MEETING NOTICE

DATE/TIME: Tuesday, November 1, 2016, 9:00 AM
COMMITTEE: JOINT - Government Operations and Infrastructure/Economic Development
COMMITTEE CHAIR/VICE CHAIR: Chair Klinefelt, Vice-Chair Smith / Co-Chair Carabelli, Co-Chair Mijac
COMMITTEE MEMBERS: Committee of the Whole
LOCATION: 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043

PRELIMINARY AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Adoption of Agenda

4. Approval of Minutes (Government Operations dated July 12, 2016 and Infrastructure and Economic Development dated September 13, 2016)

5. Public Participation (5 minutes maximum per speaker, or longer at the discretion of the Chairperson, related only to issues on the agenda)

Government Operations

6. Presentation

   a) Updates about the Retirement Commission and Intermediate Trust Board / Mike Holycross

7. Introduction of Candidates for Department Appointments

   a) Executive Appointment with Board Concur
      Director of Office of Senior Services
      - Kristie King
      (one application is attached)

   b) Executive Appointment with Board Concur
      Director of Macomb County Department of Roads
      - Bryan E. Santo
      (one application is attached)
Infrastructure/Economic Development

8. Presentation
   a) Macomb County Central Campus Update / Jeff Atkins, Plante Moran Cresa (attached)

9. Five Year Capital Improvement Plan (IT Dept. Projects Only)

10. Department Budget Review - Information Technology

11. Department Budget Review - Facilities and Operations

12. Department Budget Review - Public Works (attached)

13. Receive and File
   a) Bid Tab for Garfield Road from Millar Road to 17 Mile Road (attached)

Government Operations

14. Executive Session to Discuss Pending Litigation

15. New Business

16. Public Participation (Five minutes maximum per speaker or longer at the discretion of the Chairperson)

17. Adjournment
TO: David Flynn, Board Chair
FROM: Mark A. Hackel, Macomb County Executive
DATE: October 19, 2016
RE: Director of Office of Senior Services Appointment

As you are aware, the Macomb County charter specifies in Sec. 7.2.2 that “the office of senior services is created,” and that “the office shall be supervised by an Appointee of the Executive subject to confirmation by the Commission.”

After thorough consideration, I am pleased to inform you that I have appointed Ms. Kristie King to Director of Office of Senior Services.

Attached for your information is a copy of Ms. King’s resume. I hope you will share our enthusiasm and will confirm her appointment.

Please let me know if you have any questions or need additional information.

PJL/smc

cc:  E. Herppich
     K. King
     A. Lorenzo
     R. Powell
     B. Ridella
     R. Wooten
September 26, 2016

TO: MARK A. HACKEL  
COUNTY EXECUTIVE

FROM: STEVEN C. GOLD, MPH, DIRECTOR
DEPARTMENT OF HEALTH & COMMUNITY SERVICES

SUBJECT: RECOMMENDATION OF KRISTIE KING TO BE THE DIRECTOR OF THE OFFICE OF SENIOR SERVICES

As you are aware, the Macomb County Charter specifies in Sec. 7.2.2 that "the office of senior services is created," and that "the office shall be supervised by an Appointee of the Executive subject to confirmation by the Commission." The scope of responsibility of this office is given as "coordinating the operations of the County that provide services for the aging and senior citizens, and serving within County government as the advocate for senior citizens."

Your previous appointee to this position, Ms. Katherine Benford, left County service on June 3 of this year. Since that time we have been diligently pursuing her replacement. Because the Office of Senior Services is also Macomb Community Action's Division of Senior Services, the OSS director is a County employee, and must satisfy the education, experience, and other criteria set forth in the job specification for a Division Director.

The search committee for the new Director was comprised of Macomb Community Action Director Rhonda Powell, Health Officer Bill Ridella, and myself. We reviewed nearly 90 applications, interviewed more than a dozen highly-qualified applicants, and are pleased to tell you that we have a recommendation for you.

Ms. Kristie King earned both her bachelor's degree and her Master of Social Work degree from Wayne State University. For the past eight years she has been the Senior Program Manager for the National Kidney Foundation of Michigan, where she manages the day to day operations of NKFMI's Detroit office, including such highly relevant administrative responsibilities as staff development, budgets, work plans, policy adherence, and systems and process guidance.

Besides the nominal criteria for the position, we also assessed the candidates' qualifications with regard to leadership, innovation, collaboration, communication, equity/diversity values, data-driven orientation, and fiscal and project management. In our estimation, Kristie excels in all these areas. Further, her community orientation is demonstrated by her leadership role in the Inkster Partnership for a Healthier Community. Further still, Kristie's dual expertise in social work and
public health will be most helpful in our continuing efforts to bring down the silos separating the various Health & Community Services agencies and make them more interoperational.

If you would like an opportunity to discuss this appointment with me, with Rhonda, or with Ms. King herself, we are all available at your convenience. Thank you for considering this recommendation.

jms

Enclosure

cc: E. Herppich
    K. King
    A. Lorenzo
    R. Powell
    B. Ridella
    R. Wooten
Kirstie M. King, MSW
2190 West Miller Circle, Westland, MI 48186

Professional Profile

• Self-motivated community organizer and advocate for vulnerable populations through innovative community engagement, education, empowerment and cultural awareness towards change
• Solution focused organizational change agent
• Experienced with program work plan and budget development
• Trained as a Health Equity - Social Justice facilitator
• Provided direct program coordination and implementation of multiple diverse state and federal grants at the community level
• Promoted kidney disease prevention, increased health awareness and education specific to diabetes, hypertension, physical activity and addressing health inequities within communities of color and other vulnerable populations as a Facilitated collaboration, communication and programming among State and local partner organizations and staff

Professional Experience

• Manages the various day to day operations of NKFM’s Detroit Office, in addition to working with Human Resources on staff development, budgets, work plans, policy adherence, systems and process guidance
• Develops and seeks new programming within the Detroit office through grant writing and development of contacts within the tri-county area
• Assist with writing/securing and maintaining grant funding to support NKFM’s multiple health education initiatives
• Assist with the creation of various grant and program budgets and work plans
• Works with diverse funding partners to sustain and grow NKFM’s signature programs with entities such as: HAP, AAA1B, TSA and MDHHS
• Prepares various funder (Federal, State, Local level) reports according to designated submission dates and guidelines
• Coordinates the completion and compilation of various community health assessments as required by multiple funding sources
• Responsible for developing/coordinating the National Kidney Foundation of Michigan’s (NKFM) senior based Enhance Fitness 25 locations, serving over 2000 participant’s state wide
• Manages a team of over 40 fitness instructor’s state wide along with a core team of 8 coordinators
• Trained over 200 fitness instructors in the senior group exercise program Enhance Fitness as a National T-trainer and Master Trainer
• Master Trainer and facilitator for Stanford University’s, Diabetes Self-Management Program
• Facilitator: Stanford University’s Chronic Disease Self-Management Program and Matter of Balance Program
• Master Trainer/facilitator for the Office of Women’s Health “Bodyworks Inc”, a family driven health management curriculum
• Coordinates teams responsible for the implementation of NKFM’s Healthy Hair/Dodge the Punch African American beauty/barber awareness program throughout the state of Michigan
• Program coordination and implementation of Centers for Disease Control (CDC) - “Communities against Diabetes” funding and Office of Women’s Health - “Coalition for a Healthier Community” funding within the Inkster, Michigan community.
• Served as Program Manager of Michigan Department of Community Health’s (MDCH) – Health Disparities Program Grant focused on food access and security and Culturally and Linguistically Appropriate Services
• Formed successful collaboration with community residents, organizations and leaders to develop/build the Inkster Partnership for a Healthier Community Coalition (IPHC)
• Engages community members in strategic planning activities around specific health disparities and
gender specific needs
• Facilitates monthly coalition meetings focusing on the community needs of diverse populations
• Provides regular community presentations on Health Equity, racial justice and the Social Determinants of Health
• Serves on various committees/boards within the Southeast Michigan communities
• Represent the NKFM at national and local conferences as a speaker regarding NKFM grant initiatives and current projects

Work History
Senior Program Manager
National Kidney Foundation of Michigan
2008 -- Present

Child and Family Therapist
Franklin Wright Settlements Inc
2007 – 2013

Nephrology Social Worker
Greenfield Health System
1999 -- 2008

Education
Wayne State University Detroit, Mi
Master of Social Work
2003

Bachelor of Science
Wayne State University Detroit, Mi
1999

Affiliations
• Michigan Council of Nephrology Social Workers
• Western Wayne Family Health Centers – Quality Improvement Committee
• Inkster Task Force Treasurer
• University of Michigan Future Public Health Leaders Program – Preceptor/Mentor

Awards/Presentations
• Michigan Council of Nephrology Social Workers Merit Award 2006
• National Kidney Foundation - Clinical Meeting Abstract/Poster 2007, “Promoting Self-Care in Hemodialysis” Chicago, Il
• National Kidney Foundation - Clinical Meeting Faculty Presenter, 2008, “Dare to Self Care” Orlando, Fl
• MDCH 2010 Health Disparities & STD/HIV Conference Presenter “Building Community Capacity to Address Health Equity” Ypsilanti, Mi
• American Society on Aging Conference Presenter 2010; “The Role of a Champion: Implementing Evidence-Based Fitness Programs in Diverse Communities.” Chicago, Il
• American Society on Aging Conference Presenter 2011; “Community Outreach: An Exercise in Flexibility a Model for Change” San Francisco, Ca
• “A gender-based community participatory research approach to improving health equity in African American women” Waddell, S; Uju-Eke,O; Burke, J; King, K; Franke, A; “American Public Health Association 2013 Annual Meeting Boston, MA 11/2014
• “Utilizing community health workers for evidence-based interventions in Inkster, Michigan” King, K; Smith, O; Waddell, S Jackson, A; Burke J; Franke, A American Public Health Association 2013 Annual Meeting/Boston, MA 11/2014
• Received a health resolution from the Population Health Council recognizing outstanding achievement of the Inkster Partnership for a Healthier Community as a model for how population can and should be pursued at the local level.
• Multiple community level presentations, Television and radio interviews regarding health, fitness and health disparities
To: Chairman David Flynn and the Board of Commissioners

From: Mark F. Deldin
Chief Deputy County Executive

Date: October 24, 2016

Re: Recommendation to confirm Bryan E. Santo as Director of Macomb County Department of Roads

On behalf of Executive Mark A. Hackel, it is with great pleasure that I recommend the appointment and your confirmation of Mr. Bryan E. Santo to the position of Director of Department Roads effective the first full business day after confirmation.

Attached are the job posting, position description, credentials and a signed offer letter. The position vacancy was posted from 8/31/2016 to 9/21/2016 on the following websites:

- The County Human Resources Job Opportunity site
- Career Builder (.com)
- County Road Association of Michigan (CRAM)
- Michigan Association of Counties (MAC)

The applicant and screening process involved:

- 769 people viewed the posting
- 22 candidates applied
  - 6 internal
  - 16 external
- 8 candidates were interviewed
  - 5 internal
  - 3 external
- 2 candidates were granted a second interview
  - 1 internal
  - 1 external

The interview committee consisted of: Deputy Executive Al Lorenzo, Department of Finance Director, Michelle Mykytiak, Department of Maintenance Superintendent, Leo Ciavatta, HRLR Service Director, Karen Bathanti, HRLR Service Partner, Brittany Tunnison, Anderson, Eckstein and Westrick (AEW) President, Roy Rose, and myself.

Our recommended candidate, Bryan E. Santo, has been employed by the MCDOR for over 22 years in the engineering department. Bryan has been directly involved in the design, oversight and construction of multi-million dollar rehabilitation and capacity reconstruction road projects. He has extensive experience in leading a team of inspectors and testing personnel in the DOR Testing Laboratory.
He has worked closely with MDOT and local municipalities to ensure proper construction and coordination of projects around the County.

Bryan has also served many years as an ADTECH association representative for DOR employees and as their Association President.

Please review the material I have provided and contact my office once you determine the meeting date for this confirmation process. With Mr. Bob Hoepfner retiring at the end of December, 2016, we are anxious to begin the formal transition process.

Please contact me should you need additional information.

MFD

cc: Mark Hackel
     Eric Herppich
     Karen Bathanti
     Steve Smigiel
MACOMB COUNTY invites applications for the position of:

Director, Department of Roads

An Equal Opportunity Employer

SALARY: $117,045.00 - $130,050.00 Annually

OPENING DATE: 08/31/16

CLOSING DATE: 09/14/16 05:00 PM

CLASSIFICATION DETAILS:

DEPARTMENT: Department of Roads

HIRING AUTHORITY: County Executive

F.L.S.A. STATUS: Exempt

EMPLOYMENT RELATIONSHIP: At-will position under County Human Resources Policy

CURRENT HOURS AND STARTING TIME: Full-time (40 hours per week) position. The starting time for this position is currently 8:00 a.m. Weekends and evenings as needed.

JOB SUMMARY:

Under the direction of the County Executive, is responsible for the overall management and administration of activities and operations for the Department of Roads; directs and manages strategic planning and operation of the Department of Roads design and construction projects; maintains direct communication with the Office of the County Executive regarding policy and procedures, department updates and issues; directs and manages maintenance, sign, signal and traffic operation activities; works collaboratively with cities, townships and neighboring counties; provides leadership to all business units within the department including: finance, engineering, traffic, permits, purchasing, information technology, fleet maintenance, public relations and maintenance; performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Directs and manages the strategic planning and operation of the Department of Roads design and construction projects.

Reviews and recommends programs and services by studying the changing needs of the County and identifying and anticipating county road needs.

Directs and manages the preparation of bid specifications and documents; reviews and analyzes bid information and makes recommendations.

Acts as an advisor to the County Executive on road, transportation and mobility matters.

Ensures compliance related to all Federal and State regulations and guidelines.
Communicates with community groups, professional organizations, County, City, Township and State officials.

Serves on various planning committees as a County representative and technical review for corridor planning, transportation system planning, and other policy formulating committees dealing with transportation-related issues.

Serves as an appointed member of the Macomb County Retirement Commission providing fiduciary and administrative oversight of the Macomb County Employees Retirement System.

Ensures adherence with policies and directives established by the County Executive, as well as established laws and regulations.

Develops and advocates for public policy related to transportation and mobility.

Responds to and provides direction for public complaints and concerns.

Develops and prepares information for short and long-range County construction plans on primary and local road networks.

Plans, organizes, leads, staffs and controls special projects performed by the Department of Roads.

Develops the proposed Department of Roads annual budget; administers the approved department budget.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**QUALIFICATIONS (Education and Experience):**

**REQUIRED:**

A Bachelor's Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of three (3) years of leadership experience.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

**PREFERRED:**

A Master Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of five (5) years of leadership experience.

Registered Professional Engineer in the State of Michigan certification.

**SKILLS AND SPECIFICATIONS:**

Knowledge of planning techniques and practices related to road construction and maintenance.

Knowledge of revenue and funding use specific to road construction and maintenance in Michigan.
Knowledge of the principles and practices of transportation planning.

Knowledge of Federal and State laws and regulations governing the Department of Roads design and construction programs.

Ability to direct, plan, develop, evaluate and manage engineering activities for the County.

Ability to develop and analyze financial and operational reports regarding programs, budgets and operations.

Ability to prepare and present written and verbal reports in a clear and logical manner.

Ability to direct, manage and organize the work of managerial, professional and support staff.

Effective written and verbal communication skills including the ability to conduct meetings and make group presentations.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English, is preferred.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Operates an automobile while performing assigned job duties.

Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing and filing.

May lift or carry materials weighing up to 25 pounds.

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Must be physically able to perform the essential functions of the position, with or without reasonable accommodation.
**Director, Department of Roads Supplemental Questionnaire**

* 1. Which of the following best describes your highest level of education:
   - ☐ High school diploma or certificate of successful completion of the General Educational Development (GED) Test
   - ☐ Some college
   - ☐ Associate Degree
   - ☐ Bachelor's Degree
   - ☐ Master's Degree

* 2. Do you possess a degree in any of the following areas?
   - ☐ Public Administration
   - ☐ Transportation Planning
   - ☐ Civil Engineering
   - ☐ Business Administration
   - ☐ Other

* 3. If you selected "other" for question number 2, please enter your field of study below. Otherwise, enter "N/A".

* 4. Which of the following best describes your number of years of leadership experience?
   - ☐ Less than 3 years of leadership experience
   - ☐ 3 to 5 years of leadership experience
   - ☐ 6 or more years of leadership experience

5. Are you a Registered Professional Engineer in the state of Michigan?
   - ☐ Yes
   - ☐ No

* Required Question
# MACOMB COUNTY

## CLASSIFICATION DESCRIPTION

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Department of Roads</td>
</tr>
<tr>
<td>Hiring Authority:</td>
<td>County Executive</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Employment Relationship:</td>
<td>At-Will</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>09/09/2015 (Rev: 5/3/2016, 8/26/16)</td>
</tr>
</tbody>
</table>

## JOB SUMMARY:

Under the direction of the County Executive, is responsible for the overall management and administration of activities and operations for the Department of Roads; directs and manages strategic planning and operation of the Department of Roads design and construction projects; maintains direct communication with the Office of the County Executive regarding policy and procedures, department updates and issues; directs and manages maintenance, sign, signal and traffic operation activities; works collaboratively with cities, townships and neighboring counties; provides leadership to all business units within the department including: finance, engineering, traffic, permits, purchasing, information technology, fleet maintenance, public relations and maintenance; performs related duties as assigned.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Directs and manages the strategic planning and operation of the Department of Roads design and construction projects.

Reviews and recommends programs and services by studying the changing needs of the County and identifying and anticipating county road needs.

Directs and manages the preparation of bid specifications and documents; reviews and analyzes bid information and makes recommendations.

Acts as an advisor to the County Executive on road, transportation and mobility matters.

Ensures compliance related to all Federal and State regulations and guidelines.

Communicates with community groups, professional organizations, County, City, Township and State officials.
Serves on various planning committees as a County representative and technical review for corridor planning, transportation system planning, and other policy formulating committees dealing with transportation-related issues.

Serves as an appointed member of the Macomb County Retirement Commission providing fiduciary and administrative oversight of the Macomb County Employees Retirement System.

Ensures adherence with policies and directives established by the County Executive, as well as established laws and regulations.

Develops and advocates for public policy related to transportation and mobility.

Responds to and provides direction for public complaints and concerns.

Develops and prepares information for short and long-range County construction plans on primary and local road networks.

Plans, organizes, leads, staffs and controls special projects performed by the Department of Roads.

Develops the proposed Department of Roads annual budget; administers the approved department budget.

**QUALIFICATIONS (Education and Experience):**

**REQUIRED:**

A Bachelor Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of three (3) years of leadership experience.

Possession of a valid Michigan driver’s license and an operable insured automobile for authorized travel.

**PREFERRED:**

A Master Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of five (5) years of leadership experience.

Registered Professional Engineer in the State of Michigan certification.
SKILLS AND SPECIFICATIONS:

Knowledge of planning techniques and practices related to road construction and maintenance. Knowledge of revenue and funding use specific to road construction and maintenance in Michigan.

Knowledge of the principles and practices of transportation planning.

Knowledge of Federal and State laws and regulations governing the Department of Roads design and construction programs.

Ability to direct, plan, develop, evaluate and manage engineering activities for the County.

Ability to develop and analyze financial and operational reports regarding programs, budgets and operations.

Ability to prepare and present written and verbal reports in a clear and logical manner.

Ability to direct, manage and organize the work of managerial, professional and support staff.

Effective written and verbal communication skills including the ability to conduct meetings and make group presentations.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English, is preferred.

Effective written and verbal communication.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Operates an automobile while performing assigned job duties.

Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing and filing.

May lift or carry materials weighing up to 25 pounds.
AUTHORIZATIONS:

Department Approval

Human Resources and Labor Relations Approval

8-30-16

Date

Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Must be physically able to perform the essential functions of the position, with or without reasonable accommodation.
Contact Information -- Person ID: 29677222

Name: Bryan E. Santo                      Address: 32620 Thatcher Street
                      New Haven, Michigan 48048 US
Home Phone: 586-453-2593                     Alternate Phone:
Email: smackb9@yahoo.com                      Notification Preference: Email
Former Last Name:                           Month and Day of Birth: 04/26

Personal Information

Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary: $117,045.00 per year
Are you willing to relocate? Maybe
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day, Evening

Objective
Promotion to higher level management position.

Education

College
University of Michigan
[Unspecified Start] - [Unspecified End]
Ann Arbor, Michigan
Did you graduate: Yes
College Major/Minor: Civil Engineering - Materials and Construction Management
Units Completed: 128 Semester
Degree Received: Bachelor's

Work Experience

Project Engineer
6/1994 - Present
Macomb County Department Of Roads
117 S. Groesbeck Hwy.
Mt. Clemens, Michigan 48043
586-463-8671

Hours worked per week: 55
Monthly Salary: $6,100.00
# of Employees Supervised: 8
Name of Supervisor: Walter Schell - Deputy County Highway Engineer
May we contact this employer? Yes

Duties
Oversight of design and construction of multi-million dollar rehabilitation and capacity reconstruction road construction projects. Project management of these projects from design thru construction. Management and oversight of inspectors and testing personnel as well as oversight of the Department of Roads testing laboratory. Direct contact with MDOT, local municipalities and their representatives to insure proper construction and coordination of construction projects within various communities.

Reason for Leaving
Internal promotional opportunity.

Certificates and Licenses

Type: Registered Professional Engineer
Number: 6201045549
Issued by: State of Michigan
Date Issued: 10/2016 Date Expires: 10/2018

Skills
Macomb County has chosen not to collect this information for this job posting.
Additional Information
Macomb County has chosen not to collect this information for this job posting.

References
Professional
Hoepfner, Bob
586-463-8671

Resume
Text Resume
Attachments

Agency-Wide Questions
1. Q: Have you previously been employed by the County of Macomb (if currently employed by the County of Macomb, select "no")?
   A: No

2. Q: If yes, indicate the name(s) under which you were employed with the County.
   A:

3. Q: Are you currently employed by the County of Macomb?
   A: Yes

4. Q: If you are a current Macomb County employee, what is your Employee ID Number?
   A: 478

5. Q: If you are a current Macomb County employee, what is your present job classification and department?
   A: Project Engineer - Department of Roads

6. Q: If you are a current Macomb County employee, please select the name of the Bargaining Unit that represents you. If you are not a current employee, select "Not Applicable".
   A: ADTECH- Department of Roads

7. Q: Are you a Macomb County laid off employee?
   A: No

8. Q: What kind of work schedule are you available for at this time?
   A: Full-time

9. Q: Would you be available to work holidays and/or weekends if required by your position?
   A: Yes

10. Q: If no, please explain.
    A:

11. Q: What is your shift preference, if applicable?
    A: Days

12. Q: If under 18 years of age, you must submit a work permit on the start of the first day of employment with Macomb County. Are you at least 18 years of age?
    A: Yes

13. Q: Have you ever been convicted of a felony?
A: No

14. Q: If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will NOT automatically bar you from employment.
   A:

15. Q: If the job for which you are applying requires driving a vehicle (SEE JOB POSTING), do you possess a valid Michigan Driver's License?
   A: Yes

16. Q: REFERENCES: In the space provided below, please list the name, phone number and occupation of THREE persons living in the United States who are not related to you, preferably persons with whom you have worked, who have knowledge of your qualifications for the position or field for which you are applying. DO NOT REPEAT THE NAMES OF PAST OR PRESENT SUPERVISORS NAMED IN THIS APPLICATION.
   A: Dan Acciavatti 810-343-7407 Politician/Engineer
   Monty Bolis 586-212-8217 Drafting Engineering Aide
   Kathy Powell 586-254-2040 Construction Manager

17. Q: In the space provided below, list any other pertinent training or skills you have received (in high school, college, U.S. Armed Forces, workshops or other special courses) such as typing, computer and/or software proficiency, etc.
   A: Union steward and president of Adtech Association overseeing and managing contract negotiations and union contractual issues.

Supplemental Questions

1. Q: Which of the following best describes your highest level of education:
   A: Bachelor's Degree

2. Q: Do you possess a degree in any of the following areas?
   A: Civil Engineering

3. Q: If you selected "other" for question number 2, please enter your field of study below. Otherwise, enter "N/A".
   A: N/A

4. Q: Which of the follow best describes your number of years of leadership experience?
   A: 6 or more years of leadership experience

5. Q: Are you a Registered Professional Engineer in the state of Michigan?
   A: Yes
The University of Michigan

to all who may read these letters, Greetings:

Hereby it is certified that upon recommendation of the

College of Engineering

The Regents of The University of Michigan have conferred upon

Bryan Edward Santo

in recognition of the satisfactory fulfillment of the prescribed
requirements the degree of

Bachelor of Science in Engineering

(Civil Engineering)

with all the rights, privileges, and honors thereto pertaining
here and elsewhere.

Dated at Ann Arbor, Michigan this twenty-eighth
day of April, nineteen hundred and ninety-four

Cum Laude

[Signature]
President

[Signature]
Secretary
STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING

PROFESSIONAL ENGINEER LICENSE

BRYAN E. SANTO

LICENSE NO. 6201045549
EXPIRATION DATE 10/31/2018
AUDIT NO. 3078753

THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN
October 12, 2016

Mr. Bryan Santo
32620 Thatcher Street
New Haven, MI 48048

Dear Mr. Santo:

We are pleased to offer you the position of Director, Department of Roads with Macomb County. This employment offer is valid for five (5) days from the date of this letter and is contingent upon the successful completion of necessary background checks and a pre-employment medical examination to determine your ability to perform the essential functions of the position, with or without reasonable accommodation. This letter outlines all terms of employment and supersedes any oral and/or written discussion.

You will be starting at an annual rate of $123,547.50 and will receive the fringe benefit package as an employee of Macomb County.

If accepted, your first day of employment will be determined upon confirmation of the Board of Commissioners.

Please feel free to contact me at brittany.tunison@macombgov.org or 586-469-7620 if you have any questions.

Sincerely,

Brittany D. Tunison

Brittany D. Tunison
Service Partner

I accept this offer of employment and acknowledge the terms of employment with Macomb County:

Signature

Date
# Macomb County Renovations

## Monthly Progress Report

### October 2016

### PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Macomb County Central Campus Renovations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Plante Moran Cresa</td>
</tr>
<tr>
<td>Construction Manager</td>
<td>Clark Construction</td>
</tr>
<tr>
<td>Architect (Project 1)</td>
<td>Wakely Associates</td>
</tr>
<tr>
<td>Architect (Project 2)</td>
<td>Partners in Architecture</td>
</tr>
<tr>
<td>Technology Designer</td>
<td>Metro Technology Services</td>
</tr>
</tbody>
</table>

### Trade Hours

<table>
<thead>
<tr>
<th></th>
<th>Last Month</th>
<th>To Date since June 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trade Hours worked</strong></td>
<td><strong>7,936</strong></td>
<td><strong>157,776</strong></td>
</tr>
</tbody>
</table>

### SAFETY

#### Parking Structure
- Trade hours to date: 34,952 Man hours = 4,369 Man Days

#### Old County Building
- Trade hours to date: 105,512 Man hours = 13,189 Man Days

#### Administration Building
- Trade hours to date: 17,176 Man hours = 2,147 Man Days

#### Existing Structure Demolition
- Trade hours to date: 136 Man hours = 17 Man Days

### Recordable Safety Incident

1. **Recordable safety incident**
   - Cut on hand working without glove. Did not follow 100% glove policy
### PROGRAM BUDGET

<table>
<thead>
<tr>
<th>OCTOBER 3, 2016</th>
<th>CURRENT BUDGET</th>
<th>COMMITTED COST</th>
<th>PAID TO DATE</th>
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</thead>
<tbody>
<tr>
<td>PROFESSIONAL FEES</td>
<td>$3,766,725</td>
<td>$3,426,632</td>
<td>$2,518,172</td>
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<tr>
<td>TESTING &amp; PERMITS</td>
<td>$650,130</td>
<td>$365,688</td>
<td>$365,683</td>
</tr>
<tr>
<td>PRE-CONSTRUCTION</td>
<td>$135,640</td>
<td>$135,640</td>
<td>$135,640</td>
</tr>
</tbody>
</table>

### CONSTRUCTION

- **Old County Building**
  - Security cameras installed
  - Control arms/card readers to be fully operational
  - Punch list work continues

- **Administration Building**
  - North stairwell finish drywall started
  - Security cameras installed
  - Card readers installed
  - 1 of 2 elevator cab interiors renovated

- **Circuit Court Building**
  - Old County Building
  - Administration Building
  - Demolition started floors 13-5
  - Bathroom accessories and EWCs installed
  - 9th floor millwork in progress
  - 9th floor carpet to be installed
  - 4th floor demolition to begin

- **New Parking/Welcome**
  - Punch list work
  - 9th floor carpet to be installed
  - 4th floor demolition

- **Old Parking Deck Demo**
  - Demolition
  - 4th floor demolition

- **Technology**
  - Punch list work
  - 4th floor demolition
  - 4th floor demolition

### FURNITURE/FURNISHINGS
- $2,000,000
  - $1,054,163
  - $541,859

### PROJECT CONTINGENCY
- $951,680
  - $582,393
  - $0

### TOTAL
- $65,000,000
  - $58,375,583
  - $33,771,364

**PERCENT COMPLETE**
- 90%
- 52%

**Note:**

Construction Management Costs are pro-rated into building construction numbers

The costs above do not include additional scope projects at these buildings that are funded outside the Central Campus Redevelopment Program.

### MONTHLY PROGRESS

- **Parking Structure**
  - Security cameras installed
  - Control arms/card readers to be fully operational
  - Punch list work continues

- **Old County Building**
  - North stairwell finish drywall started
  - Security cameras installed
  - Card readers installed
  - 1 of 2 elevator cab interiors renovated

- **Administration Building**
  - 5th floor occupancy
  - 6th floor doors, millwork, and flooring completed
  - 6th floor furniture delivered
  - Bathroom accessories and EWCs installed
  - 9th floor millwork in progress
  - 9th floor carpet to be installed
  - 4th floor demolition to begin

- **Existing Structure Demolition**
  - Structure to be closed
  - Trades to mobilize on site
  - Electrical disconnects/demolition to be performed
  - Building demolition to begin
<table>
<thead>
<tr>
<th>Schedule</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>New Parking Structure / Welcome Center</strong></td>
<td>Punch List 95% complete</td>
</tr>
<tr>
<td><strong>Old County Building</strong></td>
<td>Remodel 13 floors 95% complete</td>
</tr>
<tr>
<td></td>
<td>Reconstruct stairwells Complete by end of November 2016</td>
</tr>
<tr>
<td></td>
<td>Upgrades technology 95% complete</td>
</tr>
<tr>
<td></td>
<td>Install new furniture 95% complete</td>
</tr>
<tr>
<td></td>
<td>Move Friend of the Court from Circuit Court 6th Floor December 2016</td>
</tr>
<tr>
<td></td>
<td>Move Juvenile from N Rose Building December 2016</td>
</tr>
<tr>
<td></td>
<td>Move support staff December 2016</td>
</tr>
<tr>
<td><strong>Administration Building</strong></td>
<td>Remodel 5th floor for Prosecuting Attorney (PA) Complete/move-in 9/30/16</td>
</tr>
<tr>
<td></td>
<td>Remodel 6th floor for HR/LR &amp; Equalization Complete/move-in 10/7/16</td>
</tr>
<tr>
<td></td>
<td>Renovate 9th floor for Board of Commissioners Complete at end of October 2016</td>
</tr>
<tr>
<td></td>
<td>Renovate 4th floor for PA October 2016 – January 2017</td>
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<tr>
<td></td>
<td>Renovate 7th floor for Planning &amp; Economic Development November 2016 – February 2017</td>
</tr>
<tr>
<td></td>
<td>Renovate 3rd floor for PA January 2017 – May 2017</td>
</tr>
<tr>
<td><strong>Circuit Court Building</strong></td>
<td>Remodel 6th floor (two new court rooms) December 2016 – May 2017</td>
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<tr>
<td></td>
<td>Remodel 5th floor (two new court rooms) June 2017 – October 2017</td>
</tr>
<tr>
<td></td>
<td>Remodel half of 1st floor for new Jury room January 2017 – April 2017</td>
</tr>
<tr>
<td></td>
<td>Remodel half of 1st floor for Clerk (court functions) April 2017 – July 2017</td>
</tr>
<tr>
<td></td>
<td>Renovate basement level October 2017 – January 2018</td>
</tr>
<tr>
<td></td>
<td>Renovate four existing 4th floor court rooms October 2017 – December 2017</td>
</tr>
<tr>
<td></td>
<td>Renovate four existing 3rd floor court rooms December 2017 – February 2018</td>
</tr>
<tr>
<td></td>
<td>Renovate four existing 2nd floor court rooms February 2018 – April 2018</td>
</tr>
<tr>
<td><strong>Talmer Building</strong></td>
<td>Remodel 1st floor for Clerk (non-court functions) October 2016 – February 2017</td>
</tr>
<tr>
<td></td>
<td>Build drive-thru lane October 2016 – February 2017</td>
</tr>
<tr>
<td><strong>Clemens Center</strong></td>
<td>Renovate portion of building (old Rite Aid) for storage December 2016 – February 2017</td>
</tr>
<tr>
<td><strong>Existing Parking Structure</strong></td>
<td>Demolish old parking structure October 2016 – December 2016</td>
</tr>
<tr>
<td></td>
<td>Site Restoration Spring 2017</td>
</tr>
</tbody>
</table>
### TECHNOLOGY

#### Parking Structure
- Access Control System installation completed
- Surveillance System installation completed

#### Old County Building
- Low Voltage Cabling nearly complete
- Low Voltage Cabling in the process of being terminated on the IT Closet side
- Network Equipment, Wireless Network equipment and VoIP Phone installations scheduled to begin this month
- Courtroom A/V installation is scheduled to begin this month
- Surveillance System and Access Control System installation nearly complete
- DocketCall (digital courtroom docket display) installation will begin as construction nears completion/is “dust-free”
- Emergency Notification System will begin as construction nears completion/is “dust-free”

#### Administration Building
- Low Voltage Cabling installation complete on Floors 5 and 6 and nearly complete on Floor 9
- BOC Auditorium Audio/Video installation is in progress.
- Network Equipment, Wireless Network and VoIP Phone installations are complete on Floor 5 and nearly complete on Floors 6 and 9
- Surveillance System and Access Control System installation is nearly complete on Floors 5, 6 and 9
<table>
<thead>
<tr>
<th>PROGRESS PHOTOS</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Security Cameras in place at the Old County Building" /></td>
</tr>
<tr>
<td><img src="image2" alt="Signage Installation at the Old County Building" /></td>
</tr>
<tr>
<td><img src="image3" alt="Wireless Clocks installed at the Old County Building" /></td>
</tr>
<tr>
<td><img src="image4" alt="Stairwell Demolition at the Old County Building" /></td>
</tr>
</tbody>
</table>

10/03/2016

Make Macomb Your Home
Temporary Fencing Installed for Parking Structure Demolition
### MACOMB COUNTY, MICHIGAN
#### General Fund Detail by Category

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>FUND</th>
<th>FUNCTION</th>
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</thead>
<tbody>
<tr>
<td>441-PUBLIC WORKS</td>
<td>101-GENERAL FUND</td>
<td>PUBLIC WORKS</td>
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#### YEAR ENDED DECEMBER 31,

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Actual</th>
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<th></th>
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<tbody>
<tr>
<td>Licenses &amp; Permits</td>
<td>62,663</td>
<td>66,935</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
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<tr>
<td>Charges for Services</td>
<td>957,405</td>
<td>996,371</td>
<td>968,000</td>
<td>968,000</td>
<td>958,000</td>
<td>958,000</td>
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<tr>
<td>Reimbursements</td>
<td>2,377,702</td>
<td>1,218,602</td>
<td>2,746,149</td>
<td>2,710,389</td>
<td>2,789,423</td>
<td>2,845,818</td>
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<tr>
<td>Other Revenue</td>
<td>450</td>
<td>177</td>
<td></td>
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#### Expenditures:

<table>
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<tr>
<th></th>
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<th></th>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full time Wages</td>
<td>3,038,113</td>
<td>2,994,178</td>
<td>3,830,049</td>
<td>4,103,973</td>
<td>4,224,622</td>
<td>4,308,186</td>
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<tr>
<td>Part Time Wages</td>
<td>85,497</td>
<td>179,789</td>
<td>63,343</td>
<td>66,672</td>
<td>68,006</td>
<td>69,365</td>
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<tr>
<td>Overtime Wages</td>
<td>95,530</td>
<td>123,126</td>
<td>95,000</td>
<td>95,000</td>
<td>95,000</td>
<td>95,000</td>
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<tr>
<td>FICA/Medicare</td>
<td>245,855</td>
<td>252,481</td>
<td>305,113</td>
<td>326,322</td>
<td>335,654</td>
<td>342,150</td>
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<td>Pension/Retiree Health Care</td>
<td>854,043</td>
<td>802,841</td>
<td>1,138,100</td>
<td>1,251,731</td>
<td>1,269,732</td>
<td>1,282,199</td>
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<td>Employee Health/Dental/Life Ins</td>
<td>513,217</td>
<td>587,388</td>
<td>791,740</td>
<td>878,928</td>
<td>912,093</td>
<td>946,598</td>
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<tr>
<td>Workers Comp/Unemployment/Other</td>
<td>34,032</td>
<td>37,251</td>
<td>54,878</td>
<td>58,023</td>
<td>59,717</td>
<td>60,886</td>
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<tr>
<td>Supplies &amp; Service</td>
<td>40,424</td>
<td>37,451</td>
<td>51,224</td>
<td>48,100</td>
<td>48,100</td>
<td>48,100</td>
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<td>Conference &amp; Training</td>
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<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td>2,541</td>
<td>2,488</td>
<td>3,338</td>
<td>2,400</td>
<td>2,400</td>
<td>2,400</td>
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<tr>
<td>Vehicle Operations</td>
<td>55,154</td>
<td>35,889</td>
<td>62,240</td>
<td>53,000</td>
<td>53,000</td>
<td>53,000</td>
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<tr>
<td>Internal Services</td>
<td>202,328</td>
<td>209,412</td>
<td>242,818</td>
<td>220,186</td>
<td>223,621</td>
<td>226,827</td>
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<tr>
<td>Capital Outlay</td>
<td>260</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>5,166,734</td>
<td>5,263,334</td>
<td>6,642,903</td>
<td>7,109,335</td>
<td>7,296,945</td>
<td>7,439,712</td>
</tr>
</tbody>
</table>

#### Revenues Over(Under) Expenditures

| (1,828,514) | (2,981,249) | (2,878,754) | (3,380,946) | (3,489,522) | (3,575,894) |

### Personnel Changes for 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>COST</th>
<th>Reimburse</th>
<th>Net Cost to County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 2 Inspectors(Min salary)</td>
<td>145,942.94</td>
<td>145,942.94</td>
<td></td>
</tr>
<tr>
<td>Lower max salary of Sewer and Water Coordinator</td>
<td>(6,565.00)</td>
<td>(6,565.00)</td>
<td></td>
</tr>
<tr>
<td>Add 2 Wastewater Field operators(Min Salary)</td>
<td>143,503.78</td>
<td>143,503.78</td>
<td>139,377.94</td>
</tr>
</tbody>
</table>

| Total Costs                                      | 282,881.72 | 143,503.78 | 139,377.94         |
### GENERAL FUND

FOR 2017 SALARY SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Administration:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Public Works Commissioner</td>
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<td>111,540</td>
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<td>1.00</td>
<td>1.00</td>
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<tr>
<td>Chief Deputy/Assistant Director (1)</td>
<td>81,842</td>
<td>102,302</td>
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<td>1.00</td>
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<tr>
<td>Chief Engineer</td>
<td>74,746</td>
<td>93,432</td>
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<td>1.00</td>
<td>1.00</td>
<td>93,432</td>
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<tr>
<td>Financial Manager</td>
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<td>93,432</td>
<td>93,432</td>
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<tr>
<td>Deputy PWC - Government Relations</td>
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<td>1.00</td>
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<tr>
<td>Construction Engineer (3)</td>
<td>62,049</td>
<td>77,562</td>
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<tr>
<td>Engineer II (3)</td>
<td>57,888</td>
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<tr>
<td>Environmental Engineer II (3)</td>
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<td>Manager Real Property Section</td>
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<td>Manager Construction Section</td>
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<td>Engineer I (3)</td>
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<td>Public Works Coordinator</td>
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<tr>
<td>Engineering Coordinator</td>
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<td>65,649</td>
<td>65,649</td>
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<tr>
<td>Data Maintenance Field Supervisor(2)</td>
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<td>Sewer &amp; Water Coordinator(2)</td>
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<td>Accountant</td>
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<tr>
<td>Administrative Assistant</td>
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<td>1.00</td>
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<td>54,794</td>
<td>54,794</td>
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</tr>
<tr>
<td>Lead Inspector</td>
<td>41,949</td>
<td>52,436</td>
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<td>1.00</td>
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<td>52,436</td>
<td>52,436</td>
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<td>Engineering/Technician (2)</td>
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**Total: 3,254,207**

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### DEPT 44130

**PUBLIC WORKS - PUMPING STATION:**

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<th>Position</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td>Operations Manager, Pump Station</td>
<td>61,285</td>
<td>76,607</td>
</tr>
<tr>
<td>Assistant Operations Manager, Pump Station</td>
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<td>Station Operator</td>
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**Total: 535,534**

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### DEPT 44150

**PUBLIC WORKS - WASTEWATER DISTRICT:**

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<th>Min</th>
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<td>Wastewater Engineer II (3)</td>
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<td>Wastewater Field Supervisor</td>
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<td>GIS Technician-50% GFS/GS WDN (2)</td>
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<td>Wastewater Field Operator</td>
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<td>Wastewater Services Specialist</td>
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**Total: 97,456**

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### Notes:

(1) Position receives add'l $1,200 as long as employee also acts as attorney.
(2) Position funded 50% from Waste Water District.
(3) All certified Engineers receive additional $1,200 per year.
(4) Team Leader additional $1,19 per hour.
(5) Change name from Data to Drain Maintenance Supervisor.
(6) Lower max salary.
### 2017 POSITION STATUS (List of all new, reclassified, salary/wage change, and vacant positions)

<table>
<thead>
<tr>
<th>NAME OF POSITION</th>
<th>STATUS</th>
<th>ADDITIONAL INFORMATION</th>
<th>EMPLOYEE NAME</th>
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<tr>
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<td>new</td>
<td>39,946.6 min begin salary</td>
<td>non applicable</td>
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<tr>
<td>Inspector-Soil Erosion 44101</td>
<td>new</td>
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<tr>
<td>Field operator-Wastewater 44150</td>
<td>new</td>
<td>38,981.99 min salary</td>
<td>non applicable</td>
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<tr>
<td>Field operator-Wastewater 44150</td>
<td>new</td>
<td>38,981.99 min salary</td>
<td>non applicable</td>
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<tr>
<td>Sewer &amp; Water Coordinator 44101</td>
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<td>Lower maximum salary to $59,064</td>
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<tr>
<td>Drain Maintenance Field Supervisor 44101</td>
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<td>listed as Data Maintenance Field Supervisor. Should be Drain</td>
<td>Vacant</td>
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### 2017 LIST OF PLANNED CONFERENCES / TRAINING THAT REQUIRE TRAVEL

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<th>BUDGET AMOUNT</th>
<th>NUMBER OF ATTENDEES</th>
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etc.
### 2017, 2018 & 2019 BUDGET ESTIMATED

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## 2017, 2018 & 2019 Budget Estimated

**FUND 101**  
- **GENERAL FUND**  
- **DEPARTMENT OF PUBLIC WORKS**

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MACOMB COUNTY, MICHIGAN

2017, 2018 & 2019 BUDGET ESTIMATED

| FUND 101 | - GENERAL FUND | ORG 44150 | - WASTE WATER DISTRICT |

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October 13, 2016

To: Infrastructure Committee, Board of Commissioners

From: W. Misterovich, Chief Deputy Public Works Commissioner

Re: Addition of Two Soil Erosion Control Inspectors

The Infrastructure Committee of the Board of Commissioners is respectfully requested to approve the addition of two inspectors in the Soil Erosion Control Division of the Macomb County Public Works Commissioner’s Office to allow for a more efficient and expeditious inspection program. Pursuant to state law and county ordinance, the Division is responsible for the administration of the soil erosion control statute at construction sites in all municipalities in Macomb County, with the exception of Sterling Heights and St. Clair Shores, which have elected to operate their own soil erosion control programs, as permitted by state law.

The Macomb County Soil Erosion Control program has an estimated annual workload of 25,400 inspections per year. The existing staff of nine inspectors is responsible for office administration to receive, review, issue, monitor and file permit applications, leaving a staff of five or six inspectors to perform field inspections and do follow up work on permits with compliance issues. The workload is such that inspections are often delayed, resulting in critical impacts to county waters. The addition of two inspectors will enable the Macomb County Soil Erosion Control Division to perform its statutory duties in a more efficient and timely manner, allowing it to do a better job of protecting county waters from the negative impacts of sedimentation and siltation.
INTRAOFFICE MEMORANDUM

To: William Misterovich, Chief Deputy Commissioner
From: Vincent Astorino, Acting Chief Engineer-Wastewater Services
Date: October 12, 2016
Subject: Justification for Hiring Two Additional Wastewater Field Operators

The Macomb County Public Works Commissioner's Office (MCPWCO) currently has three budgeted field operators in its wastewater division as part of the Macomb County Wastewater Disposal District (MCWDD). These three operators oversee all of the MCWDD assets and facilities in the system, which serves a population of 550,000 in eleven communities on a 24/7 basis. The field operators perform short term and longer term "nuts and bolts" maintenance on system components, including 32 miles of sanitary interceptors, two major pump stations, 27 sewage meter stations, 26 air release valves and other components of the county wastewater system. The field operators are currently understaffed to handle all of the O&M and repair needs in those systems. The MCWDD is continuing to add assets to the system and as this happens we have a need to expand the number of field operators required to adequately service the district.

Currently the field operators oversee all O&M at the following assets:
- 36 miles of sewer interceptors
- Clintondale Pump Station
- North Gratiot Pump Station
- Biofilter Facility
- 27 Permanent Billing Flow Metering Locations
- Control Structure #3
- 7 Permanent Rain Gauges
- Interceptor/Manhole Work

Assets currently in planning/construction:
- Corrosion Control Facility
- Interceptor Flow Meters
- Additional Billing Flow Meters
- Biofilter #2/Corrosion Control Facility #2

These assets all have set maintenance schedules and due to the lack in field operators this is typically contracted out. At this time, I see the need to hire two full-time field operators to help manage the workload of the Operations and Maintenance and Repair needs. This will allow the field operators to better manage these assets and start reducing the amount of work that is required to be contracted out.
Letting of October 07, 2016

Letting Call: 1610 006                                            Low Bid: $1,035,599.93
Project: STU 50458-127313                                          Engineer Estimate: $1,034,075.00
Local Agreement: 16-5440                                             Pct Over/Under Estimate: 0.15 %
Start Date: April 15, 2017                                          Completion Date: June 30, 2017

Description:
0.69 mi of full-depth concrete repairs, drainage structure adjustments, concrete curb replacement, and pavement markings on Garfield Road from Millar Road to 17 Mile Road, Macomb County.
3.00 % DBE participation required

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<td>Century Cement Company, Inc.</td>
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Total Number of Bidders: 6