reports and/or recommendations for Committee consideration;
- G. Scheduled presentations and discussion of any port projects and related issues;

- H. Voting on Committee recommendations;
- I. Two opportunities for Public comments on non-agenda items;
- J. Establishment of agenda item(s) for next meeting(s); and
- K. Adjournment

Section 404. Meeting Procedures

Each voting member present may speak to and discuss each agenda item when that item is properly before the Committee. Each voting member shall represent their organization or appointing authority in these discussions. The co-Chairs may also ask the ex-officio members and ad-hoc members present to participate in these discussions as appropriate. As a result of these discussions, the Committee may vote on and prepare specific recommendations to the Muskegon County Board of Commissioners on matters consistent with the purposes addressed in Section 103. During the public comment portion of each meeting, members of the audience and voting members may speak as individuals on issues not on the agenda, provided they first fill out and turn in a speaker card to the Secretary. Following the 2nd public comment period, the Co-Chairs will propose a preliminary agenda for the next meeting.

Section 405. Notification

All meetings of the Committee, regular and special, shall be publicized in the regular fashion by the Muskegon County Board of Commissioners to interested citizens.

406. Open Meetings Act

All meetings of the Committee shall be held in compliance with the Open Meetings Act, Public Act 267 of 1976.

ARTICLE V – QUORUM, VOTING, PARLIAMENTARIAN AUTHORITY

Section 501. Quorum

A minimum of fifty percent (50%) of the current number of voting members of the Committee shall constitute a quorum for the purposes of conducting the business of the Committee at regular or special meetings.

Section 502. Voting

All Committee actions, unless otherwise stated in these by-laws, shall be a majority vote of the members present at a regular or special meeting at which a quorum is present. The Board Member Co-Chair shall not vote on any recommendations or actions taken by the Committee. Alternates shall not vote when their designated voting member is present at the meeting. No proxy votes shall be allowed. From time to time issues may be presented to the Committee for discussion or action by the Committee in which a voting member may have a conflict of interest as defined under State of Michigan or local law. Should a conflict arise, the affected member is prohibited by law from participating in the discussion or in any decision of the Committee on the issue. The Corporate Counsel will review conflict issues on a case by case basis and shall advise the affected member and Committee.

Section 503. Parliamentary Authority

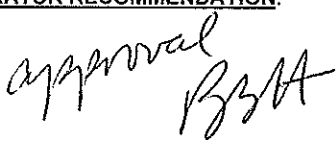
The current edition of Roberts Rules of Order shall be the parliamentary authority at all meetings of the Committee. The Co-Chairs shall call upon the Parliamentarian for interpretation of such rules when and as necessary.

ARTICLE VI – AMENDMENTS

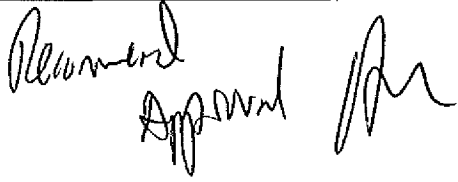
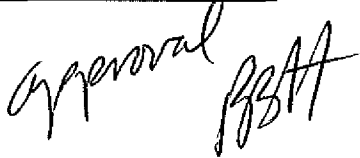
Amendments to these by-laws shall be made upon two-thirds (2/3) vote of the Committee members present at any properly convened meeting.

These By-Laws approved by the Muskegon County Board of Commissioners as
of _____.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration/Human Resources		COMMITTEE DATE November 1, 2012	REQUESTOR SIGNATURE Deborah Groeneveld
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>All ten (10) County bargaining units have tentatively agreed to and eight (8) bargaining units have ratified wage reopener packages with the County of Muskegon. This same wage package is also being recommended for non-bargaining Muskegon County employees.</p> <p>Request authorization to grant non-bargaining and ratified union groups a \$700 one time lump sum payment for full-time employees, \$350 for part-time and \$250 for hourly employees. This payment will be made to non-bargaining employee class designations of BD, EE, ND, NF, NH, NT, NU, NV, NW, NX, XF, XH, XT, XU, XV, XW, and XX (excluding County Commissioners), and the Brookhaven AFSCME, CMH Aide, District Court, General Employees, Michigan Nurses Association, SEIU Brookhaven LPN, Sheriff Command Bargaining and Sheriff Deputy Units effective October 1, 2012.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to authorize a \$700 lump sum payment for full-time employees \$350 for part-time and \$250 for hourly employees in the non-bargaining class designations of BD, EE, ND, NF, NH, NT, NU, NV, NW, NX, XF, XH, XT, XU, XV, XW, and XX (excluding County Commissioners) and the Brookhaven AFSCME, CMH Aide, District Court, General Employees, Michigan Nurses Association, SEIU Brookhaven LPN, Sheriff Command Bargaining and Sheriff Deputy Units effective October 1, 2012.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
Recommend Approval D. Groeneveld			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		<i>approval</i> 	
AGENDA DATE: 11/1/12		AGENDA NO.: WM12/11-143	BOARD DATE: 11/8/12
			PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE WAYS AND MEANS		BUDGETED NON-BUDGETED PARTIALLY BUDGETED <div style="text-align: center;">X</div>	
REQUESTING DEPARTMENT COMMUNITY DEVELOPMENT	COMMITTEE DATE 11/1/12	REQUESTOR SIGNATURE ROBERT LUKENS	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>This is a request to issue a Request for Proposals (RFP) for perimeter fencing at the County-owned Heritage Landing facility. The proposed fencing will be identical or similar to fencing currently in place at the neighboring Grand Valley State University Annis Water Resources Institute Lake Michigan Center, 740 W. Shoreline Drive.</p> <p>The proposal will request bids on the purchase and installation of fencing along the perimeter of Heritage Landing from the 7th Street entrance to the border of Rotary Park and the YMCA, along the Lakeshore Bicycle Trail. The fencing will include 3-5 emergency egress gates, and a programmable, lockable entrance gate at the Heritage Landing entrance road.</p> <p>The fencing purchase and installation will be funded by the Heritage Landing Capital Fund. No taxpayer dollars will be used to fund the purchase and installation of the fencing.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
Move to authorize the Purchasing Department to coordinate the Request for Proposals process for perimeter fencing for Heritage Landing.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
			
AGENDA DATE: 11/1/12	AGENDA NO.: wm 12/11-144	BOARD DATE: 1/8/12	PAGE NO.