

**BOARD OF CITY COMMISSIONERS
SPECIAL MEETING**

July 29, 2020

10:30 A.M.

**WHEELER EVENT CENTER
103 NORTH WHEELER
SALLISAW, OK**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Discuss and Consider Approval of Resolution 2020-26; *A Resolution of the City of Sallisaw, Oklahoma Directing Notice of Proposed Annexation into Municipal Limits of Certain Territory Located in Sections 22, 23 and 24, T11N, R24E, all in Sequoyah County, Oklahoma; and Authorizing and Directing the Proper Officials of the City of Sallisaw to Implement Such Proceedings; and Declaring an Emergency***
- 4. Discuss and Consider Approval of Resolution 2020-27; Approving an Agreement Between the City of Sallisaw and the Oklahoma Department of Transportation for Federal-Aid Railroad Project, STP-268D(076)CS, JP #34640(18) for Pedestal Mounted Flashing Signals with Gate Arms and Advanced Warning Signs, for Railroad Crossing on Old Dump Road.**
- 5. Discuss and Consider Approval of Change Order #2 with HCCCO, LLC, For Installation of 760 Linear Feet of 24" Temporary ADS Piping, in the Amount of \$18,018.00.**
- 6. Discuss and Consider Approval of Purchase Order 81773, Issued to Semper Fi Hydroseed & Erosion Control of Bartlesville, OK for the Application of Hydroseed, in an Amount Not to Exceed \$30,000.00**
- 7. Discussion and Update on COVID-19 and City Operations; and possible Direction to Staff**

8. Administrative Reports

9. Adjourn

Posted: JULY 24, 2020

Time: 8:40 am

Kim Jamison

AGENDA ITEM COMMENTARY

Meeting Date: July 29, 2020
Board: Board of City Commissioners
Subject: Resolution 2020-26

ITEM TITLE: Discuss and Consider Approval of Resolution 2020-26; *A Resolution of the City of Sallisaw, Oklahoma Directing Notice of Proposed Annexation into Municipal Limits of Certain Territory Located in Sections 22, 23 and 24, T11N, R24E, all in Sequoyah County, Oklahoma; and Authorizing and Directing the Proper Officials of the City of Sallisaw to Implement Such Proceedings; and Declaring an Emergency*

INITIATOR: City Attorney
Kansas City Southern Railroad

STAFF INFORMATION SOURCE: City Attorney

BACKGROUND: This item is related to the proposed annexation of our landfill facility. The City Attorney will review this item during the meeting.

EXHIBITS:

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: 1. Approval of Resolution 2020-26.
2. Approval of Emergency Clause.

AGENDA ITEM COMMENTARY

Meeting Date: July 29, 2020
Board: Board of City Commissioners
Subject: Railroad Crossing Improvement

ITEM TITLE: Discuss and Consider Approval of Resolution 2020-27; Approving an Agreement Between the City of Sallisaw and the Oklahoma Department of Transportation for Federal-Aid Railroad Project, STP-268D(076)CS, JP #34640(18) for Pedestal Mounted Flashing Signals with Gate Arms and Advanced Warning Signs, for Railroad Crossing on Old Dump Road.

INITIATOR: Oklahoma Department of Transportation

STAFF INFORMATION SOURCE: Building Development
City Manager
ODOT

BACKGROUND: Approval of this project will allow for improvements at the Old Dump Road railroad crossing. This provides for pedestal mounted flashing light signals with gate arms, as well as advanced warning signs. The total cost of this project is estimated at \$266,500.00. City's portion is estimated at \$26,650.00. Commencement for construction is 12 months from the date of issuance of a work order by ODOT.

EXHIBITS:

1. Resolution 2020-27
2. Project Agreement STP-268D(076)CS,JP # 34640(18)
3. Purchase Order - Invoice
4. Location Map

KEY ISSUES: With crossing being on a small hill, this project will greatly improve safety at this crossing.

FUNDING SOURCE: FY2021 Budget Amount of \$26,650.
GL # 010-940-58831

RECOMMENDATION: Approval of Agreement between the City of Sallisaw and the Oklahoma Department of Transportation for Federal-Aid Railroad Project, STP-268D(076)CS, JP #34640(18).

RESOLUTION NO. 2020-27

**BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF SALLISAW, OKLAHOMA:**

WHEREAS, the City of Sallisaw has agreed to participate in Federal-aid Project STP-268D(076)RR, J/P No. 34640(18) for construction with Federal participation described as follows:

Old Dump Road in Sallisaw, Sequoyah County *improvements include the following:*

- ***Pedestal mounted flashing light signals with gate arms utilizing prediction circuitry***
- ***Two W10-1 railroad advanced warning signs***
- ***Two W10-3 railroad advanced warning signs***

PASSED AND APPROVED this 29th day of JULY, 2020.

CITY OF SALLISAW, SEQUOYAH COUNTY, OK

BY: _____
Mayor

ATTEST:

City Clerk (Seal)

**PROJECT AGREEMENT FOR
FEDERAL-AID RAILROAD PROJECT**

STP-268D(076)CS, JP # 34640(18)

AT THE AT-GRADE CROSSING OF

KANSAS CITY SOUTHERN RAILWAY COMPANY

**AT OLD DUMP ROAD IN SALLISAW, OKLAHOMA
USDOT# 330682W**

BY AND BETWEEN THE CITY OF SALLISAW, SEQUOYAH COUNTY

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This AGREEMENT, entered into in triplicate the day and year last written below, by and between the City of Sallisaw, Oklahoma, hereinafter referred to as the CITY, and the Oklahoma Department of Transportation, hereinafter referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions:

WITNESS TO:

That the DEPARTMENT propose to make improvements to the railroad crossing as directed by the Oklahoma Transportation Commission at their meeting of March 3, 2020 authorizing State apportioned Federal-aid funds and CITY funds for participation in the project for Railroad Crossing Improvements in the City of Sallisaw, designated as Federal-aid Project STP-268D(076)CS, J/P No. 34640(18) consisting of improvements to railroad crossing as follows:

Old Dump Road in Sallisaw, Sequoyah County improvements include the following:

- ***Pedestal mounted flashing light signals with gate arms utilizing prediction circuitry***
- ***Two W10-1 railroad advanced warning signs***
- ***Two W10-3 railroad advanced warning signs***

The location and type of any proposed construction is to be as shown on the site plans prepared by the DEPARTMENT and by reference made part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the Location Site plans. Design engineering for this project will be provided by the RAILROAD. No change in plans or specifications shall be made without written consent of the parties hereto.
2. Total cost of this project is estimated at **TWO HUNDRED SIXTY-SIX THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$266,500.00)**. It is agreed that this project will be financed as follows:

Signal installation Costs

- 90% Federal-aid Railroad Highway Grade Crossing funds at **TWO HUNDRED THIRTY-NINE THOUSAND EIGHT HUNDRED FIFTY DOLLARS AND NO CENTS (\$239,850.00)**,

- 10% matching City funds at **TWENTY-SIX THOUSAND SIX HUNDRED FIFTY DOLLARS AND NO CENTS (\$26,650.00).**

The estimated time for commencement of construction for this project is 12 months from the date of issuance of the Oklahoma Department of Transportation work order.

3. The CITY agrees that local funds shall be used to provide their obligations of 10% of the Signal construction costs which shall be deposited with the DEPARTMENT prior to issuance of a work order or the end of the current fiscal year, whichever first occurs.
4. Upon approval of this AGREEMENT and the plans and specifications, by the Federal Highway Administration, the RAILROAD shall install the improvements designated as Federal-aid Project STP-268D(076)RR, J/P No. 34640(18).
5. The CITY and DEPARTMENT agree that the final adjustments in the total cost will be made upon the completion of this project.
6. Upon completion of the railroad crossing installations provided for herein, the CITY shall, thereafter, at its own expense, maintain the advance warning signing and striping.
7. It is understood and agreed that the railroad crossing installations specified hereunder shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
8. The CITY shall by resolution, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution.

IN WITNESS WHEREOF, the Deputy Director, pursuant to authority vested in them by the State Transportation Commission, has here into subscribed their name as Deputy Director of the Oklahoma Department of Transportation and the CITY has executed same pursuant to authority prescribed by law. The official execution date for the CITY and the DEPARTMENT contract is the latest signature on this page.

CITY OF SALLISAW, SEQUOYAH COUNTY, OK

ATTEST:

APPROVED AS TO FORM AND LEGALITY

City Clerk Date
(Seal)

City Attorney Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION

RECOMMENDED:

**REVIEWED AND APPROVED AS TO
FORM AND LEGALITY:**

Rail Programs Division Date

General Counsel Date

APPROVED

Director of Capital Program Date

Deputy Director Date

REQUISITION - CITY OF SALLISAW				PO NUM	81737
PH: 918-775-6241 ext. 110 - Fax: 918-775-4194 - email: ralzemore@sallisawok.org					
VENDOR:		Oklahoma Department of Transportation		DEPARTMENT NUMBER 303	
#				REQUIRES COUNCIL APPROVAL Y N	
Address				GENERAL FUND Y N	
Address				CAPITAL FUND Y N	
City				OTHER: _____	
State / Zip				PROJECT: _____	
PHONE:		FAX:			
				GRANT FUNDS Y N	
Contact				GRANT NAME: _____	
Email				GRANT # _____	
ITEM #	ITEM DESCRIPTION CATALOG NUMBER	BUDGET EXPENSE ACCT # OR USE LOCATION	QUANT	UNIT COST	TOTAL ESTIMATED COST
	Old dump road crossing				\$26,650.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
COMMENTS				FREIGHT / OTHER:	
				TOTAL: \$26,650.00	
DEPARTMENT PRIORITY: HIGH MED LOW				DEPT. NEED DATE:	
REQUESTING SUPERVISOR: 		DATE: 7/20/20		DEPARTMENT: 303	
CITY MANAGER				ORDER DATE: _____	
APPROVAL: _____		DATE: _____			
PURCHASING APPROVAL		DATE: _____		EST. DELIVERY DATE: _____	
This form not valid until purchase order is assigned.				Ordered By: _____	

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make Check PAYABLE, and MAIL TO:

Oklahoma Department of Transportation
Comptroller Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

To: Ernie Martens, Mayor

Location: Old Dump Road

City of Sallisaw

USDOT No. 330682W

P.O. Box 525

Division Name: Rail Programs

Sallisaw, Ok 74955-0525

Date: 4/16/20

Description - Explanation of Charge	Quantity	Price Each	Total
JP#: 34640(18), 10% city match for railroad signal improvements at Old Dump Road in Sallisaw	1	\$26,650.00	\$26,650.00
Accounting Use Only	Invoice Total		\$26,650.00

NOTE: CONTACT THE CITY OF SALISAW, SEDGWICK COUNTY AND THE UTILITY COMPANIES FOR LOCATIONS OF UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CALL ONE AT (405) 846-5022 OR (800) 522-8543.



NOTE: PROJECT TO INCLUDE THE INSTALLATION OF TWO W10-1 RAILROAD ADVANCE WARNING SIGNS, TWO W10-3 RAILROAD ADVANCE WARNING SIGNS, AND TWO PLASTIC STOP BARS. (SEE DOT STANDARDS PM8-101, PM8-200 & PM8-300.)

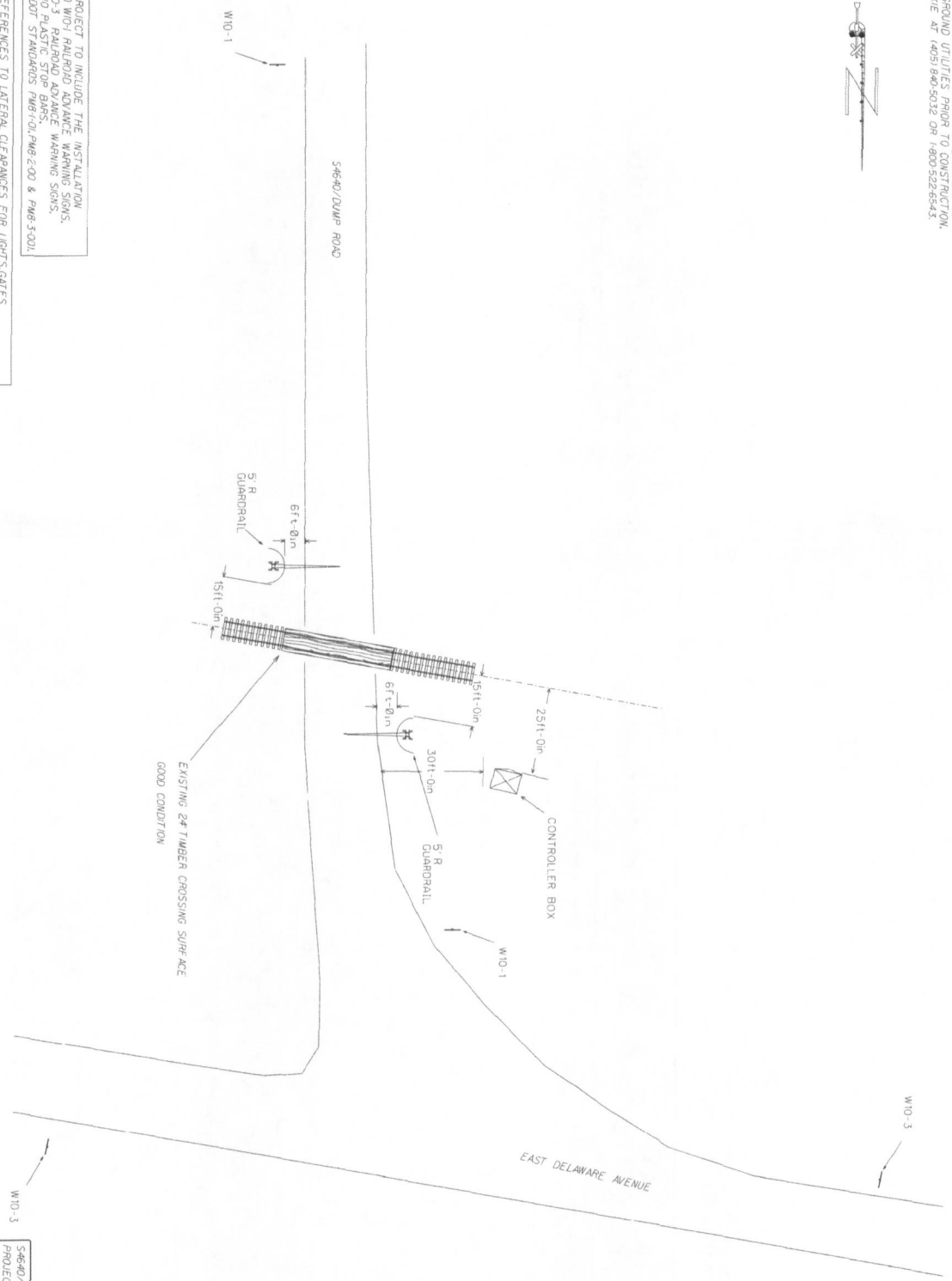
NOTE: REFERENCES TO LATERAL CLEARANCES FOR LIGHTS, GATES OR GUARDRAILS ARE TO THE CLOSEST PART OF THE INSTALLATION. MINIMUM CLEARANCES ARE:

(A) 2'-FROM EDGE OF PAVED SHOULDER.

(B) 2'-FROM EDGE OF VERTICAL CURB.

(C) 6'-FROM EDGE OF TRAVELED ROADWAY IF NO SHOULDER/CURB IS PRESENT.

LOCATION OF RAILROAD CONTROL BOX, PEDESTALS OR CANTILEVERS & GATES TO BE PLACED AT THE RAILROAD ENGINEERS DETERMINATION.



EROSION CONTROL IS REQUIRED ON PROJECTS THAT DISTURB AN AREA EQUAL TO OR LARGER THAN ONE ACRE.

A TRAFFIC CONTROL PLAN IS REQUIRED ON PROJECTS THAT REQUIRE A DETOUR FOR THE INSTALLATION OF ANY IMPROVEMENTS.

TRAFFIC CONTROL IS TO BE SUBCONTRACTED BY THE RAILROAD AND INCLUDED IN THE PROJECT COST.

SEE DOT STANDARDS PM8-101, PM8-200 & PM8-300 FOR RAILROAD DEVICE PLACEMENT

EXHIBIT "A"

S4640/DUMP RD. SALISAW SEDGWICK COUNTY

PROJECT NUMBER STP 2680076198 DOT No. 330682W KANSAS CITY SOUTHERN RAILWAY

PEDESTAL SIGNAL DETAILS

SAFETY

STATE OF OKLAHOMA DEPARTMENT OF TRANSPORTATION

DESIGNED BY: JMW 8/19

CHECKED BY: JMW 8/19

DATE: 8/19

SCALE: 1"=20'

AGENDA ITEM COMMENTARY

Meeting Date: July 29, 2020
Board: Board of City Commissioners
Subject: Wastewater Treatment Plant Flow Basin, Change Order #2

ITEM TITLE: Discuss and Consider Approval of Change Order #2 with HCCCO, LLC, For Installation of 760 Linear Feet of 24" Temporary ADS Piping, in the Amount of \$18,018.00.

INITIATOR: City Manager
Neel Harvell and Associates

STAFF INFORMATION SOURCE: Neel Harvell and Associates
HCCCO, LLC

BACKGROUND: This change order will allow contractor to install temporary 24" ADS piping that will be used to bypass the east end of the existing flow basin during Phase II of construction. This will keep excess storm water out of the basin and allow it to flow to the newly constructed portion of the basin.

Installation of the piping will be temporary. At a later time, city crews will excavate the piping and use it elsewhere for other city projects. Piping can be used for sewer piping, tin horns in parks, drainage work and at the landfill.

EXHIBITS: 1. HCCCO Change order 2.Temp Piping

KEY ISSUES: Once Phase II begins, we will have to keep excess storm water out of the east end of the construction area.

With this change order, the new total contract amount will be \$695,698.00.

FUNDING SOURCE: Funds will come from reserves in Fund 92. The required amount will be transferred to the CDBG Fund 103.

GL # for the Purchase Order 103-705-53306.

RECOMMENDATION: Staff recommends approval of Change Order #2, in the amount of \$18,018.00.

CONTRACT CHANGE ORDER

ORDER NO. 2

DATE July 14, 2020

CONTRACT FOR: Wastewater Treatment Plant - Flow Equalization Basin - (Phase I)

STATE Oklahoma

OWNER: City of Sallisaw

COUNTY Sequoyah

Job No: 16-6704

TO: HCCCo, LLC You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)			DECREASE in Contract Price	INCREASE in Contract Price
<u>Items</u>	<u>Description</u>	<u>Cost</u>		
New Item	24" Temporary ADS Piping System	760 LF @ \$ 23.7079/LF		\$ + 18,018.00
			- 0 -	
NET CHANGE IN CONTRACT			\$	\$ + 18,018.00

JUSTIFICATION: Piping system to divert wastewater from influent splitter box to the west FEB, this will allow the construction of the FEB cell I / concrete basin.

ORIGINAL CONTRACT PRICE \$ 647,680.00

CHANGE ORDER #1 \$ + 30,000.00

CHANGE ORDER #2 \$ + 18,018.00

NEW CONTRACT PRICE \$ 695,698.00

The amount of the Contract will be (Decreased) (Increased) By The Sum Of
Eighteen Thousand and Eighteen Dollars and 00/100 (\$ 18,018.00)

The Contract Total including this and previous Change Orders Will Be:
Six Hundred Ninety Five Thousand Six Hundred Ninety Eight Dollars 00/100 (\$ 695,698.00)

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged)

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____

(Owner)

(Date)

Recommended _____

(Owner's Engineer)

(Date)

Accepted _____

(Contractor)

(Date)

Attachment "A"

Proposal for Installation of 24" ADS Pipe

The following pricing represents all cost known at this time to provide material, labor, equipment, sub-contractors, overhead and markup; to add additional project elements not included in the original plans and specifications, as well as, to make modifications to project elements that were included in the original contract documents.

Pricing Summation

Description	Quantity	Units	Extended Cost
1) Installation of 24" ADS Pipe	1	LS	\$18,018.00
Total Pricing for Item 1:			\$18,018 00
Days Requested			90

1) Installation of ADS Pipe

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Total</u>
Direct Cost:				
Labor:				
Trackhoe Operator/Supervise	HR	\$50.00	60.00	\$3,000.00
Pipe Laborer	HR	\$24.00	180.00	\$4,320.00
Total Labor				\$7,320.00
Equipment				
Trenchbox	Week	\$700.00	2.00	\$1,400.00
Trackhoe	HR	\$125.00	60.00	\$7,500.00
Skidloader	HR	\$35.00	60.00	\$2,100.00
Total Subcontractor				\$9,600.00
Overhead and Profit on HCCCO Items @15%				\$1,098.00

AGENDA ITEM COMMENTARY

Meeting Date: July 29, 2020
Board: Board of City Commissioners
Subject: Application of Hydroseed at the WWTP Flow Basin.

ITEM TITLE: Discuss and Consider Approval of Purchase Order 81773, Issued to Semper Fi Hydroseed & Erosion Control of Bartlesville, OK for the Application of Hydroseed, in an Amount Not to Exceed \$30,000.00

INITIATOR: City Manager
Neel Harvell and Associates, P.C.

STAFF INFORMATION SOURCE: Neel Harvell and Associates, P.C.
Semper Fi Hydroseed & Erosion Control, LLC.

BACKGROUND: When staff was revamping this project we deleted seeding of the slopes of the new construction of the flow basin. Now that we have Phase I almost complete, staff feels that it is important to have the slopes seeded to prevent erosion.

Approval of this purchase order will allow the vendor to apply Hydroseed to the slopes. Vendor has quoted 130,680 gallons that will be applied.

EXHIBITS: 1. Semper Fi Hydroseed PO 81773
2. Seeding Quotes

KEY ISSUES: Application of the Hydroseed will not require as much watering as sod would.

Quotes for 14,354 square yards of sod were:

Quote 1 \$51,500.00 Bermuda Bob Sod
Quote 2 \$30,143.40 Two State Sod
Quote 3 \$27,942.80 Semper Fi Hydroseed

FUNDING SOURCE: Funds will come from reserves in Fund 92. The required amount will be transferred to the CDBG Fund 103.

GL # for the Purchase Order 103-705-53306

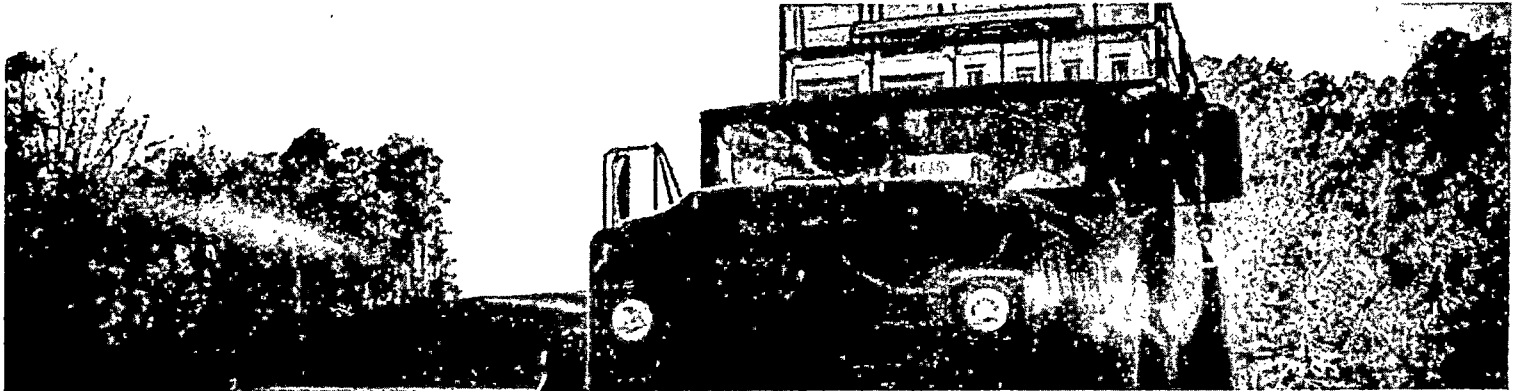
RECOMMENDATION: Staff recommends approval of Purchase Order 81773 in amount not to exceed \$30,000.

Semper FI Hydroseed & Erosion Control L.L.C

(918) 440-3773

81773

P.O. Box 3015
 Bartlesville, Oklahoma
 74006
 United States



Sallisaw Wastewater Treatment Plant

Sean Hood: seanhood@tulsacoxmail.com
 Office: 918-794-0392
 Cell: 918-346-5005
 Billy Perkins: billyperkins@tulsacoxmail.com

Prepared For
 Sean Hood
 HCCCO, LLC
 10800 East 51st St
 Tulsa, Oklahoma
 74146
 United States

Proposal Number
 0000122

Pricing

Description	Rate	Qty	Line Total
Flexterra HP-FGM Flexterra High Performance Flexible Growth Medium Recommended on dry and/or high erosion areas	\$0.21	130680	\$27,442.80
Mobilization	\$500.00	1	\$500.00
Water Not Included in Bid	\$0.00	0	\$0.00
Subtotal			27,942.80
Tax			0.00
Proposal Total (USD)			\$27,942.80

Proposal Date
 07/02/2020

Reference
 3311 S. Kerr Blvd, Sallisaw OK

Notes

<https://my.freshbooks.com/>

Neel Harvell & Associates

From: Two State Sod/(sales@twostatesod.com) <sales@twostatesod.com>
Sent: Tuesday, July 21, 2020 11:35 AM
To: 'Neel Harvell & Associates'
Subject: RE: City of Sallisaw - WWTP - FEB - Sod Quote

\$2.10 per yard
Includes delivery

$$14,354 \text{ SY} \times \$2.10/\text{SY} = \$30,143.40$$

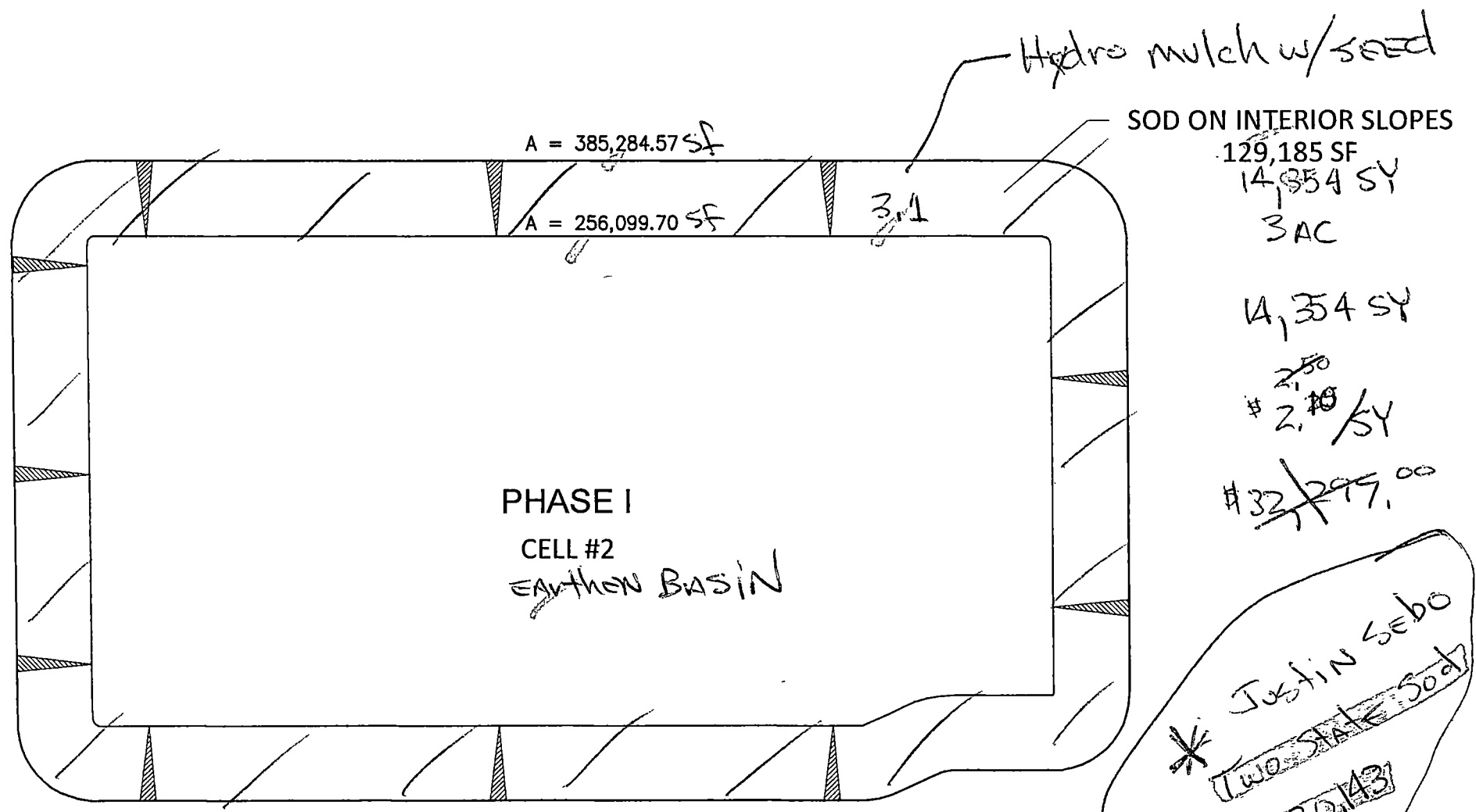
Thank you

Justin Sebo

From: Neel Harvell & Associates <harveng@diamondnet.us>
Sent: Monday, July 20, 2020 1:38 PM
To: sales@twostatesod.com
Subject: City of Sallisaw - WWTP - FEB - Sod Quote

Enclosed is a map of the area that Sallisaw needs sod installed.
Can you please send us a quote to furnish & install. The owner will water.

J. Scott Neel, Project Manager
Neel, Harvell & Associates, PC
Consulting Engineers & Planners
918-775-7731
harveng@diamondnet.us



Sallisaw WWTP
FEB

7-1-2020

~~Hydro~~ Hydro mulch w/seed
Topsoil SOD

Attachment B: Quotation Sheet

CITY OF SALLISAW QUOTATION SHEET

If you are quoting several items, attach list to this form **Also attach all vendor quotes received**

VENDOR 1	VENDOR 2	VENDOR 3
Date of Quotation 7-20-2020	Date of Quotation 7-21-2020	Date of Quotation 7-2-2020
Department Number:	Department Number:	Department Number:
Vendor Name / Number	Vendor Name / Number	Vendor Name / Number
Bermuda Bobs Sod	Two State Sod	Semper FI Hydrexed : Ensign
Address 108 N Georgetown Rd City Fort Gibson State OK Zip 74434	Address 16153 US Hwy 271 City Spino State OK Zip 74959	Address P.O. Box 3015 City Bartlesville State OK Zip 74006
Phone 918-360-1501	Phone 918-962-2374	Phone 918-440-3773
Item (s)	Item (s)	Item (s)
Quantity 14,354 SY	Quantity 14,354 SY	Quantity 14,354 SY
Price each \$ 3.59 SY	Price each \$ 2.10 SY	Price each \$ 1.91 SY
Est. Freight	Est. Freight	Est. Freight \$ 500.00
Total Cost \$ \$ 51,500.00	Total Cost \$ \$ 30,143.40	Total Cost \$ \$ 27,942.80
Quote Expiration Date	Quote Expiration Date	Quote Expiration Date
Quotes Obtained By:	Quotes Obtained By:	Quotes Obtained By:
GL Budget Line	GL Budget Line	GL Budget Line
Purchasing Approval	Purchasing Approval	Purchasing Approval
PO Number / Date:	PO Number / Date:	PO Number / Date:

Explain if only one quotation supplied:

Quote approved: _____ Date: _____
(Purchasing Agent, Finance Director or City Manager)

Attachment C: Requisition Document / Purchase Order

AGENDA ITEM COMMENTARY

Meeting Date: July 29, 2020
Board: Board of City Commissioners
Subject: COVID-19 and City Operations

ITEM TITLE: Discussion and Update on COVID-19 and City Operations; and possible Direction to Staff

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager
State of Oklahoma

BACKGROUND: Staff continues to monitor the COVID-19 situation in Sallisaw, Sequoyah County and the State of Oklahoma. Staff will provide any updates available during the meeting.

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE: NA

RECOMMENDATION: Discussion and possible direction to staff.