

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

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Meeting Date: January 13, 2015	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department:  
Submitted By: Palm Beach County Sheriff's Office  
Submitted For: Palm Beach County Sheriff's Office

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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: Receive and File Grant Adjustment Notices 1 and 2, which amend the grant project; and Grant Adjustment 3, which extends the grant period from March 31, 2015 through September 30, 2015.


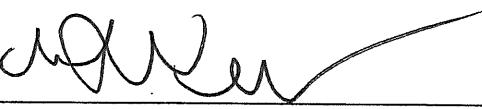
**Summary:** On November 5, 2013, the Board of County Commissioners accepted this award to provide \$389,345 in reimbursable funding. The original grant period was October 1, 2013 through March 31, 2015 (R-2013-1602). The purpose of this grant is to provide equipment, training, travel, and contractual services that will increase the efficiency of the crime lab. Grant Adjustments 1 and 2 modified the scope of the project, which did not impact the award value or time period. However, Grant Adjustment 3 extends the grant period from March 31, 2015 through September 30, 2015. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide. (PGE) JB

**Background and Justification:** The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) FY 2014 Forensic DNA Backlog Reduction Program furthers the U.S. Department of Justice's mission by offering an opportunity for states and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples, as well as to improve DNA laboratory infrastructure and analysis capacity, so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology. The Catalog of Federal Domestic Assistance (CFDA) number is 16.741 and the grant number is 2013-DN-BX-0047.

**Attachments:**

- 1. Grant Adjustment Notice 1
- 2. Grant Adjustment Notice 2
- 3. Grant Adjustment Notice 3
- 4. R-2013-1602

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RECOMMENDED BY:		12-10-2014
	DEPARTMENT DIRECTOR	DATE
APPROVED BY:		12/24/14
	ASSISTANT COUNTY ADMINISTRATOR	DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	0				
Operating Costs	0				
External Revenues	(0)				
Program Income					
(County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE					
Positions	0				
(Cumulative)					

Is Item Included in Current Budget: YES  X  NO

Budget Account No.: Fund  1152  Agency  160  Org  2252  Object  3129

Reporting Category

B. Recommended Sources of Funds / Summary of Fiscal Impact:

\*No additional fiscal impact-time extension only.

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 12/18/14   
12/18/14 sc JB OFMB 12/18/14  
 [Signature] 12/18/14   
Contract Administration

B. Legal Sufficiency:

[Signature]   
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.




US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County Sheriffs Office	Project Period:	10/01/2013 - 03/31/2015
Grantee Address:	3228 Gun Club Road WEST PALM BEACH, 33406	Program Office:	NIJ
Grantee DUNS Number:	18-280-9921	Grant Manager:	Mark Nelson
Grantee EIN:	59-6000786	Application Number(s):	2013-90395-FL-DN
Vendor #:	596000786	Award Number:	2013-DN-BX-0047
Project Title:	FY2013 Forensic DNA Backlog Reduction Program - Palm Beach County Sheriff's Office	Award Amount:	\$389,345.00

Sole Source Approval	
Organization to be sole source to	
*Organization Name	Life Technologies
*Prefix	Ms.
Prefix (Other)	
*First Name	Shelly
Middle Initial	
*Last Name	Guerrero
Suffix	
Suffix (Other)	
*Address Line 1	3175 Staley Road
Address Line 2	
*City	Grand Island
*State	New York
*Zip	14072 - 2028
*Phone	(404) 915-1679 Ext
*Amount of Sole Source	\$174,216
*Required Justification for Sole Source Approval	
The Palm Beach County Sheriff's Office Forensic Biology Unit will be purchasing the AB 3500xL Genetic Analyzer and requests the use of the funds from 2013-DN-BX-0047 to complete that purchase.	
OCFMD Justification for Sole Source Approval	
The request for sole source procurement for the Palm Beach County Sheriff's Office to enter into a sole source contract with Life Technologies to purchase the AB 3500xL Genetic Analyzer is approved. Justification for non competitive has been provided and covers the following requirements: Expertise of	

the contractor Management Responsiveness Knowledge of the program Uniqueness Time constraints			
<b>Attachments:</b>			
Filename:		User:	Timestamp:
Life Technologies Sole Source GAN Justification 2013.pdf		caraballob	12/04/2013 2:57 PM
			
<b>Audit Trail:</b>			
Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	holmanv	12/10/2013 8:05 AM
Submitted	PO - Grant Manager	caraballob	12/04/2013 3:04 PM
Change Requested	EXTERNAL - External User	heurichc	12/04/2013 2:19 PM
1) You should just put in the total requested in the Equipment category for the 3500xl and not separate out the S&H charges; however, since you did, the S&H really need to be put into the Other category in your budget. Also, you say that the S&H charges are 3rd party - to me that means that the vendor is not Life Technologies for that \$704.77 charge and that it shouldn't be part of the sole source (another reason to remove it from the Equipment category under			
Change Requested	PO - Grant Manager	heurichc	12/04/2013 2:19 PM
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Submitted	PO - Grant Manager	caraballob	12/04/2013 10:03 AM
Draft	EXTERNAL - External User	caraballob	12/04/2013 10:02 AM

**Description**

The Palm Beach County Sheriff's Office Forensic Biology Unit will be purchasing the AB 3500xL Genetic Analyzer and requests the use of these funds to complete that purchase. The objective of the project funded by 2013-DN-BX-0047 is to handle, screen, and analyze backlogged forensic DNA casework samples and to improve DNA laboratory infrastructure and analysis capacity so that forensic DNA samples can be processed efficiently and cost effectively, thus preventing future backlogs.

Under this project, the laboratory will make an expenditure in the Instrument/Equipment category with the vendor Life Technologies (formerly Applied Biosystems) that totals over \$100,000. Life Technologies (formerly Applied Biosystems) is the only vendor that can provide the required item in order for the laboratory to meet project goals and to continue to be in compliance with the guidelines defined in the solicitation document.

**\$174,216.00** – AB 3500xL Genetic Analyzer IID

**Explanation for Sole Source**

Life Technologies (formerly Applied Biosystems) is the only vendor of capillary electrophoretic genetic analyzers that have been validated for forensic DNA testing. DNA National Quality Assurance Standards require that laboratories validate their entire DNA testing procedure, which includes the protocols, STR testing kits, and the instruments used in the analysis of samples. Any significant changes to the validated procedure must, in turn, be validated. Validation of the procedure used in this laboratory took months and involved a significant expenditure of resources and funds.

Life Technologies (formerly Applied Biosystems) is an expert in the field of human identification. For almost 20 years, Life Technologies (formerly Applied Biosystems) has led the development and commercialization of DNA detection and analysis technologies providing innovative systems that allow human identification and forensic scientists to maximize their use of DNA in solving crimes and establishing identity.

**Time Constraints**

- Since the addition of our last 3500xl genetic analyzer the laboratory has hired one new analyst and is in the process of hiring two additional analysts to conduct DNA casework and more throughput capabilities are needed. Because the AB 3130xl is no longer available for purchase our current 3130xl instruments will soon be obsolete. Any other contractor would take years to develop, developmentally validate, and install a comparable instrument which could be used in a forensic caseworking laboratory. A dollar figure cannot be assigned.

The project period for award 2013-DN-BX-0047 is 10/1/13 to 3/31/15 and the purchases will be made during this time.

## Palm Beach County Sheriff's Office 2013 DNA Backlog Reduction Grant 2013-DN-BX-0047

Without the ability to purchase the AB 3500xL Genetic Analyzer within the project period, the goals of the project would not be met.

It is unknown how long it would take another vendor to reach the same level of competence because Life Technologies (formerly Applied Biosystems) is the only vendor of the capillary electrophoretic genetic analyzers currently validated for forensic DNA testing purposes.

### **Uniqueness**

Life Technologies (formerly Applied Biosystems) is the only provider of the capillary electrophoretic genetic analyzers validated for DNA analysis. The analysis software package and maintenance contracts are tied to the analysis equipment. There are no other vendors who can provide the items or services to support this platform.

### **Other Points**

Life Technologies (formerly Applied Biosystems) is one of two NDIS-approved STR testing kit vendors and, as stated earlier, the use of an NDIS-approved analysis method is mandated in the solicitation. It is this requirement that limits this agency's ability to pursue other vendors for these services and products. Therefore, Life Technologies (formerly Applied Biosystems) is the only vendor who can now provide the items and services proposed for use to meet project goals.

### **Declaration**

The proposed expenditures with Life Technologies (formerly Applied Biosystems) are in the best interest of our agency because they will allow us to continue to meet project and program objectives. If this purchase was not allowed, not only would the objective of the project not be met, but significant negative impacts would occur in project metrics and would affect the agency's ability to process backlogged cases.



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County Sheriffs Office	Project Period:	10/01/2013 - 03/31/2015
Grantee Address:	3228 Gun Club Road WEST PALM BEACH, 33406	Program Office:	NIJ
Grantee DUNS Number:	18-280-9921	Grant Manager:	Alan Spanbauer
Grantee EIN:	59-6000786	Application Number(s):	2013-90395-FL-DN
Vendor #:	596000786	Award Number:	2013-DN-BX-0047
Project Title:	FY2013 Forensic DNA Backlog Reduction Program - Palm Beach County Sheriff's Office	Award Amount:	\$389,345.00

Note: There is no Final Review for this award.			
Budget Modification			
* All editable Budget fields must contain a numeric value.			
Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$0	\$25245	\$25245
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$9679	\$0	\$9679
D. Equipment	\$174216	\$0	\$174216
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Contractual	\$179355	\$-25245	\$154110
H. Other	\$26095	\$0	\$26095
TOTAL DIRECT COST	\$389345	\$0	\$389345
Total Direct Costs = (Sum of lines A-H)			
INDIRECT COST	\$0	\$0	\$0
TOTAL PROJECT COST	\$389345	\$0	\$389345
Total Project Costs = Total Direct Costs + Indirect Cost			
Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$389345		\$389345
NON-FEDERAL FUNDS			

APPROVED	\$0	\$0	\$0
PROGRAM INCOME	\$0	\$0	\$0

**\*Required Justification for Budget Modification**

The PBSO Crime Laboratory has created the position of Forensic Science Specialist to work with the CODIS Adminstrator to increase efficiency through the analysis of analytical data, documentation of metrics, researching

**Attachments:**

Filename:	User:	Timestamp:
Forensic Science Specialist 2013 Job Descript HR.pdf	caraballob	03/28/2014 9:41 AM
Employment Offer Forensic Science Specialist.pdf	caraballob	03/28/2014 9:41 AM
PBSO Budget Detail Worksheet and Narrative DNA FY2013 Rev 041014.xlsx	caraballob	04/10/2014 8:04 AM

Print

**Audit Trail:**

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	stewartg	04/16/2014 9:25 AM
Submitted	PO - Grant Manager	caraballob	04/10/2014 8:08 AM
Draft	EXTERNAL - External User	caraballob	04/10/2014 8:07 AM
Change Requested	PO - Grant Manager	spanba	04/09/2014 4:36 PM

We have reviewed the budget modification GAN and I am going to change request it back to you for the following reason:

1. Please include a Budget Narrative for Personnel.

Also, please remember to file a sole source justification GAN prior to

Change Requested	EXTERNAL - External User	spanba	04/09/2014 4:36 PM
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We have reviewed the budget modification GAN and I am going to change request it back to you for the following reason:

1. Please include a Budget Narrative for Personnel.

Also, please remember to file a sole source justification GAN prior to

Submitted	PO - Grant Manager	caraballob	04/04/2014 2:29 PM
Draft	EXTERNAL - External User	caraballob	03/28/2014 9:53 AM
Draft	EXTERNAL - External User	caraballob	03/28/2014 9:39 AM





US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County Sheriffs Office	Project Period:	10/01/2013 - 09/30/2015
Grantee Address:	3228 Gun Club Road WEST PALM BEACH, 33406	Program Office:	NIJ
Grantee DUNS Number:	18-280-9921	Grant Manager:	Alan Spanbauer
Grantee EIN:	59-6000786	Application Number(s):	2013-90395-FL-DN
Vendor #:	596000786	Award Number:	2013-DN-BX-0047
Project Title:	FY2013 Forensic DNA Backlog Reduction Program - Palm Beach County Sheriff's Office	Award Amount:	\$389,345.00
GAN Number: 003			
Date: 11/19/2014			

Change Project Period			
Current Grant Period:	Month: 17 Day: 30	New Grant Period:	Month: 23 Day: 29
Project Start Date:	10/01/2013	*New Project Start Date:	10/01/2013
Project End Date:	03/31/2015	*New Project End Date:	09/30/2015

\*Required Justification for Change Project Period:

The Palm Beach County Sheriff's Office Crime Laboratory Forensic Biology Unit is requesting a no-cost extension of six months due to the lengthy procurement process for selecting a vendor for the Lean Six Sigma Project and then

Attachments:

Filename:	User:	Timestamp:
PBSO Lean Six Sigma Timeline.pdf	caraballob	11/17/2014 1:07 PM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	11/19/2014 12:01 PM
Submitted	PO - Grant Manager	caraballob	11/17/2014 1:09 PM
Change Requested	PO - Grant Manager	spanba	11/17/2014 11:09 AM

Please provide a timeline of events to include the Lean 6 Sigma process.

Change Requested	EXTERNAL - External User	spanba	11/17/2014 11:09 AM
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Please provide a timeline of events to include the Lean 6 Sigma process.			
Submitted	PO - Grant Manager	caraballob	11/17/2014 8:28 AM

The Palm Beach County Sheriff's Office Crime Laboratory Forensic Biology Unit is requesting a no-cost extension of six months due to the lengthy procurement process for selecting a vendor for the Lean Six Sigma Project and then completing the five month program.

The procurement process consists of creating then disseminating a Request for Proposal, selecting a vendor and establishing a contract for work. The Lean Six Sigma program will assist the Forensic Biology Unit to streamline workflow and reduce turn-around-time by eliminating variation, defects and non-value added activities. The agency selected a vendor and is in the contracting phase. A schedule for the completion of the Lean Six Sigma program is attached. It has been determined that this project can be completed by the 9/30/15 timeframe.

**2013-DN-BX-0047**

**Palm Beach County Sheriff's Office Crime Laboratory**

**Forensic Biology Unit - Lean Six Sigma Project**

The goal of reducing the existing forensic DNA casework backlog must be accomplished coincident with the reduction of the turnaround time for processing, recording, screening, and analyzing forensic DNA cases. The citizens of Palm Beach County have been and will continue to be provided with fully validated technologies and methodologies in forensic DNA analysis in order to provide the highest quality casework and prevent future DNA backlogs. The Federal funding from this award will help the laboratory increase and maintain capacity as well as help the laboratory implement a more streamlined workflow. This award will be specifically used for the following goal:

Goal 1: Streamline the workflow and reduce turn-around-time by eliminating variation, defects, and non-value added activities.

Objective A: Contract the services of vendor company for the purpose of initiating a Lean Six Sigma Project within the Forensic Biology.

**Timeline of Events**

FBU Manager and Procurement Meeting - May 2014

Request for Proposal – August 2014

Vendor Selection – Announced October 2014

Contract – Estimated Completion – November 2014

Signed (Laboratory/Vendor/Legal Dept.) – December 2014

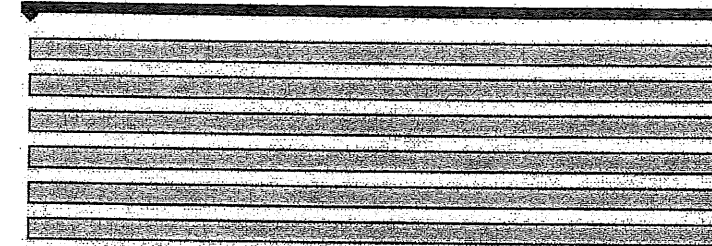
Training Schedule (see attachment) – Start – 1/12/15 Phase 1

End - 6/12/15 Phase 5

Implementation – End of training to 9/30/15

		Name	Start	Finish	11 Jan 15							18 Jan 15							25 Jan 15							1 Feb 15						
					F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1		Project Team Formation Support	1/12/15 8:00 AM	1/12/15 8:00 AM																												
2		Define Phase	1/12/15 9:00 AM	2/13/15 5:00 PM																												
3		Introduction to Lean and Six Sigma	1/12/15 9:00 AM	2/13/15 5:00 PM																												
4		Project Charter	1/12/15 9:00 AM	2/13/15 5:00 PM																												
5		Project Scope and Goals	1/12/15 9:00 AM	2/13/15 3:00 PM																												
6		Collect Voice of the Customer Data	1/12/15 9:00 AM	2/13/15 5:00 PM																												
7		Stakeholder Analysis; SIPOC	1/12/15 9:00 AM	2/13/15 5:00 PM																												
8		Identify CTQs	1/12/15 9:00 AM	2/13/15 5:00 PM																												
9		Measure Phase	2/16/15 8:00 AM	3/13/15 5:00 PM																												
10		Identify Critical Inputs	2/16/15 8:00 AM	3/13/15 5:00 PM																												
11		Prioritization Matrix	2/16/15 8:00 AM	3/13/15 5:00 PM																												
12		Measurement System Analysis	2/16/15 8:00 AM	3/13/15 5:00 PM																												
13		Collect Baseline Data	2/16/15 8:00 AM	3/13/15 5:00 PM																												
14		Use Data for Problem Focusing	2/16/15 8:00 AM	3/13/15 5:00 PM																												
15		Spaghetti Diagrams	2/16/15 8:00 AM	3/13/15 5:00 PM																												
16		Capability Analysis	2/16/15 8:00 AM	3/13/15 5:00 PM																												
17		Control Charts	2/16/15 8:00 AM	3/13/15 5:00 PM																												
18		Sigma Score Calculation	2/16/15 8:00 AM	3/13/15 5:00 PM																												
19		Stakeholder's Meeting #1	2/16/15 8:00 AM	3/13/15 5:00 PM																												
20		Analyze Phase	3/16/15 8:00 AM	4/17/15 5:00 PM																												
21		Investigate critical Inputs	3/16/15 8:00 AM	4/17/15 5:00 PM																												
22		Test Theories	3/16/15 8:00 AM	4/17/15 5:00 PM																												
23		Confirm Root Causes	3/16/15 8:00 AM	4/17/15 5:00 PM																												
24		Regression Analysis	3/16/15 8:00 AM	4/17/15 5:00 PM																												
25		Pareto Charts	3/16/15 8:00 AM	4/17/15 5:00 PM																												
26		Flow Charts and Hypothesis Testing	3/16/15 8:00 AM	4/17/15 5:00 PM																												
27		Improve Phase	4/20/15 8:00 AM	5/15/15 5:00 PM																												
28		Identify Solutions_Mitigate Risks	4/20/15 8:00 AM	5/15/15 5:00 PM																												
29		Confirm CTQs	4/20/15 8:00 AM	5/15/15 5:00 PM																												
30		Disciplined Brainstorming	4/20/15 8:00 AM	5/15/15 5:00 PM																												
31		Solution Prioritization Matrix	4/20/15 8:00 AM	5/15/15 5:00 PM																												
32		PICK Charts	4/20/15 8:00 AM	5/15/15 5:00 PM																												
33		FMEA	4/20/15 8:00 AM	5/15/15 5:00 PM																												
34		Pilot Plan	4/20/15 8:00 AM	5/15/15 5:00 PM																												

◆ 1/12



[illegible]

Agenda Item No. **3BB-1**  
T / MB 7-0  
R-2013-1602

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

**Meeting Date:** November 5, 2013      ☒ Consent                  ☐ Regular  
     ☐ Ordinance                 ☐ Public Hearing

**Department:**

**Submitted By: Palm Beach County Sheriff's Office**

**Submitted For: Palm Beach County Sheriff's Office**

## I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: **(A) Accept** on behalf of the Palm Beach County Sheriff's Office a National Institute of Justice FY 2014 DNA Backlog Reduction Program Grant in the amount of \$389,345 for the period October 1, 2013, through March 31, 2015; and **(B) Approve** a budget amendment of \$389,345 in the Sheriff's Grants Fund.

**Summary:** On August 27, 2013, the Palm Beach County Sheriff's Office (PBSO) received an award for the DNA Backlog Reduction Program. The Forensic Biology Unit in the Crime Laboratory of PBSO services over 28 municipalities, the school systems and assists state and local federal agencies as needed. These funds will be used for equipment, training, travel, and contractual services that will increase the efficiency of the crime lab. There is no match requirement associated with this award. No additional allocations are needed and no additional County funds are required. Countywide. (PGE)

**Background and Justification:** The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) FY 2014 Forensic DNA Backlog Reduction Program furthers the U.S. Department of Justice's mission by offering an opportunity for states and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples, as well as to improve DNA laboratory infrastructure and analysis capacity, so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology. The Catalog of Federal Domestic Assistance (CFDA) number is 16.741 and the grant number is 2013-DN-BX-0047.

**Attachments:**

1. Budget Amendment
2. Award Letter

RECOMMENDED BY:

DEPARTMENT DIRECTOR

10/15/2013  
DATE

APPROVED BY:

ASSISTANT COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

Attachment #

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	\$193,716				
Operating Costs	\$195,629				
External Revenues	(\$389,345)				
Program Income					
(County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE					
Positions	0				
(Cumulative)					

Is Item Included in Current Budget: YES \_\_\_\_\_ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2252 Object 3129

Reporting Category \_\_\_\_\_

### B. Recommended Sources of Funds / Summary of Fiscal Impact:

The FY14 DNA Backlog Reduction Program grant is funded through the National Institute of Justice (NIJ). There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required.

FY13 DNA Backlog Reduction Program	\$389,345
Total	\$389,345

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

<u>Susan Murray</u> 10/18/13 OFMB 710 SC 38 10/16 10/17	<u>Dr. J. Jacoby</u> 10/21/13 Contract Administration
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### B. Legal Sufficiency:

Paula E. Edlberg 10/22/13  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

This summary is not to be used as a basis for payment.